# PERFORMANCE WORK STATEMENT (PWS)

# UNMANNED AIRCRAFT SYSTEMS (UAS) ENGINEERING/TECHNICAL SUPPORT

## 1.0 **MISSION OBJECTIVE:**

1.1 Engineering and technical support to the UAS Project Office (PO) is essential for performance of the materiel developer's mission; support to the war fighter. The objective of this task order Performance Work Statement (PWS) is to acquire contractor engineering and technical support services for the UAS PO. Systems managed by the UAS PO include the Small Unmanned Aircraft System (SUAS), the Tactical Unmanned Aircraft System (TUAS), and Extended Range Multi-Purpose (ERMP). This office also manages all Legacy Unmanned Systems, UAS Modernization (UAS Mod) Systems, Rapid Equipping Initiatives, common systems development and integration and other future unmanned aircraft systems/initiatives (e.g. LEM-V, A-160, etc.). These systems are operated through common controllers (e.g. One System Ground Control Station (OSGCS) and One System Remote Video Terminal (OSRVT)). In order to promote the efficient and combat-effective use of manned and unmanned technologies and systems, the contractor shall support the evaluation and integration of interoperable technologies and systems across mission boundaries to include simulation, hardware and software development, hardware-in-the-loop environments, countermeasures and counter-countermeasures, survivability, integration/technical training, payloads, propulsion, aerodynamics, data links, large volume data storage and retrieval, mission and development/operational test and evaluation environments.

1.2 The contractor may be required to perform services at its own facility (off-site) or at a duty station at any U.S. Government facility or other designated facilities (on-site) within the Continental US (CONUS) or outside the Continental US (OCONUS), as specified by individual modifications to the task order.

1.3 The contractor shall provide the technical support required by this PWS in the event of a deployment (Operation Enduring Freedom/Operation Iraqi Freedom (OEF/OIF)), whether contingency or for training purposes. In providing the support required by this PWS in a deployed status, the contractor shall abide by the rules of engagement, policies and procedures established for the particular operation supported.

## 2.0 **PERFORMANCE REQUIREMENTS**:

2.1 **GENERAL TECHNICAL SUPPORT REQUIREMENTS.** The contractor shall provide the technical knowledge/expertise in Unmanned Aircraft Systems necessary to perform the following tasks:

2.1.1 Plan, develop, and conduct analyses or studies to establish the feasibility of UAS systems/subsystems/components meeting requirements and/or adequacy of design. (G3) (CDRL A002)

2.1.2 Support the development and integration of advanced technologies including guidance, control, sensor, propulsion, airframe, launcher structures and interfaces, embedded computer hardware/software, embedded diagnostics and ancillary equipment, into Unmanned Aircraft (UA) systems /subsystems while maintaining total system safety and integrity. (G4)

2.1.3 Evaluate recommended UAS requirements to determine technical feasibility and/or functional adequacy for current and future components/systems/subsystems. (G6)

2.1.4 Develop/evaluate UAS design system architectures, technical/test requirements, specifications, acceptance criteria and measuring programs consistent with design criteria. (G7)

2.1.5 Support analysis and evaluation of prime contract efforts, including should cost, technical proposal evaluations, trade-off studies and risk assessments. (G13)

2.1.6 Support development of Requests for Proposals (RFPs) to vendors/primes to include inputs to design specifications, the PWS, and associated Contract Data Requirements Lists (CDRLs). (G14)

2.1.7 Provide technical support to Type Classification, standardization, materiel release, and/or materiel fielding actions. (G15)

2.1.8 Provide administrative/technical support to conferences, briefings, meetings, working groups, teams to include on-site creation and delivery of high quality graphics and briefing material and tracking of action items. (G17) (CDRL A004, A006)

2.1.9 Analyze, evaluate, provide recommended revisions and/or generate for Government approval/signature draft technical documentation such as letters of agreement, memoranda of understanding, Mission Needs Statements, Operational and Organizational Plans, Joint Capabilities Integration and Development System (JCIDS), system specifications, Test and Evaluation Master Plans, and training documentation. (G18)

2.1.10 The contractor shall provide technical support and evaluation for Source Approval Requests (SARs), Qualified Manufacturers' Lists, sources of repair and overhaul, and technical evaluations of contractor/vendor capabilities. (G24)

2.2 **AEROMECHANICS TECHNOLOGY.** The contractor shall provide the aeromechanics technology knowledge/expertise in Unmanned Aircraft Systems necessary to perform the following tasks:

2.2.1 Review the effect of UAS airframe/rotor modifications on handling qualities, flight performance, vehicle drag, the effects of proposed changes to flight control system hardware/software, and the effectiveness of drive train, engine, and transmission vibration diagnostic schemes. (AT1)

2.2.2 Assess the effect of proposed new designs/changes to flight control system on the handling qualities of unmanned aircraft systems. (AT7)

2.2.3 Perform analytical review of UAS flight test results and assure that actual vehicle capabilities (both performance and handling qualities) are properly reflected in the aircraft Operators Manuals for both normal operations and emergencies. (AT10)

2.3 **ELECTRONICS/AVIONICS/SURVIVABILITY SUPPORT.** The contractor shall provide the technical knowledge/expertise in electronics/avionics/ survivability support associated with Unmanned Aircraft at the component, assembly, subsystem and system levels to perform the following tasks:

2.3.1 Analyze, review, and validate recommended avionics form, fit, function specifications, interface control documents, and aircraft integration documents. (EAVS 1)

2.3.2 Evaluate and provide recommendations for UAS technology, including electronics, avionics and survivability armament. (EAVS2)

2.3.3 Provide analyses, studies, data review and recommendations concerning threats and vulnerabilities, including electromagnetic interference, electromagnetic compatibility, electromagnetic pulse, high energy radiation to ordnance, electromagnetic vulnerability, high energy radiation to personnel, high energy radiation to fuel, precipitation static, lightning, shipboard operations, TEMPEST and electromagnetic environmental effects. This effort also includes UAS cosite mitigation (the analysis/reduction of antenna pattern overlap/interference). (EAVS3) (CDRL A002)

2.3.4 Provide studies, analyses, data review and recommendations in threat analyses, electronic warfare, countermeasure (CM), and counter countermeasures (CCM) for all UAS. (EAVS4) (CDRL A002)

2.3.5 Review and analyze interchangeability and/or interoperability requirements, issues, and opportunities with Army, DoD, and Other Government Agencies (OGA) programs. (EAVS6)

2.3.6 Provide technical support in the following armament disciplines: fire control, boresighting, armament interface and system performance. (EAVS7)

2.4 **UAS ENVIRONMENTAL AND SAFETY INITIATIVES.**

2.4.1 The contractor shall make recommendations to ensure adherence and compliance to all applicable environmental laws, regulations and business plans between Government agencies and contractors. Provide recommendations to clearly define the environmental milestones, responsibilities and the authority to carry out these initiatives. (ENV/SAF 1)

2.4.2 Provide technical support in the investigation of all classes of UAS accidents to include those causing personal injury, illness, property damage, environmental damage, or business interruption and recommend the measures that can be taken to prevent their recurrence. (ENV/SAF 8)

2.5 **ELECTRONICS AND COMPUTER TECHNOLOGY SUPPORT.** The contractor shall provide Unmanned Aircraft technical expertise in electronic hardware and computer software technology required to perform the following tasks:

2.5.1 Evaluate recommended electronics for unmanned system applications including weapons control and selected command and control, data link communications and situational awareness functions necessary to support system operations. (ECTS 2)

2.5.2 Evaluate recommended computer requirements, architecture, data links and hardware and software design for unmanned aircraft system applications including weapons control and selected command and control functions necessary to support system interoperability and operations to include large volume data storage, retrieval, analysis, and distribution. (ECTS 3)

2.5.3 Evaluate and validate UAS simulations for weapons control and associated communications systems and concepts for analysis and evaluation under realistic operational scenarios. (ECTS 6)

2.5.4 Provide technical support for the design, development, fielding and sustainment of system trainers and large scale simulators for stand-alone application and use in distributive interactive simulations for UAS. Additionally, provide support for developmental/fielded systems integration and technical training. (ECTS 8)

2.6 **WEAPON SYSTEM GUIDANCE.** The contractor shall perform system engineering relative to target detection, acquisition, identification, discrimination, position determination, weapon guidance, and integration of weapon system sensors into UAS. The system engineering function includes planning, system safety, concept generation, analysis, simulation, design, experimentation, evaluation, and integration. (WSG 4)

2.7 **UAS INDUSTRIAL OPERATION.** The contractor shall provide scientific, engineering, and technical expertise for studies, evaluations and technologies, development and review of technical documentation in industrial operations type support to include:

2.7.1 Provide recommendations for all Reduction in Total Ownership Cost (RTOC) initiatives. (IO 1)

2.7.2. Provide technical expertise in establishing RTOC targets/goals, which ensures cost effective engineering while maintaining producibility readiness and performance requirements of weapons systems. (IO 1)

2.8 **SENSORS.** The contractor shall provide the necessary technical expertise with respect to techniques, components, devices, subsystems, and systems which function in the Radar Frequency (RF) region of the spectrum including Ultra Violet (UV), Infrared (IR), and multi-spectral. Other sensors include physical/mechanical (acoustic). The contractor shall perform the following UAS related tasks:

2.8.1 Support the planning, development, and execution of UAS research and development tests

via bench, laboratory, ground based, tower, captive flight, and flight experiments. Review experimental/test data and perform data reduction and data analysis to obtain quantitative results for assessment and evaluation purposes. (IR 1)

2.8.2 Evaluate models to determine additional performance envelopes, extended boundary performance, or operational conditions not conducive to testing because of time, economic, or other constraints. (IR 2)

2.8.3 Analyze and evaluate UAS sensors against CM and Electronic Counter and Countermeasure (ECCM) investigations, designs, developments, tests, and evaluations. (IR 3)

2.9 **MANPOWER & PERSONNEL TECHNICAL SUPPORT.** The contractor shall provide technical expertise/knowledge in the Manpower & Personnel Requirements Integration (MANPRINT) areas of human factors, systems safety, and safety/health hazards analyses associated with Unmanned Aircraft. This effort shall include the following tasks:

2.9.1 Provide technical support in human factors engineering during system design/modification and for the system/operation/maintainer crew interface for all UAS. Evaluate the recommendations for changes to the materiel contractor's documentation or approach. (MP1)

2.10 **MANUFACTURING SCIENCE AND TECHNOLOGY.** The contractor shall provide technical support for the planning, management, technical direction, and/or execution of UAS Reliability, Maintainability & Sustainability (RM & S) programs. (MST)

2.11 **NAVIGATION AND CONTROL (NC).** The contractor shall provide the technical expertise/knowledge in navigation and control research, development, and/or engineering activities associated with UAS necessary to perform the following tasks:

2.11.1 Analyze, review and provide recommendations to proposed and/or existing digital/analog control electronics and control systems including weapon system/launcher/platform interface and digital image processing for mission planning, navigation, and control of UAS. (NC)

2.11.2 Analyze, review and provide recommendations related to navigation systems including global positioning sensors (GPS), gyros, accelerometers, rate sensors, stabilized platforms, inertial measurement units (IMU), position navigation, altimeters, north seekers, and laying and alignment devices and fiber optics including splicing, layout, data-linking, cable pack mechanics, application and integration utilizing advanced electronics to inertial instruments, photogenic sensing integrated optics devices. (NC)

2.12 **PRODUCT ASSURANCE.** The contractor shall provide the Product Assurance (PA) technical expertise/knowledge associated with Unmanned Aircraft Systems necessary to perform all associated Product Assurance tasks to include:

2.12.1 Provide technical support for PA activities throughout the materiel life cycle such as quality audits, materiel release, acceptance testing, metric conversion, calibration, reliability, availability, and maintainability (RAM) engineering, system assessment, conformance inspection

and first article/quality verification tests. (PA 1)

2.12.2 Provide technical support to the Critical Safety Item (CSI) program. (PA 8)

2.12.3 Provide RAM technical expertise to include review, assessment, analysis, evaluation, recommendations and trade-studies in areas such as design analysis, RAM programs and engineering services, RAM requirements and testing, environmental stress screening, Failure Modes Effects Criticality Analysis (FMECA) review/analysis, and electronic parts circuits' tolerance and re-screening. (PA 9)

2.12.4 Perform PA failure analysis including analysis of hardware to determine root cause. Establish new and or maintain existing automated databases and software programs to provide detailed analysis and report capabilities for failure analysis. (PA 10)

2.12.5 Provide technical expertise in the performance of quality engineering programs to include quality program specification requirements, performance specifications, environmental stress screening, critical safety item program, integrated product development, first article/quality verification, quality assurance lot verification testing and technical data package issues. (PA 11)

2.13 **PROPULSION SYSTEMS/TECHNOLOGY.** The contractor shall provide propulsion expertise for engines and engine installation, drive systems, and propulsion systems including hardware and software related to UAS. This effort shall include the following tasks:

2.13.1 Provide assessments on all aspects of propulsion systems. (PT 3)

2.13.2 Evaluate recommended qualification requirements, review test plans, monitor testing and review results from engine qualification testing. (PT 6)

2.13.3 Perform propulsion subsystem (e.g., fuel, hydraulics, and environmental control) functional and analytical support to include analysis of component or system design, evaluation of tests/results or performance compliance. (PT 7)

2.13.4 Perform propulsion system functional and analytical support to include structural integrity, service life, testing, and data reduction and analyses. (PT 8)

2.14 **SYSTEMS ENGINEERING.** The contractor shall provide the necessary technical engineering expertise for operational support of systems and major items. This effort includes those tasks typically undertaken by a project management office and specifically addresses the unique characteristics of UAS. Tasks in this area include:

2.14.1 Analyze, evaluate and make recommendations regarding design implementation and facilitate coordination of engineering activities on out-of-production systems and major items. (SE 1)

2.14.2 Plan, facilitate coordination, recommend, and/or provide technical liaison to the system design and engineering actions. (SE 3) (CDRL A004 and A006)

2.14.3 Provide technical expertise and engineering support to the integrated logistics support engineering activities such as new equipment training, depot maintenance (to include CONUS/OCONUS/OIF/OEF), logistics support analysis, and development/review of technical publications. (SE 4)

2.14.4 Review, evaluate, and propose necessary action to resolve Category I & II Deficiency Report (DR) problems and other reported field problems that may have design implications. (SE 5)

2.14.5 Develop and recommend field and depot maintenance/overhaul inspection criteria, limits, repair procedures, quality standards, hazardous materials replacements, and commercial replacements for military specifications/standards in technical manuals (TMs) and Depot Maintenance Work Requirements (DMWRs). (SE 6)

2.14.6 Provide technical advice and engineering input concerning accident investigation report recommendations, aircraft grounding actions, Safety-of-Flight messages, Aviation Safety Actions, Safety of Use, System Safety Risk Assessments, and Maintenance Information messages and prepare draft messages for transmittal to the field. (SE 11)

2.14.7 Provide technical support in conducting market research and evaluations of Non-Developmental and commercial off the shelf items. (SE 14)

2.15 **UAS SYSTEMS SIMULATION AND MODELING.** The contractor shall provide engineering and scientific expertise in modeling and simulation theory, high level architecture, technology, planning, development, verification and validation, and simulation execution in support of system and subsystem development, operation, system analysis and use. The term simulation shall include constructive, virtual, distributed, detailed engineering (digital and hardware-in-the-loop) and live. Tasks shall include analytical model and simulation planning, development, oversight, and integration with materiel acquisition programs. Tasks include:

2.15.1 Independently evaluate/analyze analytical model and simulation plans developed by third parties (e.g. other contractors) of systems, subsystems and components associated with UASs. Develop recommended simulation support plans. Develop and provide recommendations for the development and execution of Simulation Based Acquisition (SBA) and Simulation and Modeling for Acquisition, Requirements and Training (SMART). (SS 3)

2.16 **SOFTWARE ENGINEERING.** The contractor shall provide the necessary technical expertise/knowledge to provide software engineering support to the Unmanned Aircraft Systems Project Office. This effort shall include support for the following task:

2.16.1 Review or evaluate all computer software documentation and provide recommendations. This may include, Software Quality, Program Plans, Software Configuration Management Plans and Software Development Plans. (SW 1)

2.16.2 Review, evaluate or develop recommended software program documentation such as system requirements and specifications, contract requirements, and Independent Verification and Validation (IV & V) Plans. Provide support to IV&V efforts at government and/or contractor facilities. (SW 2)

2.16.3 Contribute to and report on formal software reviews, formal software quality reviews and design/test implementation reviews. (SW 4)

2.16.4 Provide support to the development of training aids and devices, system and computer resource training, and end user training. (SW 5)

2.16.5 Review, analyze and develop recommended software support techniques and development tools. (SW 8)

2.16.6 Provide technical support in software measurement, software quality, software reliability, software maintainability, and metrics. (SW 9)

2.16.7 Evaluate interoperability engineering and interoperability tests to include analysis of system requirements, development of plans/procedures for interface with other systems, analysis of standards, and post test analysis. (SW 13)

2.17 **UAS TECHNICAL DATA MANAGEMENT/CONFIGURATION MANAGEMENT.** The contractor shall provide technical expertise and/or conduct studies and monitor the effectiveness of the configuration management (CM) program to provide a continuing program to control, improve, and simplify the system that includes sustainment engineering efforts. (TD2)

2.17.1 Perform review of CM packages.

2.17.2 Develop and facilitate coordination of recommended configuration corrective actions and evaluate subsequent effectiveness.

2.17.3 Contribute to configuration audits, technical audits, configuration control boards (CCBs), provide Engineering Change Proposal (ECP) coordination and review other contractor prepared audit plans and in-process reviews (IPRs).

2.17.4 Develop and analyze recommended specifications, perform sensitivity analyses, and provide technical expertise in allocating the functional system baseline and controlling subsystem interfaces. Prepare recommended performance specifications IAW MIL-STD-961.

2.17.5 Provide technical expertise to ensure adequacy of Technical Data Packages (TDPs) and performance specifications.

2.17.6 Perform engineering analysis of technical documentation to support procurements.

2.17.7 Identify and document the performance, interoperability, interface, physical, and/or

functional characteristics for each hardware or software configuration item, including controlling changes to those characteristics. Record and report change processing and implementation status throughout the life cycle of the system.

2.17.8 Provide technical expertise and implement procedures for configuration identification verification audits, change control, and status accounting.

2.17.9 Review ECPs and other technical documentation for recommended foreign disclosure determination.

2.17.10 Plan, develop, and facilitate coordination of configuration management program for systems in consonance with established directives, policies, and international agreements.

2.17.11 Provide technical expertise in strategic acquisition initiatives and activities. This technical expertise shall include UAS System Product Support Engineering Strategies, Performance Based Contracting, Source of Repair/Level of Repair analysis, and Core Depot Assessments.

2.17.12 Provide the technical expertise, to support the UAS Operations Center, with integration of technical data from all UAS Platforms, in the areas of operational readiness, flight hour/sortie historical data, maintenance action records that document level of repair analysis, and all Standard Army Management Information Systems (STAMIS) data elements.

2.17.13 Support PMO UAS, across all systems and platforms, by providing technical input during the definition of requirements, supportability strategies, performance based system engineering activities, technical data collection recommendations, Unique Identification Code (UIC) implementations, and attend the appropriate meetings, training, fielding, and conferences that support these activities. The contractor shall implement and monitor the UAS data collection system for supply, maintenance, transportation, and modification work orders. The contractor shall coordinate and schedule the delivery of Government Furnished Equipment (GFE) requirements for the UAS Project Office.

2.17.14 Provide supportability engineering recommendations and sustainment of the logistics engineering support system for all UAS platforms which include the Combined Aircraft Flight Records System (CAFRS) and the Automated – Individual Aircrew Training Folders (A-IATF).

2.17.15 Support the development of life-cycle support and product support strategies for all UAS Platforms to include identification of organic and non-organic depot capabilities, Core Depot Assessments (CDA), Interim Contractor Support (ICS) strategies, Contractor Logistics Support (CLS), and traditional partnerships between Original Equipment Manufactures (OEM's) and organic depot.

2.17.16 Develop and support the implementation of Performance Based Contracting (PBL) metrics and strategies based on the conduct of Business Case Analysis (BCA).

2.17.17 Provide technical management recommendations to support the Support Strategy

functions on the Small Unmanned Aircraft System (SUAS)/Raven required to track the system configuration, authorized stockage list, and subsystem hardware inventories through the Army STAMIS.

2.17.18 Provide STAMIS expertise and support to the PMO. This support includes, implementation expertise in Unit Level Logistics System – UAS (ULLS-UAS), Catalog Ordering and Logistics Tracking System (COLTS), CAFRS, Aviation Mission Planning System (AMPS), Standard Army Maintenance System (SAMS) and as appropriate, the UAS Performance Assessment System – Lite (UPAS – Lite).

2.17.19 The contractor shall analyze programmatic, logistics and technical data affecting the fielding and support of UAS Aircraft Systems; perform requirements analysis; review and provide input to Prime contractor deliverables and briefing; provide input to trade studies and decision briefs; provide requirements expertise and inputs to working groups and review boards; review and provide input to system specifications; and prepare reports, white papers, and briefings. (CDRL A002)

2.18 **TEST AND EVALUATION.** The contractor shall provide test and evaluation (T&E) technical, engineering, logistics engineering, and management expertise to the UAS PO. This effort requires a detailed understanding of the unique characteristics of UAS as well as the knowledge and understanding of the Airworthiness Qualification process. Tasks in this area include:

2.18.1 Prepare, facilitate coordination, maintain, update, review, and evaluate T&E documentation such as charters; Test and Evaluation Master Plans (TEMP); evaluation and assessment plans; test plans, Supportability Test Plans, procedures, and reports; design plans; software T&E documentation; T&E automation requirements and automation plans; T&E matrices, crosswalks, schedules; T&E issues, criteria, characteristics, and parameters; T&E associated annexes and attachments and Airworthiness Qualification Plans; Airworthiness Qualification Specifications. (TE1) (CDRL A006)

2.18.2 Provide technical support to monitor, observe, witness, facilitate coordination, and report on tests, logistics test events, demonstrations, special investigations, and inspections. The contractor shall support Working Integrated Product Team (WIPT), Integrated Product Teams (IPTs) and test meetings are required. (TE2) (CDRL A006)

3.0 **TRAVEL.** Travel to Government sites and contractor facilities in CONUS and OCONUS shall be required in performance of this PWS. Travel cannot be forecast for all programs based on the fielding schedules of the various UAS PO systems. The contractor shall receive approval from the Contracting Officer's Representative (COR) prior to performing any travel. Approval via email is acceptable. All approved travel shall be subject to the availability of funds and the allowability of costs. Actual costs which exceed the maximum Joint Travel Regulation (JTR) rates are unallowable costs, unless the procedures detailed in FAR 31-205-46(a)(3) are followed/documented (requires contractor submission of justification and analysis and prior approval of the contracting officer must be obtained by the COR). Airfare in excess of the lowest customary standard, coach, or equivalent is unallowable. The contractor shall prepare trip

reports IAW DI-ADMN-81505 (CDRL A0006).

4.0 **SECURITY**

The contractor shall comply with the requirements of the Department of Defense (DoD) Contract Security Classification Specification (DD Form 254) and shall utilize the Security Classification Guides provided by the U.S. Government for classification guidance. Security Classification Guides will be provided after contract award. The contractor shall maintain facility clearance at the SECRET level, sufficient number of employees with a Personnel Security Clearance at the SECRET level, and may be require access, receipt, generation, and storage of classified information at the SECRET level at contractor facilities. The contractor shall require access to Non-Sensitive Compartmented Information (SCI) Intelligence threat systems in order to identify current system vulnerabilities and develop solutions.

5.0 **GOVERNMENT FURNISHED PROPERTY**: The tasks required by the task order shall be performed at both on-site and off-site locations. The tasks involving on-site performance will involve Government Provided Equipment (GFE) provided to the contractor consisting of a workstation/desk, chair, access to the necessary Government Furnished Information (GFI), computer hardware and software, networks and data necessary to support the PWS requirements.

6.0 **DELIVERABLES**: All documents and files (hard copy and digital) developed/produced in the normal course of business in accordance with the PWS become the property of the Government after approval and acceptance. The following data shall be delivered in accordance with the Contract Data Requirements List (CDRL). (T4.0)

6.1 Technical Report-Study/Services. Technical reports shall be submitted IAW DI-MISC-80508A, CDRL A002.

6.2 Contractor's Progress, Status and Management Report. Progress, status and management reports shall be submitted IAW DI-MGMT-80227, CDRL number A003.

6.3 Presentation Material. Presentation material shall be submitted IAW DI-ADMN-81373, CDRL number A004.

6.4 Report, Record of Meeting/Minutes. Reports, records and minutes of meetings shall be submitted IAW DI-ADMN-81505, CDRL A006.

7.0 **ACCOUNTING FOR CONTRACTOR SUPPORT:** The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor shall report ALL contractor manpower (including subcontractor manpower) required for performance of this task order. The contractor is required to completely fill in all the information in the format using the following web address: https://contractormanpower.army.pentagon.mil. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address,

identity of contractor employee entering data; (5) Estimated direct labor hours (including subcontractors); (6) Estimated direct labor dollars paid for the reporting period (including subcontractors); (7) Total payments (including subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC code for each subcontractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website) (12) Presence of deployment or contingency contractor language; and (13) Number of contractor and subcontractor employees deployed in theater for the reporting period (by country). As part of its submission, the contractor shall also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

## 8.0 **PERFORMANCE OBJECTIVES/METRICS**:

8.1 This performance-based service task order incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to TO schedule, milestone, and delivery requirements; and (3) Efficient and effective control of labor resources. 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 set forth in Appendix A. 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, and the "Task Order Performance" criteria of the annual award term evaluation, Basic Blanket Purchase Agreement (BPA) provision 45.

8.2. 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.

8.3 The Control of Labor Resources criteria will be reflected under the "Cost" category of the performance assessment. Although the criteria of Business Relations and Management of Key Personnel are not specifically included in the Performance Requirements Summary Matrix, the overall performance assessment will continue to include these criteria.

8.4. 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 (AQL) | METHOD OF SURVEILLANCE | PERFORMANCE INCENTIVE |
|---|---|---|---|---|
| **High Quality Technical Performance** | **TO requirements met with little rework/re-performance required and with few minor and no significant problems encountered**<br><br>*Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment*<br><br>*Assessments, evaluations, analyses, recommendations, and related input are thorough, reliable, highly relevant to TO requirements, and consist of substantial depth and breadth of subject matter*<br><br>*Deliverable reports contain all required data and meet all applicable CDRL requirements* | **Contractor delivery of products and/or services meets all TO requirements. Performance occurs with no required re-performance/ rework at least 80% of time. Problems that are encountered are minor and resolved in a satisfactory manner.** | **Routine Inspection of Deliverable Products/Services** | **Assignment of performance rating for QUALITY criteria:**<br><br>*EXCEPTIONAL*<br>*Performance and deliverables meet all and exceed many TO 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.*<br><br>*VERY GOOD*<br>*Performance and deliverables meet all and exceed some TO 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.*<br><br>*SATISFACTORY*<br>*Performance and deliverables meet all TO 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.*<br><br>*MARGINAL*<br>*Some TO 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.*<br><br>*UNSATISFACTORY*<br>*Many TO requirements not met. Numerous re-performances/rework required. Substantial problems were encountered and inadequate corrective actions employed.* |

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|---|---|---|---|---|
| **Adherence to Schedule** | **TO milestones, periods of performance, and/or data submission dates are met or exceeded** | **Contractor meets TO delivery requirements at least 80% of the time (excluding gov't caused delays)** | **Routine Inspection of Deliverable Products/Services** | **Assignment of performance rating for SCHEDULE criteria:**<br><br>*EXCEPTIONAL*<br>*TO milestones/ performance dates met or exceeded at least 100% of time (excluding government caused delays)*<br><br>*VERY GOOD*<br>*TO milestones/ performance dates met or exceeded at least 90% of time (excluding government caused delays)*<br><br>*SATISFACTORY*<br>*TO milestones/ performance dates met or exceeded at least 80% of time (excluding government caused delays)*<br><br>*MARGINAL*<br>*TO milestones/ performance dates met less than 80% of time (excluding government caused delays)*<br><br>*UNSATISFACTORY*<br>*TO schedule/performance dates met less than 70% of time* |
| **Control of Labor Resources** | **Contract labor mix is controlled in efficient and effective manner** | **Actual TO labor resource mix is maintained within 20% of originally awarded TO resource mix** | **Routine Inspection of TO Performance, Performance/Cost Reports, Payment Invoices** | **Assignment of performance rating for COST CONTROL criteria:**<br><br>*EXCEPTIONAL*<br>*Actual TO resource mix maintained within 10% of originally awarded TO resource mix*<br><br>*VERY GOOD*<br>*Actual TO resource mix maintained within 15% of originally awarded TO resource mix*<br><br>*SATISFACTORY*<br>*Actual TO resource mix maintained within 20% of originally awarded TO resource mix*<br><br>*MARGINAL*<br>*Actual TO resource mix maintained within 25% of originally awarded TO resource mix*<br><br>*UNSATISFACTORY*<br>*Actual TO resource mix exceeds 25% of originally awarded TO resource mix* |