

SCOPE OF WORK  
SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE CONTRACT (SETAC)

SCOPE OF WORK (SOW)  
SW-ZZ-04-07  
20 February 2007

1.0 INTRODUCTION AND BACKGROUND

1.1.1 The U.S. Army Space and Missile Defense Command/U.S. Army Forces Strategic Command (USASMDC/ARSTRAT) is the Army's premier integrator of space and missile defense capabilities and, as such, has been directed to deliver assigned Army capabilities across the full spectrum of warfare from concept to warfighter. Areas of responsibility include, but are not limited to, Ballistic Missile Defense (BMD) technology programs involving air, space, and missile defense. The USASMDC/ARSTRAT mission includes serving as the Army's proponent for space and ground-based midcourse missile defense; the Army's operational integrator for global missile defense; and responsibility for mission-related research and development in support of Army Title 10 responsibilities. The myriad of mission support requirements are conducted in accordance with Department of Defense (DoD), Missile Defense Agency (MDA), and Army guidance. The goal of services hereby obtained is to ensure a timely, energetic, and cost effective development of technologies for defense against evolving threats; to coordinate all technology base development to maximize benefits for strategic and theater missile defense and air/space technology programs; and to ensure programs are in regulatory compliance. The USASMDC/ARSTRAT, along with its myriad of other government agencies and strategic partners, acts to manage the Army's research and development effort; to advance the technologies of ballistic missile defense, air and space technology; and to provide a system technology base for a range of future defense applications. These programs, and the associated support, revolve around ten major functions:

1.1.1.1 Requirements Definition, Integration, and Planning

1.1.1.2 Technology Development, System Development, Assessment, and Validation

1.1.1.3 Threat Estimation/Projections

1.1.1.4 Weapons Lethality and Effects Estimation

1.1.1.5 Modeling, Simulation, and Interfacing

1.1.1.6 Program/Project Analysis, Evaluation, Experimentation, and Support

1.1.1.7 Production and Fielding Support

1.1.1.8 Homeland Defense and Homeland Security

1.1.1.9 Warfighter Support

1.1.1.10 Chemical, Biological, Radiological, and Nuclear

1.1.2 The programs are continually changing based on evolving technology, new doctrine, and changing government emphasis. Current emphasis is to research, evaluate, prove the effectiveness of various components and systems, and support production and fielding. Additional areas of emphasis, such as homeland defense/homeland security and warfighter support have recently become part of the overall USASMDC/ARSTRAT mission. The USASMDC/ARSTRAT has structured research programs integrating an extremely wide range of technologies and support functions into system concepts and/or

hardware components/system platforms. In addition to DoD elements and participating government agencies, many industrial firms, are also involved as government contractors. The purpose of this contract is to obtain systems engineering and technical assistance for USASMDC/ARSTRAT and other associated air, space, and missile defense organizations related to the many tasks and projects which fall within the broad categories of air, space, and missile defense activities under the missions of those agencies, as they are defined by Higher Headquarters, Congress, and the Department of Defense.

## 2.0 SCOPE AND GENERAL REQUIREMENTS

2.1.1 The general areas to be supported for the duration of the contract are set forth in this Scope of Work. These areas are not meant to be definitive, but rather, represent in summary form the general areas to be supported. Therefore, the SOW is deemed to be a basic expression of the contract requirement. Specific performance requirements will be set forth in Task Orders (T/Os) issued under the contract. The T/Os may be issued for USASMDC/ARSTRAT and other Government Agencies involved in air, space, and missile defense, or as directed by higher Headquarters, in support of their current Mission and Function Statements.

2.1.2 The contractor shall conduct studies, and provide concept system definition and related documentation to support the study results; provide independent analyses, simulations, technological assessments; and perform other related tasks in systems definition, experiments, technology demonstration, system development, production and fielding; homeland defense/homeland security; and warfighter support. The contractor shall analyze, critique, and assess the adequacy, timeliness, and cost effectiveness of work performed by other contractors. The contractor shall identify issues and shall formulate and provide alternatives for issue resolution. The contractor shall have a working knowledge of the DoD 5000 acquisition milestone review process and shall be knowledgeable of initiatives in the acquisition arena.

2.1.3 The contractor shall implement the SETAC Operations Security (OPSEC)/TEMPEST Plan in performance of any portion of the contract requiring OPSEC. Further instructions are contained in the current AR 530-1.

2.1.4 In performing this SOW, the contractor may be required to interact with USASMDC/ARSTRAT, with other contractors, and with various other governmental agencies, as designated by T/O statements of work. Such interaction shall be conducted only to the extent addressed in the specific T/O or routine technical discussions with the task order monitor (T/OM).

2.1.5 Changes in emphasis and significant changes in program direction are inevitable with respect to approved projects. These changes may result in short-turnaround requirements, as well as mid-performance de-scoping of a T/O statement of work to move the work to another, more appropriate SETAC contractor. The contractor shall be responsive to such changes as they are defined by the issuance of T/Os, including new, revised, or terminated effort. Ending a given T/O, or any portion thereof, shall not be considered a termination or partial termination as defined in Federal Acquisition Regulation or its Supplements.

2.1.6 The contractor shall perform specific work as directed, and funded, by individual T/Os. Each T/O will include, at a minimum, the estimated Direct Productive Person Hours (DPPHs) for the fixed-price labor categories; the applicable funding; the T/O ceiling for labor, travel, and materials; the period of performance; the required deliverables; the T/O statement of work; and any special instructions applicable to the given T/O. The contractor and/or subcontractor shall not be reimbursed for any work performed without a fully-executed T/O. Work beyond either the established ceiling or period of performance will not be reimbursed.

2.1.7 The contractor shall provide a Task Order Management Plan (T/OMP) which shall define a plan to execute and control the SETAC effort under each specific T/O. The T/OMP must delineate how the contractor plans to accomplish the effort supporting the specific T/O, to include a breakout of DPPHs

spread across the Government Labor Categories, travel, required material, a milestone schedule, and a schedule for the planned expenditure of funds.

2.1.8 The contractor shall prepare and deliver to the government the technical data in accordance with the requirements and schedules set forth in the CDRL DD Form 1423. It is not the intent of the government to have new data formats prepared where existing ones may suffice. Thus, contractor-internal procedures, which are acceptable to the Contracting Officer as equivalent to the requirements of data item(s), DD Form 1664, may be used for submittal to the government.

2.1.9 The contractor shall host and conduct status meetings at his facility. These meetings, as scheduled by specific T/O, shall be structured to provide the government with an up-to-date status of the contractor's technical and programmatic progress. Following each such meeting, the contractor shall prepare a report for Government approval, as required.

2.1.10 Attendance at Conferences and Symposiums may be necessary in order to perform the specific T/Os issued under the contract. One person who is presenting a SOW-related paper at the request/direction of a specific task order monitor (T/OM) may attend the conference/symposium to present such paper without going through the Government Contracting Officer for conferences/symposiums held in the United States. This limited blanket approval does not apply to any other same or similar-type situation, nor does it relieve the contractor/subcontractor from the responsibility to obtain the approval of the appropriate T/OM. If the conference is outside the United States, the contractor must obtain appropriate approvals, including Technical Assistance Agreements (TAAs) and Public Affairs coordination, prior to sending request for approval to attend the conference to the Contracting Officer. A copy of any such approvals shall be submitted with the request.

2.1.11 The contractor shall maintain all Contractor Acquired Property (CAP) and Government Furnished Property/Equipment (GFP/GFE) in an operational state.

### 3.0 CONTRACTOR REQUIREMENTS

3.1.1 The SETAC contractor shall provide the capability to perform a wide variety of tasks (to be defined in detail in the individual T/Os issued during the period of performance) related to the tasks as defined above. The contractor must be capable of providing flexible, responsive, and high quality systems engineering and technical support relating to the missions of the USASMDC/ARSTRAT and other associated air, space, and missile defense organizations, as described in 1.1.1, above. The contractor's technical effort shall be under the direction of a Program Manager (PM). The PM shall provide the overall management of program, personnel, planning, quality control, direction, coordination, and reviews necessary to assure effective contract performance.

3.1.2 The contractor shall ensure that adequate technical capability is available to provide responses to specific tasks based on a 40-hour work week. As directed by specific T/O, the contractor may be required to provide support on a 24/7 basis. It is the contractor's responsibility to provide and maintain a state-of-the-art trained workforce capable of providing the services specified in the T/Os as issued under this contract. All related training, continuing education, certification courses, and other similar events are the financial responsibility of the contractor. Task priorities, short-notice suspense's, operational constraints, and other potential "impacts" shall be managed so as to maintain schedule requirements on all T/Os.

3.1.3 The contractor shall perform temporary duty (TDY) non-local travel, as required in the performance of this SOW, as directed by individual T/Os. The TDY locations include, but are not limited to, Washington, DC, White Sands, NM, Kwajalein Missile Range, Wake Island, Kodiak, AK, Colorado Springs, CO, Los Angeles, CA, and various OCONUS locations, to include Honolulu, HI; Europe; the Middle East; and the Far East. The T/Os will specify authorized travel locations and the NTE ceiling for the given effort. Travel to locations other than those specified in the T/O requires the prior written approval of the applicable T/OM.

## 4.0 SECURITY

4.1.1 Certain contractor personnel must possess TOP SECRET/Sensitive Compartmented Information (SCI) CLEARANCE and/or be eligible for immediate adjudication by the cognizant security authority upon award of the contract. Future requirements for SCI-eligible personnel shall be established by individual T/Os. The T/OMs shall apprise the contractor of any increased security requirements. The contractor shall submit adequate clearance packages within ten (10) calendar days of identification of any increased security requirements.

4.1.2. The contractor must have or be able to obtain a Top Secret "Facility Clearance" and "Safeguarding Capabilities".

4.1.3 Some T/Os issued under this contract may require access to, and clearance for, Special Access Programs (SAPs) up to and including the TOP SECRET/SCI level. The T/Os requiring such access will be awarded or modified accordingly with a revised DD254 allowing appropriate access and outlining the specific security requirements.

4.1.4 As identified in individual T/Os, the Government shall provide a limited, temporary work area for two to three contractor personnel on an "as needed" basis at Government Sensitive Compartmented Information Facilities (SCIFs). Storage space, electronic SCI message support, and SCI billet indoctrination support shall be provided by the government.

4.1.5 The SETAC will require access to Sensitive Compartmented Information (SCI) data in order to perform analysis and assess the adequacy of the work performed by other contractors. This data and other related information will be used to check the adequacy of sources to provide the T/OM with an accurate assessment of the threat to the system and assist in the planning and the conduct of analyses, simulations, assessments, system tests, and other related tasks. The SCI-cleared contractors will be required, in conjunction with their SCI contract monitor, to interface with key USASMDC/ARSTRAT and other government personnel, and to enter into SCI discussions to assist in assessment and decisions on the programs.

4.1.6 Some task orders may require contractor access to Sensitive Compartmented Information (SCI) as determined by the government. If SCI access is required, the Task Order Monitor, in coordination with the USASMDC/ARSTRAT Security Office (G-2), will determine the number of contractor personnel requiring SCI access. Task Order specific DD254s will be issued under separate cover if SCI access is required.

4.1.7 The contractor shall perform in accordance with the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22M) and ensure that all classified material is handled in accordance with the latest appropriate security classification specifications. Foreign participation will not be allowed at the prime or subcontract level.

## 5.0 MEETINGS/BRIEFINGS/PUBLICATIONS

5.1.1 The contractor shall participate in Technical Interchange Meetings (TIMs), to be scheduled upon request of a specific T/OM, to discuss and to informally evaluate the SETAC contractor's efforts and accomplishments in direct relation to specific T/Os. During these meetings, the contractor shall present necessary data to enable a joint review of its various assigned tasks, along with attendant schedules, and resource expenditures. The contractor shall present and participate in technical discussions and shall inform, in a timely fashion, the T/OM of any problems with contract execution and any proposed solutions. During these TIMs, the T/OM may also informally evaluate the on-going SETAC performance.

5.1.2 The contractor shall attend and participate in Program Management Reviews (PMRs), Integrated Process Teams (IPTs), and other meetings, as scheduled by the T/OM.

5.1.3 The contractor shall provide technical orientation briefings, as directed.

## 6.0 DELIVERABLES

6.1.1 Documentation developed under this contract shall be delivered as specified in individual T/Os. Individual T/Os will indicate the media type, as well as the quantity of copies of the work products required for delivery. The contractor shall be proficient in the use of the current Government/command-standard software and shall possess the capability to deliver the automated data in the command-standard software format. Delivery will typically be required only in electronic media form; all such deliveries shall be virus free.

6.1.2 All deliverables, either stated in a given T/O or required as a standard item pursuant to this contract, will be strictly in accordance with the DD Form 1423, Contract Data Requirements List (CDRLs).

6.1.3 As directed by the T/OM, software developed incidental to the performance of this contract shall be delivered to the Government as both source and executable code and shall be considered a "Special Work" pursuant to DFARs 252.227-7020, Rights in Special Works. (A006 & A007)

## 7.0 MANPOWER REPORTING

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. 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 sub-contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-contractors); (7) Total payments (including sub-contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor 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 sub-contractors 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 of contingency contract language; and (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September 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."