

PERFORMANCE WORK STATEMENT

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SCOPE OF WORK FOR CONTRACTOR SUPPORT FOR CCSS & WEB ENABLE INITIATIVES

C.1 GENERAL: The Commodity Command Standard System (CCSS) was designed as an "integrated" data base. This means that data elements that are compatible for use in all subsystems/applications are stored in one central file. The purpose of CCSS is to have current data elements stored in an orderly fashion and readily accessible for reference by users and management. To arrange data in an orderly fashion and to accomplish a specific data processing purpose, related data elements/items are grouped together to form a record. Data elements comprising a record are usually grouped logically to form sectors. Sectors may be subdivided into segments. CCSS uses master files that are updated periodically during scheduled processing cycles or applications. Some of the major files contained in CCSS are the following: Cataloging Provisioning Control (CPC); Case Status File (CSF); Document Control File (DCF); DIDs Master Data Record (DIDSMDR); Demand, Return, and Disposal (DRD); End Item Parameter (EIP); Financial Accounting Data (FAD); Financial Accounts Receivable (FAR); Financial Correlation Table (FCT); Financial Funds Control (FFC); Financial General Ledger (FGL); Financial Inventory Subsidiary (FIS); Follow-Up Record (FUR); International Logistics Control File (ILC); Inactive Material Request History (IMRHS); Materiel Acquisition and Delivery (MAD); Materiel Management Decision (MMD); MILSCAP Master File (MMF); Mobilization Master Data Record (MOBMDR); Major Organizational Entity Rules File (MOE); Materiel Request History and Status (MRHS); NSN Master Data Record (NSNMDR); Overhaul Consumption Data (OCD); Provisioning Cross Reference (PCR); Program Data File (PDF); Procurement History Reference (PHR); Provisioning Master Record (PMR); Provisioning Cross Reference (PXR); Receipt, Excess, Adjustment History (RAH); Reference Number (REFNO); Station Address Director (SAD); Supply Support Request (SSR); Transaction Routing Index (TRI). The CCSS has been the backbone of the Army Materiel Command (AMC) Supply Management System since the early 1960's. CCSS is cumbersome and extremely non-user friendly compared to the present General User Interface (GUI) environment. Presently there are many supply initiatives being experimented throughout the Department of Defense (DoD), Department of Army (DA), Army Materiel Command (AMC), and the Major Subordinate Command (MSC) levels. A majority of these initiatives involve WEB enabling tools that make maximum use of ORACLE compatible databases. In addition, a lot of emphasis is being put internet applications that converts CCSS data into WEB based information.

C.1.1. SCOPE OF WORK: This Performance Work Statement (PWS) is for the planning, coordination and delivery of technical management support and services for SBCCOM (RI) for the maintenance and enhancement of WEB applications that make maximum use of databases that are ORACLE and SAS compatible. In addition, support will include new internet applications that converts CCSS data into WEB based information. The contractor will assist the command representative on the IPT for the Army Electronic Publication System (AEPS).

C.1.1.2. To avoid duplication of work, CCSS, and all the present supply initiatives and resources currently maintained by the Government will be made available to the Contractor and copies thereof may be incorporated into the Contractor's files. In addition the contractor will be given access to all the necessary WEB sites.

C.1.1.3. Location: The contract services shall be provided at the Rock Island Site. The contractor must perform his duties on site at least 90 per cent of the work year. Additional work sites, as deemed necessary, may be determined by the Contracting Officer's Representative (COR).

C.1.1.4. Hours of Operation: The contractor shall be available as necessary to perform the duties as described in the Scope of Work, and will work a tour of duty consistent with the operations of the work site. The contractor shall remain flexible regarding hours to meet extraordinary mission requirements.

C.1.1.5. Training: The Contractor shall be given the opportunity to participate in relevant Government-sponsored training on a space-available basis as long as training does not detract from performance and completion of work. Cost of this type of training will be reimbursed by the Government and must be approved by the COR.

C.1.2. Personnel:

C.1.2.1. Service Provider: The Contractor shall maintain effective working relationships with Program Managers, Staff Agencies, Team Leaders and others as necessary to perform work specified in the PWS and assure direct service as specified in the PWS.

C.1.2.2. Conduct: Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall be bound by AR 25-55, Joint Ethics Regulations, DoDD 5500.7 and 5 CFR Part 2635, et seq., and the provisions of FAR and its supplements. Contractor personnel shall not have any conflict of interest with potential offerors for items/services related to this SOW. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of this SOW. The contractor shall adhere to the Joint Ethics Regulation as covered in DOD 5505.7-R dated Aug 93, and other applicable Federal, State, and Local laws.

C.1.2.3. ID Badges and Vehicle Registration: The Contractor shall obtain badges and decals from the Government. The badges shall identify contractor as a non-Government employee. Parking on post shall be in designated 'Contractor' parking spaces. Such badges and decals shall be returned to the Government upon completion of the contract.

SECTION C-2

GOVERNMENT FURNISHED PROPERTY AND SERVICES

C.2.1. General: The Government will furnish all supplies and equipment, on site at the Rock Island Arsenal, Rock Island, IL, required to meet the terms of the contract, unless otherwise provided in the Performance Work Statement. All forms, regulations and pertinent Army publications necessary to comply with this PWS will be provided. Initial supply of these items shall be available on the contract start date. The contractor shall be responsible to obtain current and updated forms through the publications office and establish requirements for replacement. The contractor is authorized to use Government vehicles to accomplish authorized travel in support of this contract.

C.2.2. The Contractor shall sign a nondisclosure statement if and when access to Classified, Close Hold, Procurement, or Business Sensitive material is authorized.

C.2.3. Services: The Government will provide Fire protection, class A and C phone, utilities, custodial and security services, on site at the Rock Island Arsenal, Rock Island, IL, to the extent they are provided to the Chemical Product Center.

C.2.4. Facilities: The Soldier Biological and Chemical Command (Rock Island) Site Manager will provide a suitable space with appropriate office furnishings and computer equipment for use during this contract. The Contractor shall also have access to group meeting rooms or the Video Television Center (VTC) or other areas needed to perform the PWS with the approval of the COR.

C.2.5. Reproduction of printed materials: The contractor shall have access to office copying machines for reproduction of documents related to the PWS. The Contractor shall be required to meet any applicable office procedures regarding use of the copying machines.

C.2.6. Use of Facsimile Machine: The Contractor shall be able to use office FAX machines to meet the requirements of the PWS.

C.2.7. Use of other Office Materials and Equipment. Use of other office equipment, such as video equipment, videotapes, software, books, pamphlets, etc., as available, to meet the requirements of the PWS shall be authorized. If specific software is needed to perform the requirements of the PWS or the Government is the licensee for such programs, the Government will provide the Contractor with the software for the duration of the contract to be used in the Contractor's office.

C.2.8. The Contractor must be available on-site at SBCCOM (RI) 90% of the workyear.

C.2.9. The Contractor shall be willing to travel up to 25 percent of the work year. If required to

travel, the Contractor make all travel arrangements to accomplish assigned tasks, and submit receipts for reimbursement.

SECTION C-3

SPECIFIC TASKS

C.3.1. General: The Contractor shall provide technical support for the following programs, but not limited to:

INTEGRATED LOGISTICS DECISION SUPPORT SOLUTIONS (ILDSS), which is an Oracle based program that allows one to read and extract CCSS data in a user-friendly format.

ARMY ELECTRONIC PRODUCT SUPPORT (AEPS), which is an Army wide electronic publication system for posting logistic information to the Army Intranet.

COMMAND COMMODITY STANDARD SYSTEM (CCSS), defined in paragraph C.1.

NATIONAL STOCK NUMBER (NSN), referred to as MyNSN, is an Army developed database to extract and view CCSS data by NSN.

ELECTRONIC DATA INTERCHANGE/DIRECT VENDOR DELIVERY, which is an exchange of information with contractors electronically via the WEB; and delivery instructions for direct deliveries from the contractor's plant to the users.

The specific tasks are as follows:

C.3.1.1. Shall serve as SBCCOM Integrated Materiel Management Center (IMMC) technical representative on the AEPS and ILDSS Integrated Process Teams (IPT). The contractor shall:

- Coordinate and maintain the SBCCOM Logistics Assistance Representative (LAR) reporting network.

- Load the IPT's commodity data into AEPS.

- Coordinate SBCCOM IMMC AEPS initiatives.

- Maintain AEPS backup server at SBCCOM (RI)

- Assist in preparing templates for ILDSS

- Coordinate new initiatives for CCSS and MyNSN with IMMC staff

- Develop a means of exchanging contractual information via the WEB.

C.3.1.2. Prepare briefing charts and supporting documentation necessary for high quality briefings, up to DA level, and other Government Agencies on AEPS, CCSS, ILDSS initiatives, on a quarterly basis.

C.3.1.3. Attend Government meetings relevant to this PWS.

C.3.1.4. Serve as SBCCOM (RI) representative for all WEB matters.

C.3.1.5. Work with SBCCOM IMMC and SBCCOM PEO (RI) on WEB related issues/projects.

C.3.1.6. Interact with Government personnel and advise IPT's on actions listed in C.3.1.1, and coordinate their activities. Interaction does not include supervision of Government employees, or to be supervised by Government employees.
Recommends, but does not make decisions.

C.3.1.7. Serves as team leader involving coordination of plans, activities, and actions required for successful maintenance of the AEPS web site pertaining to Chemical/Soldier information.

C.3.1.8. The Contractor shall provide support for managing, extracting, and formatting logistics information from CCSS in a readily available and user-friendly format. In addition, provides support on new initiatives concerning the handling and formatting of CCSS data.

C.3.1.9. The Contractor shall have or have the ability to obtain a security clearance.

C.3.1.10. The Contractor shall have the capability to lead/chair Integrated Product Teams associated with WEB initiatives such as SAS (commercial program) and ILDSS.

C.3.1.11. The Contractor shall maintain the Chemical Defensive Equipment go-to-war database and make this data available via AEPS WEB site to the units in the field. In addition, the contractor shall develop an interface with the chemical items surveillance database and make this data assessable via the WEB.

C.3.1.12. Performance of the contract is at SBCCOM (RI) located on Rock Island Arsenal, Rock Island, IL. The Contractor shall be available to interact personally with the IPTs and other site personnel at least 90 per cent of the work-year, unless on authorized travel or training conducted at an alternative site.

C.3.2 PROGRAM GOALS

C.3.2.1. GOAL: The goal of SBCCOM (RI) is to keep pace with all the WEB initiatives that are being implemented in both the PEO world and the IMMC world. In addition, become a leader in new and innovative uses of the internet for disseminating information to our customers.

SECTION C-4 APPLICABLE DOCUMENTS

C.4.1. Documents applicable to this PWS are listed in the text. Army publications will be available at the start of the contract.

SECTION E

E.1. INSPECTION AND ACCEPTANCE: Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be the SBCCOM at Rock Island, Illinois.

E.2. APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Such representative(s) will be designated by letter from the Contracting Officer with an information copy to the Contractor. The COR(s) will represent the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract.

E.3. ACCESS TO PROCEDURES, RECORDS, DATA AND FACILITIES: The Contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.

E.4. INSPECTION AND ACCEPTANCE PROCEDURES: The Government will have the right to conduct surveillance of the Contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in Section C-3 of this PWS. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, briefing charts, and the progress of the mission, as defined by the IPT's. The Contracting Officer's Technical Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer will exercise these responsibilities through their staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

E.4.1. The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

E.4.1.2. Government Surveillance personnel will monitor the Contractor's performance by physical inspection, review of reports/documentation, and validated complaints.

E.4.1.3. When Government surveillance personnel find deficiencies, the Contractor shall be so advised verbally and in writing. As directed by the Contracting Officer or their representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.

E.4.1.4. Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

ATTACHMENT 2

SOW FOR CONTRACTOR TRAVEL

The contractor shall conduct off site temporary travel as required to accomplish the technical support SOW within the contract. Since the need for travel is established as the SOW tasks evolve and develop, exact travel requirements can not be specified herein. The projected travel for each contract period is as follows:

From Rock Island, IL:

To:

<u>Destination</u>	<u>*Transportation</u>	<u>Food & Lodging x Days</u>	<u>#Trips</u>	<u>Total</u>
SBCCOM-Natick	\$	3	3	
AMCOM, Huntsville, AL	\$	3	2	
HQ AMC	\$	3	1	
SBCCOM-Edgewood	\$	3	1	

*Includes car rental.

Grand Total\$

Although these travel projections are included, the contractor shall determine actual travel requirements needed to accomplish the SOW. Accordingly the contractor may vary the number of trips, travel destination, and duration of travel from these projections to accomplish the contract SOW within the total estimated costs. The contractor shall notify the contracting officer when 75 percent of the total estimated costs or travel has been reached.

All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the government. When commercial air carrier and commercial ground transportation are used, the costs shall be the most reasonable available to accomplish the mission. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. The proposed costs should not include any G&A or Profit add-ons. Mileage rates for personal vehicle used to accomplish temporary off site travel shall comply with established Government rates.

The invoice (DD250) submitted for payment of travel costs shall include copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide copy of each invoice and required receipts to the Contracting Officer Representative (COR) within 10 days of submission for payment. A DD250 will be approved by the COR and submitted to DFAS for payment.

The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractor's format shall be used. Reports of travel shall be submitted to the contracting officer representative.