

**ORDER FOR SUPPLIES OR SERVICES**

1 CONTRACT/PURCH ORDER/ AGREEMENT NO W9133L-10-D-0005	2 DELIVERY ORDER/ CALL NO 0026	3 DATE OF ORDER/CALL (YYYYMMDD) 2011 Aug 24	4 REQ / PURCH REQUEST NO See Schedule	5 PRIORITY
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6. ISSUED BY NGB-ZC-AQ - W9133L 111 SOUTH GEORGE MASON DR BLDG. 2, 4TH FLOOR ARLINGTON VA 22204-1373	CODE W9133L	7. ADMINISTERED BY (if other than 6) <b>SEE ITEM 6</b>	CODE	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)
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9. CONTRACTOR ALUTIQ DIVERSIFIED SERVICES, LLC NAME ALLISON WHITE AND 3909 ARCTIC BLVD STE 400 ADDRESS ANCHORAGE AK 99503-5710	CODE 4JLC9	FACILITY	10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12 DISCOUNT TERMS Net 30 Days	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE N/A N/A AA N/A	CODE SCHED1	15. PAYMENT WILL BE MADE BY DFAS-INDIANAPOLIS-HQ0105 DFAS INDIANAPOLIS VENDOR PAY DEPT 3800 8899 E. 56TH ST. INDIANAPOLIS IN 46249-3800	CODE HQ0105	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>

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 checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies <b>1</b>			

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
<b>SEE SCHEDULE</b>					

* 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 TEL: 703 607-1238 EMAIL: (b) (6) BY: (b) (6)	(b) (6)	25. TOTAL \$1,047,833.26	26. DIFFERENCES
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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	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY

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

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	33. AMOUNT VERIFIED CORRECT FOR
			34. CHECK NUMBER
			35. BILL OF LADING NO.

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 B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	Evaluation Support Services FFP Contractor shall provide non-personnel support services in accordance with the Performance Work Statement (PWS) and Contractor's proposal Labor Rates: (b) (4) hours (b) (4) /hr (b) (4) hour (b) (4) hr  FOB: Destination PURCHASE REQUEST NUMBER: W81MNB11952003-0001				

NET AMT

(b) (4)

ACRN AA  
 CIN: W81MNB119520030001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002			Dollars, U.S.		(b) (4)
	Travel and Other Direct Costs COST This is a Not-to-Exceed, cost reimbursable line item for travel and other direct costs incurred in the performance of this requirement. Travel must be conducted in accordance with the Joint Travel Regulations. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB11952003-0001				
				ESTIMATED COST	(b) (4)
	ACRN AA CIN: W81MNB119520030002				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Contractor Manpower Reporting FFP	1	Each		(b) (4)
	These contract reporting requirements are mandatory. The contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. See Performance Work Statement for more details and instructions.				
	FOB: Destination PURCHASE REQUEST NUMBER: W81MNB11952003				

NET AMT

(b) (4)

PERFORMANCE WORK STATEMENT

**PERFORMANCE-BASED WORK STATEMENT  
FOR NATIONAL GUARD YOUTH CHALLENGE PROGRAM  
EVALUATION SERVICES  
July 29, 2011**

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**1.0 INTRODUCTION.**

The National Guard Youth ChalleNGe Program (NGYCP) has a need for a full range of outcome-based operational and resource management evaluation services of participating ChalleNGe programs with a requirements-based evaluation process envisioned to use the NGYCP Challenge Activity Information and Reporting System, which includes program data, budgetary information and tools. This government owned, operated and maintained data and reporting system database will be used for accurate and timely collecting and distributing of useful analytics for both program operations and resource management activities of each program location. The evaluation process also should provide invaluable anecdotal data to capture the unique essence of each program. The President's Management Agenda and the Government Performance and Results Act are integral to program evaluation models. Furthermore, it is vital to have a superior understanding of the Federal and State accounting regulations, processes, internal controls and requirements under regulatory guidance.

**2.0 BACKGROUND.**

Congress initially authorized the NGYCP in Section 1091 of the National Defense Authorization Act for Fiscal Year 1993. The Act provides for the Secretary of Defense acting through the Chief of the National Guard Bureau to conduct a National Guard Civilian Youth Opportunities Program (known as the NGYCP). The Act authorizes the Secretary to use the National Guard to provide military based training, including supervised work experience in community service and conservation projects, to civilian youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth.

To carry out the ChalleNGe program in a state, the Chief, National Guard Bureau enters into an agreement with the Governor of the State under which the Governor establishes, organizes, and administers the Program in the State. Currently, there are 34 programs in 28 States/Territories.

The first four years of the ChalleNGe program were 100% federally funded. In Fiscal Year 1998, Congress adopted legislation (*US Code: Title 32, Section 509*) mandating state – federal cost sharing for the ChalleNGe program. Currently the percentage of federal dollars allocated to each state program will not exceed 75% of the cost of operating the state ChalleNGe program site during that year.

The mission of National Guard Youth ChalleNGe Program is to intervene in the lives of at risk youth between the ages of 16 and 18 years and produce program graduates with the values, skills, education and self-discipline to succeed as adults. The program consists of eight core component areas that are used to foster the holistic growth of participants. The component areas are: academic excellence, service to community, health and hygiene, job skills, leadership/followership, life coping skills, physical fitness, and responsible citizenship.

States agree to select program participants from applicants who meet the following eligibility standards:

- 16 –18 years of age at the time of entry into the program
- A high school dropout
- A volunteer
- A citizen or legal resident of the United States and the State in which the program is operated
- Unemployed
- Not currently on parole or probation for anything other than juvenile status offenses, not awaiting sentencing, and not under indictment, charged, or convicted of a felony.
- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program with reasonable accommodation for physical and other disabilities

The ChalleNGe program is co-educational and consists of a five-month Residential Phase and a one-year Post –Residential Phase. The Residential Phase, which includes a two week Pre-ChalleNGe Phase, is conducted in a quasi-military structured and disciplined environment. During this phase, the participants focus on the rigorous formal education and training program embodied in the eight core components with emphasis on development of the mind, body and personal values. Career opportunities are explored and personal goals and objectives are developed in action plans.

Each ChalleNGe program annually identifies the maximum number of participants targeted for graduation. Federal and State resources are then allocated to the program based on that number. Current ChalleNGe program states are listed below along with class graduation target numbers.

Alaska	250	Michigan	228
Arkansas	150	Mississippi	400
Arizona	155	Montana	185
California-Grizzly	330	New Jersey	200
California-Sunburst	270	New Mexico	75
Florida	270	North Carolina	250
Georgia-FG	425	Oklahoma	220
Georgia-FS	425	Oregon	224
Hawaii-BP	200	Puerto Rico	200

Hawaii-KU	80	South Carolina	150
Illinois	630	Texas	200
Indiana	200	Virginia	270
Kentucky	200	Washington	240
Louisiana-CB	480	Washington, DC	62
Louisiana-CM	400	West Virginia	200
Louisiana-GL	400	Wisconsin	200
Maryland	200	Wyoming	130

The Post-Residential Phase is designed to provide graduates of the Residential Phase with on-going support from a mentor during the succeeding 12 months. The mentoring process actually begins during the Residential phase when cadets and prospective mentors undergo mentor training. Following the required training, each cadet is matched with a caring, responsible adult by the middle of the Residential Phase. The mentoring relationship begins at that point and continues for a period of one year following graduation.

During the Post-Residential Phase, cadets are required to become involved in placement activities that support achievement of their goals. These activities are identified as being placed in either a job, in school or college, in a training program, in military service, or participating in full-time volunteer service such as caring for an elderly or incapacitated family member. Key to program success is suitable, stable placement complimenting the cadets' attributes and goals.

The objective of the NGYCP assessment program is to identify an independent evaluator who would report annually on the program operational and fiscal outcomes and impacts. The assessment would determine whether or not the life skills and employment potential of civilian youth who ceased to attend secondary school before graduation were significantly improved through military based training, including supervised work experience in service to the community and conservation projects. The assessment would document whether it is feasible and cost effective for the National Guard to provide military-based training to such youth for the purpose of obtaining such improvements.

## **DESCRIPTION OF SERVICES**

### **2.1 NGYCP Operational Evaluations**

Conduct Operational Evaluations to determine the efficiency and effectiveness of delivery of services and program management IAW the Master Youth Program Cooperative Agreement (MYPCA). Collect, review and analyze operational program policy implementation documents and make recommendations to the Program Manager, NGB-AY as to the appropriateness, currency and completeness.

(Note: Participant's travel to and from training events is not the responsibility of the Evaluation Services contractor.)

**2.1.a NGB-Directed Inquiries**

Respond to NGB-AY inquiries regarding operational program metrics, specific performance issues and programmatic areas of concern and query program data and/or designated programs in specified operational areas of interest as identified by the Program Manager, NGB-AY and render a verbal/electronic response within 4 hours, or written findings within 48 hours, as appropriate. Additionally, and upon request of the COR, conduct up to three program visits annually, each with a targeted operational inquiry of NGB-AY concern, document the findings, and provide a written report to NGB-AY within 10 working days.

**2.1.b Annual Operational Evaluations**

Assess on-going operational processes used to deliver services as identified in the MYPCA for 17 programs and up to 5 Red Line programs identified by NGB-AY annually. Programs to be evaluated will be at the discretion of NGB-AY. Render a formative evaluation coordinating draft report to NGB-AY within 10 working days that comprehensively portrays program performance. Assessment will include the current Residential class, each of the two active Post-Residential classes, and all management and administrative activities, to include recruiting and preparation for the next class. Each rendered report will include findings, significant findings, conclusions and formative recommendations to improve the efficiency and effectiveness of assessed processes, as directed by GAO.

**2.1.c Directors Program Assessment**

Utilize performance indicators from the MYPCA. These indicators will provide structure for evaluation templates which will be provided to 17 program sites not receiving an Operational Evaluation visit. Program Directors will prepare self-assessments and will provide to contractor. Contractor will review self-assessments for data verification and compliance with MYPCA. Any discrepancies discovered will be referred to NGB-AY for further follow-up, action and resolution. Contractor will be notified of the final resolution.

**2.2 NGYCP Resource Management Evaluations**

Conduct Resource Management Evaluations to determine the efficiency and effectiveness with which program resources are being expended IAW the MYPCA, taking into consideration government finance and accounting. Collect, review and analyze fiscal program policy implementation documents and make recommendations to the Program Analyst, NGB-AY as to the appropriateness, currency and completeness.

**2.2.a NGB-Directed Inquiries**

Respond to NGB-AY inquiries regarding financial metrics, specific resource management performance issues and programmatic areas of concern and query program data and/or for designated programs in specified resource management areas of interest as identified by the Program Analyst, NGB-AY, and render a verbal/electronic response within 4 hours,

or written findings within 48 hours, as appropriate. Additionally, and upon request by COR, conduct up to 5 program visits annually, each with a targeted financial inquiry of NGB-AY concern, document the findings, and provide a written report to NGB-AY within 10 working days.

### **2.2.b Annual Resource Management Evaluations**

Review and assess the management and accountability of all cooperative agreement-based program resources at all program locations annually. Assessment will include all fiscal activities, verification that reported data are valid and supported by source documents and cover the full execution of status of all open cooperative agreements. Each rendered review will include findings, significant findings, conclusions, and formative recommendations to improve resource management efficiency and effectiveness as directed by GAO and be delivered to NGB-AY within 10 working days.

## **2.3 National Guard Youth Challenge Program Database**

The contractor shall collect, process, analyze and interpret all operational data for the Residential and Post-Residential Phases of the program, in addition to all fiscal data of the programs. The National Guard Youth Challenge Program database known as Challenge Activity and Information Reporting System (CAIRS) contains program- and NGB-based operational and fiscal requirements as identified in the Master Youth Programs Cooperative Agreement and is to be utilized in assisting with these requirements.

### **2.3.a Weekly Residential Summary Reports**

Monitor data entry and analyze and interpret Residential Phase weekly data, develop and publish weekly reports against predefined program performance measures within five days of the end of the reporting period.

### **2.3.b Monthly Post-Residential Summary Reports**

Monitor data entry and analyze and interpret Post-Residential Phase data, develop and publish monthly reports against predefined program performance measures within 15 days of the end of the reporting period.

### **2.3.c Verify and Validate Data**

Verify data entered into the system at the 17 sites receiving Operational Evaluation visits conducted by contractor are supported by source documents maintained in program files and validate that these data meet program criteria as reported. Verify that required data are entered for all programs.

### **2.3.d Receive, Review and Analyze Quarterly Budget Reports**

Monitor submission of quarterly budget reports, identify fiscal discrepancies and maintain a report log that is available to NGB-AY.

### **2.3.e Review Archived Budget Modification Requests**



Maintain an archive of all program budget modifications for review and analysis, and identify trends for reprogramming of funds.

### **2.3. f Review and Update Federal Training Funds and Special Project Funds Expenditures**

Monitor accounting for non-matched Federal training funds and special project fund expenditures, identify fiscal discrepancies and maintain a report log that is available to NGB-AY.

### **2.3.g Conduct Budget Comparative Analyses**

For each program, review, analyze and report on fiscal projections annually, including a comparative analysis at the program and national level.

## **2.4 Annual Report to Congress**

The Contractor will draft an annual report to be submitted for coordination and staffing to the COR by 1 August annually, with final distribution/shipping by 15 December. An annual report coordination/staffing schedule will be provided by the COR. Data collection cutoff shall be 30 June. The report must be professionally rendered, to include writing, editing, layout and printing. Data tables will support all graphs, charts, and conclusions. All referenced material in the report will be properly cited and credited.

### **2.4.a Conduct Program Cost-Benefit Analysis**

Determine whether it is feasible and cost effective for the National Guard to continue to provide military based training to at-risk youth who cease to attend secondary school before graduating so as to improve the life skills and employment potential of such youth. Present this Cost-Benefit Analysis as part of the annual report.

### **2.4.b Identify and Analyze Program Data**

Use the performance indicators from the Master Youth Programs Cooperative Agreement, and operational and fiscal data variables for conducting analysis and to report findings for the 17 on-site Operational Evaluation visits.

### **2.4.c Provide for Individualized Program Narrative Input**

Assess individual program level data and report on levels of performance based on defined performance indicators.

### **2.4.d Conduct Trend Analyses**

Review and assess program activities and identify performance trends for last three years.

### **2.4.e Assess Program Goal Achievement**

Verify and report annual performance goal achievement at all levels.

### **2.4.f Prepare Draft Report**

Consolidate draft annual report data and prepare a draft report and submit to COR by 1 August. Data collection cut-off shall be 30 June.

#### **2.4.g Coordinate Report for DoD/NGB Approval**

Coordinate and validate report data and information through NGB-AY, with NGB-AY, DoD, and the States. Facilitate changes to the draft report, as requested.

#### **2.4.h Print and Distribute Report**

Print up to 250 copies of the approved annual report as specified by COR. Prepare a report distribution plan and submit to COR for approval. Distribute the annual report per the approved plan.

### **2.5 Program Management**

The Contractor shall provide a manager who shall be responsible for the planning and performance of all contract work. The name of this person and an alternate who shall act for the contractor shall be designated in writing to the Contracting Officer. Program personnel may be required to work on-site in NGB-AY. U.S. Property and Fiscal Office and/or Internal Review experience preferred. All work under this contract shall be completed within the United States and its territories, Monday through Friday from 0800-1700, excluding Federal Holidays.

#### **2.5.a Program Management Plan**

The Offerer's submission should include a comprehensive Program Management Plan that describes the overall management concept for this contract and an Implementation Plan with schedule that addresses key deliverables.

#### **2.5.b Evaluation Plan**

Within 10 days of contract award, prepare and submit an Annual Evaluation Plan, including the recommended data collection strategy, and brief the plan to NGB-AY.

#### **2.5.c Schedule Management**

Develop and publish contractor travel schedules annually. Submit the evaluation schedule with the annual Evaluation Plan to the COR for approval. Following approval, any date changes in the approved schedule will be coordinated through NGB-AY.

#### **2.5.d Travel Oversight**

Conduct all contract related travel within Federal and program guidelines and submit travel documents to NGB-AY for approval.

#### **2.5.e Quarterly Updates to NGB**

Prepare and deliver quarterly contract performance reports to NGB-AY. Provide the status of all evaluation and contract-related activities.

#### **2.5.f Staff Management**

Provide contract staff performance oversight, to include providing skilled personnel who meet specified performance and educational standards. The Offerer shall provide resumes and letters of intent for all program personnel as a part of their proposal. Program personnel may be required to work on-site in NGB-AY. U.S. Property and Fiscal Office and/or Internal Review experience preferred.

- All Contractor employees who are assigned to this contract must be able to read, write, speak and understand English to a degree in which all instructions to perform this contract are understood.
  
- Contractor Employees. The Contractor shall not employ a person for work on this contract if such employee is considered by the Contracting Officer to be a potential threat to the health, safety, security, general well-being or operational mission of the various State Program installations, NGB facilities or their populations.
  
- Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. Contractor employees will wear professional business attire when visiting the NGB, visiting program sites, participating in meetings, conferences, workshops or seminars. When meeting at any program site or attending any program activity, contractor employees will present business cards that clearly identify them as contractor employees and the position they hold in the contractor's organization.
  
- The contract manager or alternate shall have full authority to act for the contractor on all contractual matters relating to daily operations of the contract.
- The contract manager or alternate shall be available during normal duty hours, and shall be reasonably available to meet with the Contracting Officer, the COR, or government officials to discuss problem areas.
  
- The Contractor shall not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest. Additionally, the Contractor shall not employ any person who is an employee of the National Guard unless that person seeks and receives approval according to National Guard regulations.
  
- All contractor employees working on the contract must possess a valid State driver's license or other form of identification to meet security identification requirements for gaining access to government installations. Many installations currently require two forms of government issued, photo identification.
  
- The Contractor shall ensure all employees working on the contract have the requisite knowledge of the ChalleNGe program background, mission, and performance objectives. Additionally, the Contractor shall ensure all professional

employees working on the contract have a minimum of three years experience in their relevant field of assignment on the contract.

- The Program Office will review and approve the format and content of all data collection forms, reports, documents, etc. used by the Contractor. After award, Contractor must provide sample collection forms, reports, documents, etc. to the Program Office for their approval or within thirty days of award, the Contractor will collaborate with the Program Office and the Contractor will design collection forms, reports, etc. that are acceptable to the Program Office.

## **2.6 Evaluator Requirements**

Ensure all contractor employees working on the contract have the requisite knowledge of the ChalleNGe Program background, mission and performance objectives and are fully conversant regarding contract standards and requirements.

### **2.6.a Prepare Evaluator Program Of Instruction and Related Materials**

Develop assessment criteria and standards of performance for Program Evaluators.

Develop documents and resources for Operational and Resource Management Evaluators to meet established criteria and standards.

**2.6.b Coordinating Tasks** Identify and coordinate administrative and travel information for all Operational and Resource Management Evaluators.

### **2.6.c Certify Evaluators**

Certify that all evaluators meet criteria and standards to conduct ChalleNGe Program evaluations.

### **2.6.d Winter Program Directors Workshop**

As needed, provide support for the Winter Program Directors Workshop, to include preparing and presenting briefings and monographs on topics identified by NGB-AY.

### **2.6.e Summer Program Directors Workshop**

As needed, provide support as required for the Summer Program Directors Workshop, to include preparing and presenting briefings and monographs on topics identified by NGB-AY.

## **2.7 Comprehensive Plan**

The Offerer's submission should include a comprehensive plan describing the overall management concept for this contract, including evaluation and annual report strategies. Submit to the COR for approval.

## **2.8 Schedule Management**

Develop and publish contractor travel schedules annually. Submit the evaluation schedule to the COR for approval.

### **2.8.a Travel Oversight**

Conduct all contract related travel within Federal and program guidelines and submit to the COR for approval.

### **2.8.b Quarterly Updates to NGB**

Prepare and deliver quarterly contract performance briefings and/or reports to the Program Office (NGB-AY). Include the status of all evaluation and contract-related activities.

## **2.9 Deliverables Oversight**

The contract manager shall ensure contract deliverables meet performance standards as set in the contract and that contract schedules are met.

## **2.10 Records**

All contractor records from this contract shall be maintained and made available to the Contracting Officer, when requested, throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

## **2.11 Privacy Data**

The Contractor shall NOT release any type of data associated with any program participant's personal data to any agency or business outside the National Guard. The Contractor may release general information about the program to agencies or businesses outside the National Guard only after receiving explicit permission to do so by the Chief, NGB-AY program office.

## **2.12 Physical Security**

The Contractor shall be responsible for safeguarding all government and personal information provided for the Contractor's use. Government facilities, equipment and materials shall be secured at all times.

## **2.13 Purpose of NGYCP Evaluation Services Contract**

The purpose of this contract is to provide the NGYCP with a full range of outcome-based operational evaluation and resource management review services and other assessment related services.

## **2.14 Role of the Contractor**

The Contractor shall serve as the overall provider and integrator of outcome-based operational evaluation and resource management review services and other assessment related services. The Contractor must be able to design, develop and implement requirements-based operational and financial assessment tools and render comprehensive reports tailored to the wide range of

program stakeholders. Supporting national and individual program needs is vital when assessing the merit, value, and worth of the ChalleNGe program and success of the evaluation services initiative.

### 3.0 QUALITY ASSURANCE SURVEILLANCE PLAN.

Performance Objective	Performance Standard	Acceptable Quality Level (AQL)
Annual Operational Evaluations	<p>Each program is visited annually to assess the effectiveness and efficiency of program implementation</p> <p>A certified evaluator visits each program</p> <p>All key program areas are assessed</p> <p>Findings measured against defined program goals</p> <p>Report rendered to NGB</p>	<ul style="list-style-type: none"> <li>Evaluation of service quality shows product meets the definition of Excellent 95% of the time. Excellent means product meets technical, functional and performance standards and any weaknesses in the product are insignificant.</li> </ul>
Annual Resource Management Evaluations	<p>Each program site is visited annually</p> <p>A certified evaluator conduct visits</p> <p>All key program areas are assessed</p> <p>Findings measured against program goals</p> <p>Report rendered to NGB</p>	<ul style="list-style-type: none"> <li>Evaluation of service quality shows product meets the definition of Excellent 95% of the time. Excellent means product meets technical, functional and performance standards and any weaknesses in the product are insignificant.</li> </ul>

**4.0 Place Of Performance.** – National Guard Bureau Headquarters and the states participating in the ChalleNGe program.

### 5.0 Period Of Performance.

One year from date of award.

### 6.0 Qualifications: Education and Experience

**Project Manager – (Qty – 1)** The individual the Contractor designates as Project Manager will have at minimum a Masters degree in the field of Education, Social Sciences or Business

Administration. U.S. Property and Fiscal Office, Internal Review, evaluation experience and/or involvement with at-risk youth programs experience preferable.

**Operational Evaluators – (Qty – 3)** The Contractor shall ensure all professional personnel working on the contract as operational evaluators have at minimum a Bachelor's degree in the field of Education, Social Sciences or applicable related experience. Must have experience in an educational field.

**Resource Evaluators – (Qty – 2)** The Contractor shall ensure all professional personnel working on the contract as resource management evaluators have at minimum a Bachelor's degree in the field of Finance/Accounting/Budget, or applicable related experience. Experience in auditing and financial management area preferable. Additionally, the Contractor must be able to demonstrate the proposed individual has thorough knowledge of Federal financial operations.

**Other Professional Personnel** - working on the contract must possess the appropriate technical degree at the Bachelor's level or higher, or applicable related experience.

## **ADDITIONAL TERMS AND CONDIITONS**

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### **Common Access Card**

If required for the performance of the contract, all contract support employees must meet requirements to obtain card.

### **Compensation**

The standard number of hours paid for contractor support is 1,920 hours per year. On support service contracts, when the hourly support is a deliverable, the Government only compensates the contractor for actual hours worked. The Government does not pay for leave (holiday, vacation, sick) taken by the contractor.

### **Contracting Officer Representative (COR) – Authority and Responsibility**

All contracting actions and/or correspondence should be forwarded through the COR. The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor's performance. The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract.

When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. The contractor under such direction shall take no action until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.

In the absence of the Primary COR (due to reasons such as leave, illness, and official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR (if appointed) acting on behalf of the Primary COR.

### **Data Rights**

All data used or produced in performance of this contract remain the sole property of the National Guard Bureau.

### **Manpower Reporting – Contractor Responsibility and Obligation**

The Secretary of the Army has implemented Accounting for Contract Services. This initiative has been put in place to obtain better visibility of the contractor service workforce. The Assistant Secretary of the Army (Manpower and Reserve Affairs) and the Assistant Secretary of the Army (Acquisition, Logistics and Technology) have implemented guidance to comply with this DoD Business Initiative Council (BIC) sponsored initiative. These contract reporting requirements are mandatory. By acceptance of this contract and performance under this contract, the contractor agrees to comply with these reporting requirements.

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site [Contractor Manpower Reporting (CMR) System] where the contractor will report ALL contractor manpower (including sub-contractor 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 (National Guard Bureau UIC is W00QAA); (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 or 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 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.

### **Security Clearances**

Contract employees who have access to classified information, Local Area Network (LAN) or controlled/restricted areas require a National Agency Check with Inquiries (NACI) and some will subsequently require a Secret security clearance. Submission of Standard Form 86 by the Requesting Official shall be accomplished within 5 calendar days of Task Order award or hiring of new employees."

### **Security Requirements**

The Contractor Employee is responsible for safeguarding information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information which may involve the Contractor or the contractor's personnel or to which they may have access may subject the Contractor and/or the Contractor's Employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor. All programs, systems, databases, platforms, schematics, data, hardware, software and materials developed or purchased at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain security badges and adhere to the installation security requirements. The performance of this requirement will require the contractor access to classified information. FAR clause 52-204-2, Security Requirements, as required by either FAR Subpart 4.404 (a) or FAR Subpart 4.404(d), whichever is appropriate. At the time that the solicitation is issued, it shall be accompanied by a Contract Security Specification, DD Form 254, in accordance with DoD Directive 5220.22-M, Department of Defense Industrial Security Manual for Safeguarding Classified Information, and any revisions, thereto, as well as Industrial Security Regulation DoD 5220.22-R. Failure to safeguard classified/privileged information which may involve the contractor or/or the contractor's personnel or to which they may have access may subject the contractor and/or contractor's personnel to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor.

### **Travel**

The Contractor Employee will be required to travel to locations in support of the tasks described in this statement of work. Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Project Officer that approves approximate travel, dates, expected duration, origin and destination, purpose, estimated costs and the number and names of personnel traveling. Contractor expense reports shall be prepared and processed in accordance with the Federal Travel Regulation (FTR).

## **Wide Area Workflow (WAWF): Invoice Preparation & Submittal Instructions**

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### **Invoice Format**

An invoice is a written and/or electronic request for payment under the contract for supplies delivered or for services rendered. In order to be proper, an invoice must include, as applicable, the following:

- a. Name and address of the contractor
- b. Invoice Date
- c. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
- d. Name and address of contractor official to who payment is to be sent (must be the same as that in the contract or on a proper notice of assignment)
- e. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
- f. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)
- g. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
- h. Invoices shall be processed by Contractor for approval and payment within 5 working days of the completion of work.
- i. Receipt of payments by a representative of the contractor's designated bank shall constitute a full accord and satisfaction of the Government's obligation under the contract to the extent of the amount of the payment made.
- j. This contract requires invoice submittal in accordance with Wide Area Workflow (WAWF). Submit one electronic original of all invoices to DFAS. **IMPORTANT:** DFAS must receive electronic submittal from the contractor in compliance with DFARS 252.232-7003. The COR(s) will certify all invoices for payment. For payment inquiries after submittal, please contact the DFAS Customer Service Desk or visit the Vendor Pay Inquiry System at the following web address: <http://www.dfas.mil/money/vendor/>

**Wide Area Workflow Invoice Instructions:** *Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.*

*Wide Area Workflow (WAWF) (see instructions below)*

*Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)*

American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)

Other (please specify) \_\_\_\_\_

**WAWF is the preferred method to electronically process vendor request for payment.** This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

**Questions concerning payments should be directed to the Defense Finance and Accounting Service DFAS LIMESTONE, 1-800-756-4571 Option 2, Option 3.** Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/contractorpay.html>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.

TYPE OF DOCUMENT [Check the appropriate block]

- [Commercial Item Financing](#)
- [Construction Invoice](#) (Contractor Only)
- [Invoice](#) (Contractor Only)
- [Invoice and Receiving Report \(COMBO\)](#)
- [Invoice as 2-in-1 \(Services Only\)](#)
- [Performance Based Payment](#) (Government Only)
- [Progress Payment](#) (Government Only)
- [Cost Voucher](#) (Government Only)
- [Receiving Report](#) (Government Only)
- [Receiving Report With Unique Identification \(UID\) Data](#) (Government Only)

*UID is a new globally unique “part identifier” containing data elements used to track DoD parts through their life cycle.*

[Summary Cost Voucher](#) (Government Only)

*ISSUE BY DODAAC: **W9133L***

*ADMIN BY DODAAC: **W9133L***

*INSPECT BY DODAAC: **W81MNB***

*ACCEPT BY DODAAC: **W81MNB***

*SHIP TO DODAAC:*

*LOCAL PROCESSING OFFICE DODDAC: **N/A***

*PAYMENT OFFICE FISCAL STATION CODE: **HQ0105***

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government

## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 25-SEP-2011 TO 24-SEP-2012	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 25-SEP-2011 TO 24-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
0003	POP 25-SEP-2011 TO 24-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

## Section G - Contract Administration Data

COR/CONTACT INFORMATION**Contact Information****Contracting Officer****(b) (6)**Phone: (703) 607-1238 or Email: **(b) (6)****Contracting Officer's Representative (COR)****(b) (6)**, Maj, USAF

Plans, Programs and Resource Officer

Phone: (703) 607-2754 or **(b) (6)****Contractor:**

Allison White, Contracts Manager

Alutiiq Diversified Services

360-C Quality Circle, Ste. 300, Huntsville, AL 35806

256-489-9308 or awhite@alutiiq.com

DUNS: 784737723

**Contracting Officer Representative (COR) – Authority and Responsibility**

All contracting actions and/or correspondence should be forwarded through the COR. The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor's performance. The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract.

When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. The contractor under such direction shall take no action until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.

In the absence of the Primary COR (due to reasons such as leave, illness, and official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR (if appointed) acting on behalf of the Primary COR.

## ACCOUNTING AND APPROPRIATION DATA

AA: 97101003601118105504WH05000002512379NPYW81MNB119520039NPY37044220

AMOUNT: \$1,047,833.26

CIN W81MNB119520030001: (b) (4)

CIN W81MNB119520030002: (b) (4)