

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. DASG60-02-D-0014	2. DELIVERY ORDER/ CALL NO. 007805	3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Jun 01	4. REQ./ PURCH. REQUEST NO. MIPR4BICSP011	5. PRIORITY
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6. ISSUED BY US ARMY SPACE & MISSILE DEFENSE COMMAND PO BOX 1500 HUNTSVILLE AL 35807-3801	CODE W9113M	7. ADMINISTERED BY (if other than 6) DCMA HUNTSVILLE BUILDING 4505, SUITE 301 MARTIN ROAD REDSTONE ARSENAL AL 35898-0001	CODE S0107A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
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9. CONTRACTOR DYNETICS, CAS & DAVIDSON, LLC P.O. BOX 5523 HUNTSVILLE AL 35814-5523	CODE 1VDA4	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
NAME AND ADDRESS			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER DFAS-CO/SOUTH ENTITLEMENT OPERATION P.O. BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	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 (YYYYMMDD)
<input type="checkbox"/> 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	<input checked="" type="checkbox"/>	25. TOTAL \$4,958,404.00
			26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN
 INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		32. PAID BY <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
36. I certify this account is correct and proper for payment.			33. AMOUNT VERIFIED CORRECT FOR

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER	35. BILL OF LADING NO.
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37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section C - Descriptions and Specifications

SOW

“Business Initiative Council Team Support” Statement of Work

1.0 The contractor shall provide program development support to the DOD Business Initiatives Council (BIC) and Executive Steering Committee and the Army BIC leadership.

2.0 The contractor shall provide analytical and technical assistance to the DOD BIC and the Army BIC leadership. The contractor shall provide program development support to the Army and DOD Business Initiatives Council Support Team

2.1 As directed by the T/OM, the contractor shall interact with the six Process Functional Boards (PFB) from each of the Services on DoD initiatives, Office of the Secretary of Defense (OSD), and with the PFBs and initiative champions on Army-only BIC initiatives. Initiative champion is the designated functional staff representative that is charged with implementing the BIC initiative.

2.2 Support all six Army Process Functional Boards (PFB) in their mission to review and take action on initiatives submitted to the BIC. Support shall include the following:

2.2.1 Assist with analysis and evaluation of initiatives and development of initiatives for presentation for decision by the Army and DOD BIC.

2.2.2 Assist with the development of implementation plans for approved initiatives, and monitor and analyze the progress and effectiveness of these plans.

2.3 The contractor shall provide direct support to the Process Functional Board (PFB) Chair. Support shall include the following:

2.3.1 Ensure that the PFB Chair is informed of all BIC Management initiatives

2.3.2 Manage and record activities of the DoD BIC Management Process / Functional Board (PFB)

2.3.3 Inform Army BIC Executive Director of status of all PFB initiatives

2.3.4 Coordinate actions among all parties potentially impacted by any PFB activities

2.3.5 Research, review and comment on new Army BIC management initiative submissions

2.3.6 Attend and record IPT meetings to track progress of approved management initiatives

3.0 The contractor shall coordinate special programs and efforts such as legislative collaboration, public affairs and press releases.

3.1 The contractor shall coordinate all legislative proposals, including: drafting/revising legislative language, sectional analysis, and other supporting materials; coordinate/attend meetings to address issues with proposed legislative language; coordinate legislative proposals with OSD level organizations and OMB; draft/staff Congressional Study Book submission and responses to Questions for the Record as they arise; coordinate with Liaison offices to work issues on Capitol Hill; track status of all initiatives and report to BOD as needed; answer general questions on Legislative timelines/processes/procedures from ABIC members as they arise. Under no circumstances shall the contractor perform any service that could be deemed to fall within the definition of “lobbying” IAW FAR 31.205-22 and/or DFARS 31.205-22.

4.0 The contractor shall maintain records for review and analysis of Army and DOD business initiatives, programs and integrate Defense-wide issues. This task shall include the following:

4.1 Develop the BIC Collaboration/Submission website and provide a web-hosting capability at the contractor's facility throughout this Task Order.

4.2 The BIC Collaboration/Submission website should provide access to content for registered Army users only. The web-hosting environment will include a capability for acceptance testing by selected Army users external to the contractor facility.

4.3 Perform back up daily to ensure site recovery in the event of a system failure.

4.4 Maintain and coordinate updates for the BIC public website

5.0 The contractor shall monitor implementation of approved business initiatives and edit weekly status reports for the Army leadership. This task shall include the following:

5.1 Track approved initiatives and implementation plan (IP) status from inception to enactment to ensure effectiveness, efficiency and productivity.

5.2 Develop and maintain electronic tracking system for up-to-date status of all initiatives; created and maintained official ABIC initiative cycle submission spreadsheet.

5.3 Prepare and edit weekly ABIC BOD (Board of Directors) power point read-ahead presentations, brief the Executive Director, ABIC BOD, and Senior Leadership on weekly IP status reports, briefing schedules and other significant issues.

5.4 As directed by the T/OM, the contractor shall interact with the six Process Functional Boards (PFB) from each of the Services, OSD, and with PFBs and initiative champions to oversee timetables of all implementation plans, and to review, revise, and correct problematic IPs and bring before the ABIC BOD for weekly updates and re-approval.

5.5 Record and report monthly ABIC IP statistics to the Army Chief of Staff for use in the Strategic Readiness System (SRS) report.

5.6 Assist in design of ABIC initiative and IP online database. Post daily updates to database.

6.0 The contractor shall support the coordination of meetings, review correspondence in connection with the BIC, and consolidate input into BIC memorandums.

7.0 The contractor shall manage all ABIC and DoD BIC issues with the Executive Communications and Control staff, to include: coordinate all meetings and calendar events between the BIC and the secretariat, prepare documents for signatures, and synchronize invitees for decision meetings

8.0 The contractor shall provide guidance to MACOMs/HQDA Staff Agencies on initiative submissions and outstanding issues

9.0 The contractor shall provide cost and economic analysis support to the DoD and Army Business Initiative Council (BIC) to include:

9.1 Review all BIC initiatives for potential quantifiable benefits

9.2 Conduct "Reasonableness of Estimate" review on initiatives with cost avoidance cost estimates

9.3 Coordinate formal Army Audit Agency (AAA) reviews, including audits and attestations on initiatives requiring implementation cost and yield savings.

9.4 Provide Process Functional Boards (PFBs) support in developing business case analysis', specifically, metrics and cost estimates.

9.5 Maintain documentation of past and present cost estimates and quantifiable monetary benefits summaries.

9.6 Conduct return on investment (ROI) analysis as required.

9.7 Routinely brief BIC leadership on cost related issues.

9.8 Maintain policy and business rules.

PERIOD OF PERFORMANCE

1 June 2004 – 29 Sept 05

