

**Cyber Technology Division Program Management and Strategic Planning**

**10 Jun 11**

**TYPE ACTION:**  X  Competitive   Non-Competitive

**DESCRIPTION OF EFFORT:** See attached Performance Work Statement (PWS)

**TASK ORDER CONTRACT TYPE:**   FFP   CPFF (Completion)  X  CPFF (Level-of-Effort)

**PLACE OF PERFORMANCE:** Contractor’s facility, Huntsville, AL, and Government facilities at Redstone Arsenal, AL. Short-term, intermittent performance at other Government test locations may be required on a temporary duty (TDY) basis.

**PERIOD OF PERFORMANCE:** Base Effort: 19 Dec 2011 – 18 Dec 2012  
Option Period 1: 19 Dec 2012 – 18 Dec 2013  
Option Period 2: 19 Dec 2013 – 18 Dec 2014

**TOTAL ESTIMATED LOE (DPPH):** The Government estimates that this task order will require the level of effort specified below. Please note that this estimation is for INFORMATIONAL PURPOSES ONLY and is provided as a point of reference to allow offerors a better understanding of the general scope of this effort from the Government’s perspective. This is not to be construed as either mandatory or necessarily the best technical approach. It is the offeror’s responsibility to ensure the actual LOE proposed is appropriate to accomplish the PWS requirements and is consistent with offered technical approach.

<u>16,598</u>	(Base Effort)
<u>16,598</u>	(Option Period 1)
<u>16,598</u>	(Option Period 2)
<b>49,794</b>	<b>(TOTAL DPPH)</b>

**LOE FUNCTIONAL AREA ALLOCATION:** The Government estimates that the LOE expended in accomplishing the performance requirements of the PWS (paragraph 2.0) will be allocated as set forth below. Please note that this estimation is for INFORMATIONAL PURPOSES ONLY and is provided to facilitate proposal preparation. Actual allocation of work may vary during task order performance.

Subparagraph 2.1:  10  %  
Subparagraph 2.2:  45  %  
Subparagraph 2.3:  10  %  
Subparagraph 2.4:  10  %  
Subparagraph 2.5:  15  %  
Subparagraph 2.6:  10  %

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**ESTIMATED TRAVEL**

OCONUS travel \_\_\_\_\_ IS  IS NOT anticipated in performance of this task order.

Travel may be required in performance of this task order. The contractor has no authority to incur travel costs without explicit written approval (email acceptable) of the Contracting Officer’s Representative (COR). Under no circumstance shall the contractor incur travel costs in excess of the NTE amount stated herein.

NTE:	\$	<u>43,500.00</u>	(Base Effort)
	\$	<u>43,500.00</u>	(Option Period 1)
	\$	<u>43,500.00</u>	(Option Period 2)
	\$	<b>130,500.00</b>	<b>(TOTAL Travel Cost)</b>

Since number of trips, destinations, and duration of trips is unknown at this time, incorporate the above amounts in your proposal for each FY.

\_\_\_\_\_ Contractor travel will not be required under this task order.

**ESTIMATED OTHER DIRECT COSTS (ODC)**

The contractor has no authority to incur material costs without the explicit prior written approval of the contracting officer. Prior to forwarding requests to the contracting officer, the contractor shall obtain the COR’s concurrence. Electronic Mail (email) shall be utilized for both steps in this process. Under no circumstance shall the contractor incur materials costs in excess of the NTE amount stated herein.

NTE:	\$	<u>10,000.00</u>	(Base Effort)
	\$	<u>10,000.00</u>	(Option Period 1)
	\$	<u>10,000.00</u>	(Option Period 2)
	\$	<b>30,000.00</b>	<b>(TOTAL ODC)</b>

**GOVERNMENT FURNISHED PROPERTY (GFP)**

\_\_\_\_\_ The following Government Furnished Property or Test Facilities are available for use in performance of this Task Order:

On-site performance at Government facilities is anticipated. For all on-site performance (i.e., Government site), the Government will provide access to office space and equipment required to perform the task order (as determined to be necessary and available by the COR). The delineation of estimated on-site and off-site (i.e., contractor site) effort is as follows:

	<u>ON-SITE</u>	<u>OFF-SITE</u>
Base Effort	<u>31</u> %	<u>69</u> %
Option Period 1	<u>31</u> %	<u>69</u> %
Option Period 2	<u>31</u> %	<u>69</u> %

\_\_\_\_\_ No Government Furnished Property, Test Facilities, or other on-site facilities are available for use in performance of this Task Order.

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**SECURITY REQUIREMENTS**

       **APPLICABLE**   **X**   **NOT APPLICABLE:** Effort completed under this T/O requires access to Sensitive Compartmented Information (SCI) data. The SCI access is allowable in accordance with the DD Form 254, Contract Security Classification Specification, incorporated into the contract under which this T/O is executed.

       **APPLICABLE**   **X**   **NOT APPLICABLE:** Performance of this T/O will also require access to Special Access Program (SAP) information. Revision "X" to the DD Form 254, **execution date**, is provided herein and is applicable to this T/O only.

       **APPLICABLE**   **X**   **NOT APPLICABLE:** Support outside the United States is required under this effort. The following contract clauses will be applicable to this task order: FAR 52.228-3, Worker’s Compensation Insurance (Defense Base Act); FAR 52.228-4, Workers Compensation and War Hazard Insurance Overseas; DFARS 252.228-7000, Reimbursement for War Hazard Losses; DFARS 252.228-7003 – Capture and Detention; DFARS 252.225-7043, Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States; DFARS 252.209-7001, Disclosure of Ownership or Control by the Government of a Terrorist Country; and Section H clauses entitled “Contingency/War Clause” and “Services Furnished by the Government”. Prior to the contractor deploying any employee outside the Continental United States (OCONUS) into an area of operations in support of a contingency operations or exercise under this task order, the contractor shall coordinate a Risk Assessment Plan (including a liability estimation) with the SETAC Contracting Officer.

**PROPOSAL INSTRUCTIONS**

The Sample TORP proposal shall be prepared in accordance with the instructions set forth in Attachment 08 of this solicitation.

Page limitations for this Sample TORP proposal is as follows:

Part 1 (Understanding of Requirements) of the proposal shall not exceed   2   pages , excluding any OCI Mitigation Plans.

Part 2 (Task Order Approach) of the proposal shall not exceed   7   pages, excluding the DPPH matrix.

Part 3 (Task Specific Experience) of the proposal shall not exceed   4   pages for key personnel experience (Section 3A). Corporate experience examples (Section 3B) shall not exceed   1   page for each example provided.

There is no page limitation for Section 4 (Cost) of the proposal. The cost proposal shall be in landscape format with each task period detailed on a separate page. Legal paper size is acceptable for pages containing spreadsheets.

**EVALUATION CRITERIA**

This sample TORP shall be evaluated in accordance with Section M-4, paragraphs c(1)(a) – (c) and c(4), of the solicitation.

**PERFORMANCE WORK STATEMENT (PWS)**

**Cyber Technology Division Program Management and Strategic Planning**

**1.0 MISSION OBJECTIVE:** The mission of the Cyber Technology Division is to advance the state-of-the-art in Cyber warfare and defense as it impacts the space and missile defense technology developed by the U.S. Army Space and Missile Defense Command/U.S. Army Forces Strategic Command (USASMDC/ARSTRAT). The goal of this effort is to provide services that address the programmatic and business initiative needs of the division. The Cyber Division will develop multiple technology solutions in the Cyber program. Effective program development and execution will depend upon regular analysis and reporting support.

This requirement identifies services that are strictly non-personal in nature. While performance of this effort requires no services that are inherently governmental functions, it may include functions that are closely associated with inherently governmental functions as defined in Section 804 of the FY 2005 National Defense Authorizations Act. Appropriate military or civilian personnel of the Department of Defense cannot reasonably be made available to perform these functions. However, appropriate military or civilian personnel of the Department of Defense will: (1) oversee contractor performance of the contract; and (2) perform all inherently governmental functions associated with the efforts to be performed under this task order.

In performance of this effort, the contractor shall not be required to perform expert experienced-based mentoring, teaching, training, advice, and recommendation to senior military officers, staffs, and students as they participate in war games, warfighting courses, operational planning, operational exercises, and decision-making exercises.

**2.0 PERFORMANCE REQUIREMENTS:** The contractor shall perform the following tasks in support of this effort:

2.1 Program Management – The contractor shall support the development of program cost, technical, and schedule goals for the Cyber program. The contractor will work with Government teams at USASMDC/ARSTRAT and other organizations internal and external to the DoD to develop realistic goals based on input from requiring organizations and related technology programs. Work will require program management experts to identify key program drivers and ensure all pertinent issues affecting the progression of the program are addressed. The contractor shall develop and maintain software/databases to record, track and assess progress toward goals. These databases will be used by government and contractor personnel to analyze and assess program costs, technical, and schedule performance. The contractor shall identify risks/issues in the Cyber program and formulate alternatives for resolutions that identify all the trade-offs. Reference basic contract PWS 2.2.1(a)(2).

2.2 Program Planning and Execution – The contractor shall perform program planning activities for both currently funded Cyber efforts and potential follow-on efforts that would continue and/or expand upon the current Cyber program. The contractor shall provide program planning support, including scheduling and cost analysis involving the development and maintenance of life cycle cost models, estimating program costs, and developing and maintaining schedules for developing Cyber technologies. Specific products provided include weekly and monthly reports, test documents, range requirements and other program documentation, as assigned. Reference basic contract PWS 2.2.1(a)(2), (5) and (6).

2.3 Meeting/Briefing Support – The contractor shall participate in a broad range of meetings/presentations in support of Cyber division interests, including coordinating the development of meeting agendas and briefings given by the Chief, Cyber Division and other Cyber Division team members as needed. The contractor shall coordinate with other stakeholder organizations in activities such as Cyber planning meetings to ensure all attendees are fully informed in advance of meetings and meeting results, action items and products prepared at such meetings are properly captured and distributed after the meetings. Reference basic contract PWS 2.2.1(a)(4) and 2.2.1(c)(5).

2.4 Resource Management and Cost Analysis – The contractor shall assist the Cyber Division in various financial management and cost analysis activities to include, but not be limited to, the review and analysis of financial reports, cost estimating efforts, and cost risk analysis. The contractor shall prepare financial reports, spreadsheets and briefing charts related to the execution of the Cyber Division budget. The contractor shall assist in the development of briefings for financial reviews and periodic meetings with senior management including POM and R2 Form preparation/submission. These reports and briefings shall be provided in electronic and/or color hardcopy format depending on request and in the quantities specified by the Contracting Officer’s Representative (COR). Reference basic contract PWS 2.2.1(d)(1) and (2).

2.5 Strategic Planning – The contractor shall provide strategic planning support to the Chief, Cyber Division and other senior leaders to include the performance of special studies by cyber experts covering a wide variety of technical, management, and business-related aspects of Cyberspace and the USASMD/ARSTRAT’s role. This support may require the utilization of Subject Matter Experts (SMEs) to perform professional assessments of all related technologies, external organizations, inter/intra-organizational impacts, threat analyses, national and international technology trends, and to identify Cyber Division strategic business opportunities. The contractor shall provide technical expertise and historical perspective in support of a variety of strategic planning and organizational structure activities. Support will include systems engineering and technical assistance to assist the Chief, Cyber Division in developing strategic, business and program plans. Reference basic contract PWS 2.2.1(b)(1)-(5).

2.6 Requirements Definition – The contractor shall provide requirements definition support for Cyber related technology and processes developed to support DoD and customer missions. This will include analysis of Army and other agency requirements to determine the technical and logistical requirements that impact SMD/ARSTRAT Cyber technology. Modeling and simulation of various threat scenarios may be required to identify the appropriate requirements for the Cyber technology or process. The contractor shall support meetings with requiring agencies and other contractors as a part of this process. The contractor shall perform analysis of the status of technology plans with respect to defined requirements. Reference basic contract PWS 2.2.2(a) and (c)

**3.0 TRAVEL:** Travel may be required in performance of this task order. Specific travel requirements will be identified and funded as such need arises. The contractor has no authority to incur travel costs without explicit written approval (email acceptable) of the Contracting Officer’s Representative (COR). Under no circumstances shall the contractor incur travel costs in excess of the funded amount stated in the task order.

**4.0 SECURITY:** In accordance with PWS paragraph 3.0 and the Contract Security Classification Specification (DD Form 254) of the basic contract, the contractor must possess a TOP SECRET facility clearance and TOP SECRET safeguarding capability. In addition, certain contractor personnel may be required to possess TOP SECRET clearances or be eligible for immediate adjudication by the cognizant

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security authority upon award of the task order. The contractor shall submit adequate clearance packages within ten (10) calendar days of notification.

**5.0 GOVERNMENT FURNISHED PROPERTY (GFP):** On-site performance at Government facilities is anticipated. For all on-site performance (i.e., Government site), the Government will provide access to office space and equipment required to perform the task order (as determined to be necessary and available by the COR).

**6.0 DELIVERABLES:** The following data/reports are required to be delivered to the COR and COTR (if applicable) under this task order. The contractor’s proposal will satisfy the requirements for the first submission of the Task Order Management Plan (TOMP). A revised TOMP will be required on as-needed basis in response to changes in required resources and/or ceiling revisions.

<u>CDRL #</u>	<u>CDRL TITLE</u>	<u># COPIES</u>	<u>DATE OF SUBMISSION</u>
001	Task Order Management Plan	1 **/**/**	See Above
002	Progress, Status and Mgt Report	1 **/**/**	Per CDRL
003	Tech Rpt - Study/Services	1 **/**/**	Per CDRL
004	Final Technical Report	2 **/**/**	Per CDRL
007	Presentation Material	1 **/**	As Required
008	Conference Minutes	1 **/**	Per CDRL

- \* Plus Electronic Version.
- \*\* One (1) hardcopy to the COR
- \*\*\* One electronic copy to the Contracting Officer (email acceptable).

**7.0 PERFORMANCE OBJECTIVES/METRICS:**

7.1 This performance-based service contract incorporates the performance objectives set forth at Appendix A. It is the contractor’s responsibility to employ the necessary resources to ensure accomplishment of these objectives. The Government’s assessment of the contractor’s performance in achieving these objectives will utilize the standards, acceptable quality levels, surveillance methods, and performance incentives described in the Performance Requirements Summary matrix. The performance incentives will be implemented via the Government’s past performance assessment conducted in accordance with Part 42 of the Federal Acquisition Regulation (FAR), as applicable.

7.2. The performance objectives, standards, and acceptable quality levels shall be applied on a TO basis with performance incentives to be implemented on an annual basis. The Government will conduct informal interim counseling sessions with the contractor’s Program/TO Manager to identify any active TO performance that is not meeting the acceptable quality levels. These sessions will be conducted at least on a quarterly basis in order to provide the contractor a fair opportunity to improve its performance level.

7.3 The contractor will be notified, in writing, of the Government’s determination of its performance level for each performance objective including all instances where the contractor failed to meet the acceptable quality level.

**APPENDIX A**

**PERFORMANCE REQUIREMENTS SUMMARY MATRIX**

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
<p>High Quality Technical Performance</p>	<p>Contract requirements met with little rework/ re-performance required and with few minor and no significant problems encountered <i>Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment</i> <i>Assessments, evaluations, analyses, recommendations, and related input are thorough, reliable, highly relevant to requirements and consist of substantial depth and breadth of subject matter.</i></p>	<p>Contractor delivery of products and/or services meets all contract requirements. Performance occurs with no required re-performance/ rework at least 80% of time. Problems that are encountered are minor and resolved in a timely and satisfactory manner.</p>	<p>100% Inspection of Deliverable Data and Reports. Combination of Periodic, Random, sample, and un-scheduled inspection of rendered services as well as customer feedback.</p>	<p>Assignment of performance rating for performance.</p> <p><b>EXCEPTIONAL:</b> Performance and deliverables meet all and exceed many requirements. Performance delivered with no required re-performance/rework at least 95% of time; problems that are encountered are minor and resolved in a highly effective manner.</p> <p><b>VERY GOOD:</b> Performance and deliverables meet all and exceed some requirements. Performance delivered with no required re-performance/ rework at least 90% of time; problems that are encountered are minor and resolved in an effective manner.</p> <p><b>SATISFACTORY:</b> Performance and deliverables meet all requirements. Performance delivered with no re-performance/rework at least 80% of time; problems that are encountered are minor and resolved in a satisfactory manner.</p> <p><b>MARGINAL:</b> Some requirements not met and/or performance delivered with re-performance/rework required more than 20% of time. Problems encountered were resolved in a less than satisfactory manner.</p> <p><b>UNSATISFACTORY:</b> Many requirements not met. Numerous re-performances/ rework required. Substantial problems were encountered and inadequate corrective actions employed.</p>

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<p>Adherence to Schedule</p>	<p>Milestones, periods of performance, and/or deliverable submission dates are met or exceeded.</p>	<p>Contractor meets delivery requirements at least 80% of the time (excluding Gov’t caused delays).</p>	<p>100% Inspection of Deliverable Data and Reports. Combination of Periodic, Random, sample, and un-scheduled inspection of rendered services as well as customer feedback.</p>	<p>Assignment of performance rating for SCHEDULE criteria:</p> <p><b>EXCEPTIONAL:</b> Milestones/performance dates met or exceeded 100% of time (excluding Government caused delays).</p> <p><b>VERY GOOD:</b> Milestones/performance dates met or exceeded at least 90% of time (excluding Government caused delays).</p> <p><b>SATISFACTORY:</b> Milestones/performance dates met or exceeded at least 80% of time (excluding Government caused delays).</p> <p><b>MARGINAL:</b> Milestones/performance dates met less than 80% of time (excluding Government caused delays).</p> <p><b>UNSATISFACTORY:</b> Schedule/performance dates met less than 70% of time (excluding Government caused delays).</p>
<p>Management of Key Personnel.</p>	<p>Provide a qualified and stable Key Personnel workforce.</p>	<p>Retention of qualified key personnel is maintained at a minimum of 80%.</p>	<p>Combination of Periodic, Random, sample, and un-scheduled inspection of rendered services as well as customer feedback.</p>	<p>Assignment of performance rating for KEY PERSONNEL criteria:</p> <p><b>EXCEPTIONAL:</b> Retention rate of Key personnel maintained at 95% or better.</p> <p><b>VERY GOOD:</b> Retention rate of key personnel maintained at 90% or better.</p> <p><b>SATISFACTORY:</b> Retention rate of Key personnel maintained at 80% or better.</p> <p><b>MARGINAL:</b> Retention rate of Key personnel maintained at 70% or better.</p> <p><b>UNSATISFACTORY:</b> Retention rate of Key personnel is less than 70%.</p>

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<p>Cost Control (Applicable to CPF tasks only).</p>	<p>Effectively forecast and manage labor costs to ensure accomplishment of performance requirements within Task Order cost estimates.</p>	<p>Actual cost of task order performance maintained within 110% of original cost estimate.</p>	<p>100% Inspection of monthly Funds &amp; Manhour Expenditure Reports (FMERs), Status Reports, and payment invoices.</p>	<p>Assignment of performance rating for COST CONTROL criteria:</p> <p>EXCEPTIONAL: Actual cost of task order performance maintained within 100% of original cost estimate.</p> <p>VERY GOOD: Actual cost of task order performance maintained within 105% of original cost estimate.</p> <p>SATISFACTORY: Actual cost of task order performance maintained within 110% of original cost estimate.</p> <p>MARGINAL: Actual cost of task order performance exceeds 110% of original cost estimate.</p> <p>UNSATISFACTORY: Actual cost of task order performance exceeds 120% of original cost estimate.</p>
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