ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO.	2. DELIVERY ORDER/ CALL NO.	3. DATE OF ORDER/CALL	4. REQ./ PURCH. REQUEST NO.	5. PRIORITY
DASG60-02-D-0009	008102	2003 Mar 13	MIPR03DAUB0368	DX-A2

6. ISSUED BY CODE W31RPD
US ARMY SPACE & MISSILE DEFENSE COMMAND
[redacted]
P.O. BOX 1500
HUNTSVILLE AL 35807-3801

7. ADMINISTERED BY CODE S0107A
DCMA HUNTSVILLE
BUILDING 4505, SUITE 301
MARTIN ROAD
REDSTONE ARSENAL AL 35898-0001

8. DELIVERY FOB
[X] DEST
[ ] OTHER
(See Schedule if other)

9. CONTRACTOR CODE 0JLS6 FACILITY
BAE SYSTEMS ANALYTICAL SOLUTIONS INC
1525 PERIMETER PKW, STE 500
HUNTSVILLE AL 35806

10. DELIVER TO FOB POINT BY (Date)
SEE SCHEDULE

11. MARK IF BUSINESS IS
[ ] SMALL
[ ] SMALL DISADVANTAGED
[ ] WOMEN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
See Item 15

14. SHIP TO CODE
SEE SCHEDULE

15. PAYMENT WILL BE MADE BY CODE HQ0338
DFAS-COLUMBUS CENTER
DFAS-CO/SOUTH ENTITLEMENT OPERATION
P.O. BOX 182264
COLUMBUS OH 43218-2264

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER			
	DELIVERY/ CALL	X	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYYYMMMDD)

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				

** If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.*

24. UNITED STATES OF AMERICA
[redacted]
CONTRACTING / ORDERING OFFICER

25. TOTAL $73,750.00
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

DATE | SIGNATURE OF AUTHORIZED GOVT. REP.

27. SHIP NO.
[ ] PARTIAL
[ ] FINAL

28. DO VOUCHER NO.

30. INITIALS

31. PAYMENT
[ ] COMPLETE
[ ] PARTIAL
[ ] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.

DATE | SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001		1	Lot	UNDEFINED	UNDEFINED

SETAC - FP Labor

COST

Provide services outlined in the scope of work (SOW), as defined in a given task order (T/O), at the fixed prices/government labor category specified in Section B paragraph entitled, "GOVERNMENT LABOR CATEGORIES AND ASSOCIATED FIXED PRICES PER DPPH"

PURCHASE REQUEST NUMBER: MIPR03DAUB0368

MAX COST $70,055.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003		1	Lot	UNDEFINED	UNDEFINED

Consultants

COST

Provide services outlined in the scope of work (SOW) at the cost reimbursable amounts as approved on a task-order-by-task-order basis. Total Fee, including prime and subcontractor/consultant, shall not exceed 3% of the estimated costs. This CLIN is valid during the three-year base period as well as any/all award term extensions earned by the contractor.

PURCHASE REQUEST NUMBER: MIPR03DAUB0368

MAX COST $0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		1	Lot	UNDEFINED	UNDEFINED

Materials and STE

COST

Provide materials, special test equipment (STE), and associated services outlined in the individual task orders at the cost reimbursable amounts as approved by the T/OM and the Contracting Officer. NO FEE ON THIS CLIN. This CLIN is valid during the three-year base period as well as any/all award term extensions earned by the contractor.

PURCHASE REQUEST NUMBER: MIPR03DAUB0368

MAX COST $0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005		1	Lot	UNDEFINED	UNDEFINED

Travel

COST

Travel as directed in the individual task orders. Travel must be completed within the cost reimbursable amounts allowed per the Joint Travel Regulations and the DCAA-approved Company-Implemented Policy and Procedures. NO FEE ON THIS CLIN. This CLIN is valid during the three-year base period as well as any/all award term extensions earned by the contractor.

PURCHASE REQUEST NUMBER: MIPR03DAUB0368

MAX COST $3,695.00

FOB: Destination

BLOCK 17/BLOCK 18 CONTINUED
BLOCK 17 (DD1155) CONTINUED:

ACRN AA: EXPIRATION OF FUNDS: 12 MAR 04 (ACRN AA FUNDING MUST BE EXPENDED BY 12 MAR 04)

ACRN AA: EXPIRATION OF FUNDS: 15 SEP 04 (HOWEVER, ACRN AB FUNDING MUST BE EXPENDED BY 30 JUN 04 UNLESS THE PERIOD OF PERFORMANCE IS EXTENDED BY THE GOVERNMENT)

TASK ORDER FUNDS REQUIRED $73,750

TASK ORDER FUNDS AVAILABLE $73,750

UNFUNDED BALANCE $0

BLOCK 18 (DD1155) CONTINUED: In the performance of this Task Order (T/O), the contractor shall provide the total Direct Productive Person Hours (DPPHs), plus or minus 10 percent, as stated for fixed-price labor categories stated in Section B of the contract listed in Block 1 of the DD Form 1155. These DPPHs shall be billed at the fixed price stated in Exhibit V of the contract. The contractor shall not exceed the DPPHs, nor the total dollars, stated for consultant below. The contractor is allowed to provide up to 10 percent less than the DPPHs stated for consultant and still expend the total dollars as stated in the T/O. Furthermore, under no circumstance shall the contractor exceed the dollars stated for Materials, Travel, or Total T/O.

LABOR CATEGORIES: Labor categories are as listed in the contract, Section B, paragraph entitled "GOVERNMENT LABOR CATEGORIES AND ASSOCIATED FIXED PRICES PER DPPH"

		DPPHs ORDERED	NTE AMOUNT
FIXED-PRICE LABOR TOTAL	[redacted]	DPPHs	$ 70,055
*CONSULTANT TOTAL	[redacted]	DPPHs	$ 0
T/0 TOTAL LABOR	[redacted]	DPPHs	$ 70,055
MATERIAL		NTE	$ 0
TRAVEL		NTE	$ 3,695
T/O TOTAL			$ 73,750

**Consultant requirements must have prior written approval of the Administrative Contracting Officer (ACO) (via subcontract consent package) before any costs are incurred under the consultant CLIN.

Section C - Descriptions and Specifications

A SOW
"Technology Assessment and Transition Management (TATM) Handbook" STATEMENT OF WORK

DESCRIPTION: 1.0 The Defense Acquisition University (DAU), in support of the US Army's Program Executive Officer (PEO) Aviation, is developing a common Technology Assessment and Transition Management (TATM) process. The objective of the TATM process is to facilitate the rapid transition of technology for development to the warfighters and to reduce development costs, schedule and performance risk for System and Subsystem development programs and related Science and Technology (S&T) development projects. In support of this effort a handbook documenting the TATM process and providing implementation guidance is necessary.

1.1 Background

The TATM Process was developed as two phase risk identification and management process intended for use at a Program Executive Officer (PEO) level and by individual Program Managers (PMs) within a PEO. The TATM process is a tool for establishing synchronization between system development programs and the individual S&T development project that will be integrated into the system over its life cycle.

The Aviation Technology Assessment and Transition Management (TATM) Process will be generating valuable information that needs to be linked and stored in a central data repository for the management structure. The working group has developed the TATM Tool Suite (database program) that provides the link/repository that the TATM Process needs storing the information generated from all stages of the process. The TATM Tool Suite provides management a structure to easily get information required to generate reports needed to make the critical decisions and manage risk.

1.2 Objective

In order to facilitate transition, a practitioner's handbook on the TATM process and implementation is necessary. The objectives of this effort are to develop a handbook for use by PMs, users, sustainers and S&T developers in the TATM process. The handbook should:

- Document the standard technology assessment and transition process
- Provide readily accessible implementation guidance, examples and references
- Support comprehensive assessments of supporting technology programs.

2.0 Technical Support Required

2.1 Experience

Contractor shall demonstrate experience with the development and execution of Program and S&T processes. This experience shall include the development of Program and S&T project 'roadmaps' which are used to show linkages between the efforts. Key assessment areas include: (1) Program Criticality, (2) S&T Project Technology Readiness Levels (TRLs), and (3) Technology Maturation Plan Assessment (TMPA).

The Contractor shall demonstrate past experience in conducting technical analyses of program roadmaps to include: (1) Gap Analysis, (2) Commonality Analysis, and (3) Technical Risk Analysis.

The Contractor shall demonstrate past experience in technical documentation support to include: (1) Technical Writing/Editing/Illustration, (2) Interactive Multimedia Instruction (IMI) Design/Programming, and (3) Version/Configuration Management.

The Contractor shall demonstrate knowledge of technology assessment and transition management processes (i.e. system engineering, risk management, etc).

3.0 Phase I - Task Description

Contractor shall provide programmatic services and support using available documentation to create a TATM Process handbook. The handbook shall define and link the TATM Process to the government-furnished sub-

process, criteria, references and background materials and examples. In the Phase I effort will deliver the handbook via a CD master with the basic TATM Process, supporting links and reference material. In the Phase I effort the contractor will also provide senior level expertise to review and analyze issues or potential risk areas within the TATM process and resulting S&T roadmaps.

3.1 TATM Process Handbook (5 Months)

The Contractor shall:

3.1.1 Conduct requirements definitions using TATM Working Group Meetings. Working Groups will consist of PEO, User, RDEC and AMCOM members. These handbook requirements shall include all structure, content, format and features/functions the working group believes are necessary for a handbook to be useful. MIL-STD-962C, Department of Defense, Standard Practice, Defense Standards and Handbooks shall be used as guidance for handbook format.

3.1.2 Edit and compile the required information to include editing, formatting, consistency and process flow in accordance with the requirements definition. Defense Acquisition University (DAU) will provide TATM Process definition and required sub-process, criteria, references and background material to be contained in the handbook.)

3.1.3 Link the TATM Processes to sub-process discussions, criteria, references and background materials.

3.1.4 Develop the handbook

Alpha Version for release in .pdf format on compact disk and using an interactive system to allow reviewers to access the documents online and interactively (comment period estimated to be 30 days)

Provide comments via the internet
Review comments in the TATM Working Group forum
Incorporate the agreed upon comments
Beta Version for release in .pdf format on compact disk and also in a downloadable .pdf format for posting to a web page.

3.1.5 Support Handbook Reviews with the TATM Working Group

Prior to Alpha version release
Prior to the Beta Version release

3.1.6 Maintain configuration management of the handbook during development.

3.1.7 Planned delivery activities.

Alpha version release – Prior to 1 May 2003
Beta version release handbook – Prior to 13 June 2003

3.2 Program / S&T 'Roadmap'

The Contractor shall provide senior level expertise to define the issues or potential risk areas in the TATM process that a PM or other technical staff should be looking for, in particular during gaps, commonality and risk analysis of technology insertion roadmaps. These experts must have Program Office experience and have conducted similar S&T roadmap analyses for Army or other Department of Defense programs.

4.0 Phase II (Option: Estimate Period of Performance 12 Months)

4.1 TATM Process Handbook

Phase II (option when and if funding is provided and guidance given by T/OM) will build upon the Phase I effort to update the handbook based on practitioners' comments, provide additional structure, and to describe the TATM Process and Tool Suite.

The Contractor shall provide support services and support for:

4.1.1 Two (2) additional revisions of the handbook based on practitioners comments and update support materials accordingly, based on TATM process adjustments. For planning purposes:

4.1.1.1 First Revision

Updated 60 days after funding is provided/direction given by T/OM

Released in .pdf format on compact disk and using an interactive system to allow reviewers to access the documents online and interactively (comment period estimated to be 60 days)

4.1.1.2 Second Revision

Updated 180 days after completion of first update

Release in .pdf format on compact disk and also in a downloadable .pdf format for posting to a web page.

4.1.2 Developing training materials for TATM in accordance with DAU direction after second update

- Handouts and other materials
- An integrated and interactive tutorial for the TATM Process and Tool Suite on the handbook compact disk and in the downloadable version.

4.1.3 Expert support for TATM Process. The Contractor shall provide senior level expertise to define the issues or potential risk areas in the TATM process that a PM or other technical staff should be looking for, in particular during gaps, commonality and risk analysis of technology insertion roadmaps. These experts must have Program Office experience and have conducted similar S&T roadmap analyses for Army or other Department of Defense programs.

5.0 Deliverables

5.1 The contractor shall provide an initial plan and schedule detailing the events necessary to complete the effort and planned monthly and cumulative expenditures.

5.2 The contractor shall provide a Monthly Status to the Task Order Monitor (T/OM)) via email for SETAC effort. The report shall discuss status of analyses and documentation, identify any further GFI required, and present any potential problem areas requiring further definition by the Government. The report shall indicate percentage of work complete, monthly funds expenditure and percentage of total funding expended and shall show planed verses actual for these items and estimate at completion.

5.3 The contractor shall provide information via email and hard copy.

5.3.1 Meeting/Trip Reports. Written reports documenting the activities, discussions and action items of significant attended meetings, forum, boards and symposiums.

5.3.2 Status Reports. Provide timely updates.

5.3.3 Task Summary Reports. In addition to the contract-required reports, the contractor shall submit a monthly task summary report. The report shall include labor charges for actual hours worked and other direct costs (ODCs) which may be authorized in the task (e.g., travel, training, etc.). Charges shall not exceed the authorized cost limits for labor and ODCs. The Government will not pay unauthorized charges. The contractor shall deliver a requirements summary, in contractor format, 30 days after contract award.

5.3.4 The contractor shall deliver the Alpha Version of the TATM Handbook prior to 1 May 03. Handbook shall be prepared in contractor format IAW the requirements summary and using MIL-STD-962C as guidance.

5.3.5 The contractor shall deliver the Beta Version of the Handbook prior to 13 June 03. Handbook shall be prepared in contractor format IAW the requirements summary and using MIL-STD-962C as guidance

5.4 Criteria for Acceptance

Criteria for acceptance of deliverables shall be:

- Timeliness
- Accuracy of data
- Crosscheck to the Monthly Status Labor Hour report.

Expertise.

Expertise is required for this TATM Process documentation and technical assessment task. Contractor must demonstrate experience with the development and execution of Program and S&T processes. This experience must include the development of Program and S&T project 'roadmaps' which are used to show linkages between the efforts. Key assessment areas include: (1) Program Criticality, (2) S&T Project Technology Readiness Levels (TRLs), and (3) Technology Maturation Plan Assessment (TMPA).

The Contractor must demonstrate past experience in conducting technical analyses of the roadmap to include: (1) Gap Analysis, (2) Commonality Analysis, and (3) Technical Risk Analysis.

B POP

PERIOD OF PERFORMANCE: 13 MAR 03 – 12 MAR 04

C KEY PERS

KEY PERSONNEL: [redacted]

D DELIVERABLES

DELIVERABLES:

Item/Title	CDRL#	# Copies	Delivery Date
Task Order Management Plan	A001	1 *	Per CDRL
FMER	A003	1 *	Per CDRL
Alpha Version of the TATM Handbook	A004	1 *	01 May 03
Beta Version of the TATM Handbook	A004	1 *	13 Jun 03
Task Summary Report (Progress Report)	A004	1 *	Monthly
Conference Minutes	A006	1	Per CDRL
Data Accession List	A007	1	Per CDRL

ADDITIONAL DELIVERABLES REQUIRED FOR O&MA FUNDING:

ACRN AA	A005	2 */**	12 Mar 04
ACRN AB	A005	2 */**	30 Jun 04

* Plus Electronic Version.

** One (1) hardcopy to the T/OM, and one (1) hardcopy to the SMDC Command Library (SMDC-IM-PL).

E TVL
ESTIMATED TRAVEL: The contractor has no authority to incur travel costs without explicit prior written approval (email acceptable) of the Task Order Monitor. Under no circumstance shall the contractor incur travel costs in excess of the NTE amount stated herein. NTE: $3,695

F MTRL
ESTIMATED COST FOR MATERIALS AND/OR SPECIAL TEST EQUIPMENT: 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 Task Order Monitor'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: $0

G SPEC INST
SPECIAL INSTRUCTIONS:

Cost data shall be segregated/reported/vouchered/paid at the ACRN level.

ACRN AA (O&MA Funding) is to be utilized only in support of DAU SETA Support. These funds are to be accounted for separately and shall not be mingled with any other ACRN within this task order.

ACRN AB (O&MA Funding) is to be utilized only in support of Phase II of the task order SOW. These funds are to be accounted for separately and shall not be mingled with any other ACRN within this task order.

The “Limitation of Funds” is applicable at the ACRN level.

The effort described in the Task Order Statement of Work anticipated to be performed in FY03 and FY04, is subject to the Clause at FAR 52.232-18, Availability of Funds.

All of the terms and conditions of the contract listed in Block 1 above are applicable to this T/O.

All of the provisions and clauses of the contract listed in Block 1 above are applicable to this T/O.

No Government Furnished Property or Test Facilities are available for use in performance of this Task Order.

It is incumbent upon the contractor and/or subcontractor to ensure that appropriate Technical Assistance Agreements (TAAs) and/or applicable export licenses are in place before conducting any activity under the SOW which requires such approval and documentation.

Section 508: All information technology products acquired or developed by a federal agency after June 25, 2001 must be compatible with accessories that permit people with disabilities to use that equipment. These accessories include screen readers for the blind and telephone technology for deaf people. While agencies do not have to install assistant devices and technology in their offices until an employee with disabilities needs it, any office equipment bought after June 25, 2001 must meet specific standards so assistive devices can be attached if needed…"All electronic and information technology (EIT) procured through [fill in as appropriate: contract, task order/delivery order, etc] must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at http://www.section508.gov/accessible.html- Part 1194." (FAR 39.2)

H DIST

TASK ORDER MONITOR: [redacted]

MAILING ADDRESS: [redacted]

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97 3 0100 6102 27 0219 030000 252G MIPR03DAUB0368 S3TN12 S44008
AMOUNT: $50,000.00

AB: 97 3 0100 6107 3 27 HTVL 030000 25GY MIPR05PSTATM103 SSRR12 S44008
AMOUNT: $23,750.00