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SECTION C DESCRIPTIONS AND SPECIFICATIONS

**Performance Based Work Statement
for
Support to the United States Joint Forces Command (USJFCOM),
Norfolk, Virginia
Joint Logistics Capabilities**

1.0 INTRODUCTION: This task order is for the provisioning of support to the J49 Joint Logistics Capabilities Development Division, within USJFCOM J3/4, for creating enablers which lead to new joint logistics capabilities for the Joint Force Commander's (JFC) logisticians.

2.0 BACKGROUND: The J49 leads the transformation of joint logistics at the operational level of warfare through expansion, exploration and assessment of new joint logistics concepts resulting from experimentation to enhance the Joint Force Commander's ability to plan, synchronize, and execute an operational campaign. J49 does this by working with each Combatant Command J-4 through logistics process development and analysis, innovation, and integration. The results of this effort are tailored joint logistics solutions to solve capability gaps and eliminate unnecessary redundancies. J49 conducts reviews of joint logistics policies and verification, validation, and certification testing of logistics activities to determine if they are fundamentally capable to support the Combatant Commander's variety of missions. J49 develops concepts of operation which apply new rules, tools and processes to support future or emerging operational concepts developed as a result of the ever changing Joint Operational Environment.

3.0 SCOPE: This PWS encompasses the broad functional area of operational to tactical level joint logistics processes which create a unity of effort through integration, collaboration, and communication. The contractor shall provide support to the J49 Project Officers by crafting plans, rules, processes and integrating proposed tools to support newly developed joint logistics enablers. These enablers affect these joint logistics capabilities: distribution, supply, and transportation. The PWS requires J49 Project Officers to be supported with analytical study, logistics process review and re-engineering, experimentation and testing, concept development, Joint Mission Essential Task Listing Analysis, logistics command and control process assessments, and technology and systems integration.

4.0 APPLICABLE DOCUMENTS: Joint Publication 4-0 (dtd: 18 July 2008), other relevant joint publications, Secretary of Defense U.S. Forces Korea Transformation Guidance Memo (dtd: 4 Jul 07), US Army Field Manual 4-93.4; Theater Support command (dtd: 15 Apr 2003); Focused Logistics Roadmap (dtd: 15 May 2008), USJFCOM Unified Command Plan, the Secretary of Defense's Transformation Planning Guidance (dtd: Apr 2003); DoD Quadrennial Defense Review 2010; Joint Capabilities Integration and Development System (JCIDS) CJCSI 3170.01G (dtd: 1 Mar 2009), Capstone Concept for Joint Operations (CCJO), (dtd: 15 Jan 09), the Joint Operational Environment 2010 (published by United States Joint Forces Command).

5.0 REQUIREMENTS AND STRATEGY: The contractor shall support the J49 by conducting technical literature reviews and developing a baseline collective analysis of existing Combatant Commander logistics activities.

The contractor shall conduct analysis on operational to tactical level joint logistics management processes to determine potential issues affecting the Combatant Commander's operational campaign.

The contractor shall prepare draft reports of studies and analysis which will be used by the J49 Project Managers in order to develop improvements and solve capability gaps.

The contractor shall provide assistance to the J49 effort in joint experimentation as conducted by the USJFCOM J9 Joint Concept Development and Experimentation Directorate, the Joint Staff J-4, the Military Services, Combatant Commander J-4 and the Federal Agencies (with respect to integration of logistics effects in Combatant Command Interagency operations).

The contractor shall account for the hours expended on this PWS by using the Standard Labor Data Collection and Distribution Application (SLDCADA). The contractor shall input hours expended into this Government Information System on a bi-monthly basis. The Government will provide training to the contractor on inputting and certifying the hours expended on this PWS throughout the Period of Performance (POP). The contractor shall provide the TA a monthly progress report on the work accomplished on this PWS throughout the POP. The contractor shall not only note the work accomplished, but also issues encountered in its progress along with recommendations, significant results resulting from the progress, and provide a preview of work planned for the next month of the PWS.

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The contractor shall provide the TA a cost expenditure report (in the form of a Microsoft Excel spreadsheet) which details the funds expended as a result of accomplishing PWS tasks. The report shall provide specific monthly expenditures as compared to remaining funds. This report will be used by the TA to determine the “contractor burn rate”.

The contractor shall provide the TA with trip reports for all travel associated with this PWS. The trip report shall contain a summary of where the travel took place, the points of contact met during the travel, and a summary of the work accomplished and progress made on this PWS by the contractor(s). Trip reports are due to the TA no later than one week after the trip is concluded.

The contractor shall provide the TA with bi-monthly In Process Review (IPR) briefings describing the contractor’s efforts in satisfying the requirements of this PWS throughout the POP. The TA will determine the time and place for these IPRs, however a standard would be the 15th and 30th of each month during the PWS period within the TA’s workspaces.

5.1. DELIVERABLES: The contractor shall develop and provide the TA with a Draft Task Management Plan within 30 days after contract award and a Program Objective and Milestone Plan within 60 days of award. The specific deliverables are due to the TA as set forth in the below delivery schedule.

5.1.1. DELIVERABLES-DELIVERY SCHEDULE:

Deliverable	Base Period Due Dates	Option Period I Due Dates	Option Period II Due Dates
Draft Task Management Plan	30 Days After Award	30 Days After the Exercise of the 1 st Option Period	30 Days After the Exercise of the 2 nd Option Period
Program Objective and Milestone Plan	60 Days After Award	60 Days After the Exercise of the 1 st Option Period	60 Days After the Exercise of the 1 st Option Period
Literature Reviews and Baseline Collective Analysis Assessment Report-Final Version	Within 20 Calendar Days from the completion of the Literature Review and Baseline Collective Analysis	Within 20 Calendar Days from the completion of the Literature Review and Baseline Collective Analysis	Within 20 Calendar Days from the completion of the Literature Review and Baseline Collective Analysis
Reports on Analysis for use by the J49 to develop improvements in Joint Logistics Concepts and Logistics White Papers -Draft	Within 20 Days from the completion of the Analytical Review	Within 20 Days from the completion of the Analytical Review	Within 20 Days from the completion of the Analytical Review
Reports on Analysis for use by the J49 to develop improvements in Joint Logistics Concepts and Logistics White Papers-Final	Within 20 Days from the completion of the Approved Draft	Within 20 Days from the completion of the Approved Draft	Within 20 Days from the completion of the Approved Draft
Organizational Architecture Analytical Report - Draft	30 June 2011	30 June 2012	30 June 2013
Organizational Architecture Analytical Report - Final	30 September 2011	30 September 2012	30 September 2013
Doctrine, Organization, Training, Materiel, Logistics, Personnel and Facility (DOTMLPF) OTMLPF Change Recommendation Report	15 December 2011	15 December 2012	15 December 2013
In Process Review Briefs	30 th day of each	30 th day of each	30 th day of each month

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	month	month	
Project Trip Reports	7 business days following completion of the trip in support of the PWS	7 business days following completion of the trip in support of the PWS	7 business days following completion of the trip in support of the PWS
Cost Expenditure Report	15th of each month throughout POP	15th of each month throughout POP	15th of each month throughout POP
Monthly Status Report	15 of each month throughout POP	15 of each month throughout POP	15 of each month throughout POP
Final Report	29 Feb 2012	28 Feb 2013	28 Feb 2014

5.2. INSTITUTIONALIZING NEW PROCESSES, RULES AND TOOLS: The contractor shall capture analytical and assessment data using the DoD Operational Architecture Framework leading to DOTMLPF Change Recommendations that produces new rules, tools and processes and create the mandated documents and memoranda for the J49 Project Officers. The contractor shall create new draft Logistics Joint Integrating Concepts, pre-doctrinal documents, white papers, and other concept papers as directed by the J49 Project Officers. These documents will be used as the means to standardize and provide permanency to the solutions found through analysis and experimentation to solve joint logistics capability gaps.

5.3. FINAL REPORT: The contractor shall provide a final report summarizing all of the tasks done by the contractor throughout the POP. The report will specifically describe the objectives achieved, significant issues, impediments and problems with accompanying recommended solutions. The report is due to the Technical Assistant detailed in the schedule

6.0. PLACE OF PERFORMANCE: Work shall be primarily performed on-site in USJFCOM government facilities located in Norfolk, Virginia. Work may also be required at other USJFCOM sites, and other Combatant Commander locations as required by specific tasking.

6.1 Travel Coordination. The Contractor shall coordinate all task order related travel with the task order TA and provide necessary information for J49 compliance with JFCOM travel policies and requirements.

6.2 Travel Regulations. The Contractor shall be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this task order.

7.0. GOVERNMENT FURNISHED EQUIPMENT AND MATERIALS: The Government will provide workspace, access to secure and unsecured phone lines, ADP/computer equipment, and consumables to include: copies of and/or access to the latest versions of the following documents/actions related J49 support:

Joint Publications, doctrine and policies such as CJCSI and CJCSM relating to Joint Logistics.

J49 briefings, papers and information relative to this PWS.

JFCOM concept papers, including access to the Joint Operational Environment (JOE), the CCJO, and other relevant Joint Operational Concepts (JOpsC) documents.

DOD Logistics Roadmap

8.0. PERIOD OF PERFORMANCE: Base Period: 24 March 2011 through 23 March 2012
Option Period I: 24 March 2012 through 23 March 2013
Option Period II: 24 March 2013 through 23 March 2014

9.0. CONTRACTING OFFICER'S REPRESENTATIVE: TBD

10.0. SECURITY: A minimum of a Secret Security Clearance is required.

11.0 ESTIMATED LEVEL OF EFFORT: The estimated level of effort established for the performance of this task order is provided in Section B, LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995) clause.

12.0

QUALITY ASSURANCE SURVEILLANCE PLAN

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Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Task Order Deliverables	Task Order deliverables furnished as prescribed in the PWS.	Inspection by the COR	100% inspection of all task order deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Task Order Performance	Overall task order performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per task order procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy and 100% on time.

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

13. SLDCADA Instructions:

A. Reporting labor hours by project. To meet the USJFCOM Commander's oversight requirements into projects supported by the command, a command-wide workload collection system for all personnel working on command projects is to be implemented in phases. The system will ultimately be mandatory for all military, government civilian and contractor personnel who provide direct support to projects. Based on the foregoing, initially, all prime and subcontractor personnel working on-site at USJFCOM in the Tidewater region of Virginia, using Government furnished facilities and equipment, shall load their hours by project into a government developed database weekly or within two working days upon return from travel. This reporting requirement is for operational oversight of command efforts and does not eliminate or obviate any requirements to provide financial data through DCAA approved corporate financial systems. The time required for inputting such data is considered to be directly chargeable to the contract/task order under which hours are being reported. Information derived from this data collection will not be used for validation of invoices. Moreover, any verification or validation of contractor employee hours will be the responsibility of their management as the Government will not validate or approve contractor entries.

B. The Government will provide system orientation training to the contractor's project manager or his designee and also identify USJFCOM job order numbers that correspond to the various work being performed or supported by the contractor.

14. USJFCOM COMMANDER'S CRITICAL INFORMATION REQUIREMENT (CCIR)

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Certain types of incidents or occurrences during contract or task order performance can affect mission accomplishment and, therefore, require timely information management and immediate notification to the Command. Examples include degradation, outage, or compromise of USJFCOM communications networks and systems; death or serious injury of contractor personnel; and any accident or event involving contractor personnel that could result in immediate and adverse media attention, police, or legal action. Accordingly, the contractor shall immediately report any such instances to the Contracting Officer's Representative (COR) or Alternate COR. If neither is immediately reachable, the contractor shall contact the

USJFCOM Command Duty Officer directly at (757)836-5586/5658 or jfcom.cdo@jfcom.mil.

15. PERSONNEL QUALIFICATIONS

The contractor shall provide personnel with qualifications and experience as described below:

(1) LOGISTICS ANALYST

DUTIES: Provides analysis and assistance in the areas of logistics transportation, maintenance, supply, similar logistics fields and for future military capabilities. Areas of analysis and study include documentation, configurations, concepts, feasibility studies, alternative analysis, and functional description, planning and testing.

QUALIFICATIONS:

a. Bachelor of Arts or Bachelor of Science degree from an accredited college or university in one of the following academic fields: Business Administration or Management Science or a related field; or four (4) years experience in the application and techniques for supporting logistical planning and control.

b. Demonstrated experience in the development of logistics management planning for large and small organizations. Demonstrated capability in the analysis of program logistical needs, development of short and long-range logistic plans, budget analysis, and data base development for logistical use.

c. Three (3) years experience with and knowledge of military logistical management procedures and systems.

PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

(b) If the Ordering Officer questions the qualifications or competence of any person performing under the contract, the burden of proof to sustain that the person is qualified as prescribed herein shall be upon the Contractor.

(c) The Contractor must have the personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery/task orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonable ensure the ability for effective and efficient performance.

LABOR CATEGORIES MINIMUM REQUIREMENTS

* See Paragraph 15.0 of the performance work statement

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REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

(End of Provision)

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations

Immunization

Passports, visas, etc.

Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions: Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer.

Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler

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will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End of Provision)