


<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER W81MNB50322000		PAGE 1 OF 21	
2. CONTRACT NO. GS-10F-0168P		3. AWARD/EFFECTIVE DATE 01-May-2005		4. ORDER NUMBER W9133L-05-F-0100		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231  TEL: FAX: 703-607-1742		CODE W9133L		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: 541618 SIZE STANDARD: 6 MIL		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE  13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)  13b. RATING  14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE N/A N/A A A N/A		CODE SCHED1		16. ADMINISTERED BY  <b>SEE ITEM 9</b>			
17a. CONTRACTOR/OFFEROR EWA INFORMATION TECHNOLOGIES INC DON CONEY 13873 PARK CENTER RD. SUITE 500 HERDON VA 20171  TEL. 703-478-7606		CODE 1B9N8  FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS-LEXINGTON-HQ0335 5751 BRIAR HILL ROAD, BLDG 1 LEXINGTON KY 40516-9721  CODE HQ0335			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<b>SEE SCHEDULE</b>							
25. ACCOUNTING AND APPROPRIATION DATA  <b>See Schedule</b>					26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$1,622,847.17</b>		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. <input checked="" type="checkbox"/>				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  		31c. DATE SIGNED 29-Apr-2005	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) LARRY FIELD / CONTRACTING OFFICER  TEL: 703 607-1212 EMAIL: (b) (6)			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

PAGE 2 OF 21

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT <i>(Location)</i>
		42c. DATE REC'D <i>(YY/MM/DD)</i>

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

FOIA Requested Record #FA-10-0077  
Released by Army National Guard  
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STANDARD FORM 1449 (REV 4/2002) BACK  
Prescribed by GSA  
NGS FOIA Reading Room Record  
FAR 148 CFR 301.212  
January 5, 2011  
Page 2 of 21

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	Direct Labor FFP Provides technical assistance (SMEs) for NGB-J3-DO for logistics, personnel and strategic planning support to NGB-J3-DO missions and operations in accordance with attached statement of work and contractor GSA Schedule. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	(b) (4)
	ACRN AA Funded Amount				
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
	Travel FFP This is a cost reimbursable CLIN. All travel shall be in accordance with Joint Federal Travel Regulation (JFTR). All travel shall be approved by the COR prior to travel. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	(b) (4)
	ACRN AA Funded Amount				
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)

OPTION Direct Labor  
FFP  
Provides technical assistance (SMEs) for NGB-J3-DO for logistics, personnel and strategic planning support to NGB-J3-DO missions and operations in accordance with attached statement of work and contractor GSA Schedule.  
PURCHASE REQUEST NUMBER: W81MNB50322000

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NET AMT (b) (4)

ACRN AA Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		15,500	Dollars, U.S.	\$1.00	\$15,500.00 NTE

OPTION Travel  
FFP  
This is a cost reimbursable CLIN. All travel shall be in accordance with Joint Federal Travel Regulation (JFTR). All travel shall be approved by the COR prior to travel.  
PURCHASE REQUEST NUMBER: W81MNB50322000

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NET AMT \$15,500.00

ACRN AA Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	Direct Labor FFP Provides technical assistance (SMEs) for NGB-J3-DO for logistics, personnel and strategic planning support to NGB-J3-DO missions and operations in accordance with attached statement of work and contractor GSA Schedule. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	(b) (4)
ACRN AA Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		15,500	Dollars, U.S.	\$1.00	\$15,500.00 NTE
OPTION	Travel FFP This is a cost reimbursable CLIN. All travel shall be in accordance with Joint Federal Travel Regulation (JFTR). All travel shall be approved by the COR prior to travel. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	\$15,500.00
ACRN AA Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)
OPTION	Direct Labor FFP Provides technical assistance (SMEs) for NGB-J3-DO for logistics, personnel and strategic planning support to NGB-J3-DO missions and operations in accordance with attached statement of work and contractor GSA Schedule. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	(b) (4)
ACRN AA Funded Amount					\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		15,500	Dollars, U.S.	\$1.00	\$15,500.00 NTE
OPTION	Travel FFP This is a cost reimbursable CLIN. All travel shall be in accordance with Joint Federal Travel Regulation (JFTR). All travel shall be approved by the COR prior to travel. PURCHASE REQUEST NUMBER: W81MNB50322000				
				NET AMT	\$15,500.00
ACRN AA Funded Amount					\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		(b) (4)	Dollars, U.S.	\$1.00	(b) (4)

OPTION Direct Labor  
FFP  
Provides technical assistance (SMEs) for NGB-J3-DO for logistics, personnel and strategic planning support to NGB-J3-DO missions and operations in accordance with attached statement of work and contractor GSA Schedule.  
PURCHASE REQUEST NUMBER: W81MNB50322000

NET AMT

(b) (4)

ACRN AA Funded Amount

\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		15,500	Dollars, U.S.	\$1.00	\$15,500.00

OPTION Travel  
FFP  
This is a cost reimbursable CLIN. All travel shall be in accordance with Joint Federal Travel Regulation (JFTR). All travel shall be approved by the COR prior to travel.  
PURCHASE REQUEST NUMBER: W81MNB50322000

NET AMT

\$15,500.00

ACRN AA Funded Amount

\$0.00

FOB: Destination

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
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government

2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-MAY-2005 TO 30-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 01-MAY-2005 TO 30-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1001	POP 01-MAY-2006 TO 30-APR-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1002	POP 01-MAY-2006 TO 30-APR-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2001	POP 01-MAY-2007 TO 30-APR-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2002	POP 01-MAY-2007 TO 30-APR-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3001	POP 01-MAY-2008 TO 30-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3002	POP 01-MAY-2008 TO 30-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4001	POP 01-MAY-2009 TO 30-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4002	POP 01-MAY-2009 TO 30-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

## ACCOUNTING AND APPROPRIATION DATA



AA: 215206500005181055135G67000002512376NHCW81MNB503220006NHC37044220  
 AMOUNT: (b) (4)

CLAUSES INCORPORATED BY REFERENCE

52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	NOV 2003

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days (insert the period of time within which the Contracting Officer may exercise the option).

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days (insert the period of time within which the Contracting Officer may exercise the option); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days (60 days unless a different number of days is inserted) before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

STATEMENT OF WORK

*Department of Defense (DoD), National Guard Bureau (NGB)*

**HOMELAND SECURITY, HOMELAND DEFENSE AND CIVIL SUPPORT (NGB-  
 J3/DO-HD)  
 STATEMENT OF WORK  
 (SOW)**

DATE : 1/18/05

## 1.0 INTRODUCTION

### 1.1 Organization

**1.1.1 Identification.** DoD, NGB, NGB-HD/DOMS/, 1411 Jefferson Davis Highway, Arlington, VA, 22202-3231.

**1.1.2 Mission.** Homeland Security (HLS), Homeland Defense (HD), and Civil Support (CS) are mission areas in which the US military, and particularly the National Guard, has always had a key role. The spread of technology in the last two decades has given rogue states, regional powers, and transnational groups capabilities to threaten our interests by attacks in our homeland involving Weapons of Mass Destruction (WMD), as well as more traditional means. WMD includes chemical, biological, radiological, nuclear, and high yield explosive weapons. These threats could be manifested for either purely political purposes, such as terrorism, or for military support or diversionary purposes during regional crises, such as distracting our attention from events elsewhere or reducing our power projection capability. In reviewing the US National Security Strategy (NSS), National Military Strategy (NMS), Defense Planning Guidance (DPG), and the Army Strategic Planning Guidance (ASPG) it is evident that the NGB role in HLS/HD/CS includes such major areas as support to crisis management, support to consequence management, support to counter-terrorism, and military assistance to civil authorities. In support of this, NGB, among other responsibilities, serves as a channel of communication from the Office of the Secretary of Defense, the Military Departments and Services, and others, to the various States and their Joint Army and Air National Guard units. In this role, NGB assists the Joint Staff and the Services in executing the Secretary of Defense (SECDEF) responsibility for defense support to civil authorities (SCA) for managing the consequences of natural and man-made disasters and of attacks within the United States and its territories. NGB presently executes certain responsibilities for protection by improving the military capabilities required to effectively support local, state and federal agency consequence management response to terrorist attacks involving the use of WMD. A critical part of this effort is the National Guard Civil Support Teams, along with other NGB initiatives such as the CERFP and FSIVA Teams, which leverage the identity of the National Guard as the organized militia to provide effective preparation for and response to WMD incidents at the state level and under control of the nation's governors.

### 1.2 Background and Objective

**1.2.1 Background.** NGB occasionally relies on contract support for the development and provision of advice and comments on military support policies, regulations, and plans; definition of techniques and procedures for military support; development of security plans, communications, and/or ADP and other specialized acquisition plans; and provision of other general mission support. These are DoD and NGB requirements in support of PDD 62, DRID 25 and other documents. Contract deliverables are submitted throughout the year after being approved by or on behalf of the Chief, National Guard Bureau.

**1.2.2 Objective.** The contractor shall support NGB in discharging the following functions in a manner designed to ensure successful accomplishment of the overall NGB military support mission:

- Improving National Guard and DoD support for HLS/HD/CS, to include development of a strategic plan for this purpose.
- Integrating National Guard Bureau, National Guard, and other Reserve Component capabilities as part of National Guard Transformation
- Defining response requirements
- Developing doctrine
- Developing and managing training, staffing, equipping and resource control plans
- Planning exercises
- Integrating technology
- Total unit fielding of response elements
- Development and implementation of a Standardization and Evaluation program

**1.3 ADP Environment** The contractor will be required to work in and with the following:

**1.3.1 Hardware.** Personal and laptop computers and associated peripherals (network and stand alone printers, scanners, and Zip drives).

**1.3.2 Software.** Initially, Microsoft Office (Access, Excel, Outlook, PowerPoint, and Word) and RCAS - - client's proprietary Windows NT-based software. As the NGB role matures, additional and more sophisticated systems are anticipated to be supported, including simulations and Battle Management/Command, Control and Communications (BMC3) systems.

**1.3.3 Teleprocessing.** Personal computers connected to internal (NGB LAN) and external communications/computer networks (Internet and GUARDNETXXI).

**1.4 Performance.** Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the referenced contract, this document, the approved Technical and Cost proposals, and all amendments.

## 2.0 TECHNICAL REQUIREMENTS

### 2.1 Task Description

**2.1.1 Scope of Work.** The contractor shall provide technical assistance across the HLS/HD/CS paradigm: Plan, Prepare, and Apply Resources. The responsibility for completing the assigned tasks shall reside with the contractor. The contractor shall provide non-personal services within the framework of the activities described herein. The contractor shall provide support services authorized by the Government needed to accomplish tasks that cannot be accomplished by NGB because of time constraints and/or unavailability of technical expertise. The contractor shall furnish the necessary qualified personnel, resources and materials, and will be required to travel in Continental United States (CONUS) and Outside Continental United States (OCONUS) to perform the tasks enumerated below.

#### 2.1.2 Statement of Work

**2.1.2.1 Policy and Operations/Contingency Plan Development/Coordination Support.** The contractor shall be required to develop and provide technical advice and comments, briefing aids, and information and other papers on military support policies, regulations, and plans, including but not limited to the National Guard role in Homeland Defense. This requirement may apply across U.S. government and interagency operations, plans, and policy or may be focused on the functions within NGB and the Military Departments. The contractor shall, as tasked, define techniques and procedures for military support in response to US domestic events, in particular those relating to National Guard forces. Specific tasking may include analytical and program/staff management support in the following areas:

**2.1.2.1.1 Functional Allocations.** Support the technical development and staffing of specific military support functional allocations with a brief supporting rationale. The rationale shall include the types of automation support required to perform the function and the media/mode of communications envisioned.

**2.1.2.1.2 Definition of Command Relationships.** Support the development and staffing of specific documents delineating Army and other Service commands, DoD Agencies, laboratories, schools, the National Guards of the several states, and other US Government/military support activities, including the Joint Staff and the Combatant Commanders with which NGB will maintain technical, coordination, and functional relationships and establishing command and technical relationships among those activities.

**2.1.2.1.3 Concepts of Employment.** Support the technical development and coordination of alternative concepts of employment for National Guard assets.

**2.1.2.1.4 Develop Technical Studies for Military Support Organizations, Personnel Requirements and Resourcing.** The contractor shall support the development and coordination

of alternative organizational/personnel requirements for military support for National Guard organizations. Personnel requirements will include number of personnel, grade, military/civilian/contractor mix, Military Occupational Specialty (MOS) or Air Force Specialty Code (AFSC) or civilian career field, skill level/pay grade, regional orientation/specialty including language speaking/reading levels, if linguistic skills are necessary, and other technical skill requirements. Resourcing efforts will include analysis of budget requirements including development of justifications and impact statements. The contractor shall perform studies, analyses, and project management tasks to support the Consequence Management Integration Program, NGB's roles therein, and related SCA activities. This task will include:

- \* Maintaining schedules to include major activities of the entire program and detailed schedules of projects, tasks, and events for which NGB-HD/DOMS has implementation, oversight, or coordination responsibility
- \* Utilizing automated systems (US Army Personnel Readiness Systems Databases (SIDPERS), Automated Table of Distribution and Allowances database, Automated Modified Table of Equipment (MTOEs), and DOD/DA Electronic Program Objective Database (POM) etc.) in data analysis, updating and maintaining requirements.
- \* Maintaining records and files pertaining to military support plans and accomplishments and directives
- \* Provide GUARDNET CST personnel status updates and web page development and maintenance.
- \* Tracking projects and tasks
- \* Coordinating and preparing documentation and briefings to support meetings and conferences
- \* Conducting studies and analyses of existing program vulnerabilities, as tasked, with a vision of developing a program office to integrate all National Guard WMD tasks
- \* Operate existing PC LAN-based automated models and provide assessments of the validity and appropriateness of the results; assist in the designing and assessing opportunities to integrate databases to improve efficiency.

**2.1.2.1.5 Project/Staff Action Planning.** At the direction of the Government, the contractor shall develop and support the implementation of technical plans for accomplishment of military support projects and initiatives within the SOW task and, as required, track and report on the execution status of those plans. The plans may include, but are not limited to:

- Statements of goals and objectives
- Identification of lead activities
- Identification of supporting and coordination activities
- Milestones and suspense dates
- Resource analysis to include requirements, tradeoffs, and benefits

- Definition of intermediate and final products to include content, format, and distribution

**2.1.2.2 Support to activities relating to Defense Support to Civil Authorities (DSCA).** The contractor shall perform studies, analyses, and project management tasks to support the NGB's roles in SCA, including initial development of National Guard requirements for and roles in WMD and other natural and manmade disasters, the organizing, training, equipping, and administering the National Guard Civil Support Teams and other specialized, as well as general purpose, National Guard forces. This task will include:

- Maintaining schedules to include major activities of the entire National Guard Transformation program and detailed schedules of projects, tasks, and events for which NGB has implementation, oversight, or coordination responsibility
- Maintaining records and files pertaining to military support plans and accomplishments and directives
- Tracking projects and tasks
- Determine the communications requirements of the CST. Recommend communications equipment, secure telephonic and electronic communication systems and command and control multi-media systems.
- Provide licensed copy of all project management software and data used in support of this SOW to the Government
- Coordinating and preparing documentation and briefings to support meetings and conferences
- Conducting studies and analyses of existing program vulnerabilities, as tasked, with a vision of developing appropriate program offices to integrate all National Guard HLS/HD/CS tasks.
- Developing ad-hoc spreadsheets, macros, and provide support to ensure compliance with best practices property accountability standards.

**2.1.2.3 National Guard Integration into Domestic Preparedness and Response.** The contractor will perform studies, analyses, and program management tasks to support integration of National Guard Civil Support Teams and other Guard forces into both DoD Domestic Preparedness and Response systems and equivalent National Guard systems at the state level. This will include:

- Development and/or planning and coordination for HLS/HD/CS issues, data collection plans, and analysis of the resulting data

- Support the development and staff coordination of adjustments to scenarios and exercise control processes to facilitate integration of Guard capabilities.
- Support the development and coordination of plans to conduct exercises to include: Identification of specific objectives, allocation of responsibilities and tasking, use of national collection assets, as well as data collection, analysis, and reporting
- Develop and maintain schedules for implementation of exercise integration plans
- Support project tracking and execution oversight to include support to IPRs, preparation of status update briefings and reports, and deconfliction tasks and resource requirements.
- Provide support to the existing World Wide Web site as required in design, programming, maintenance and internet/intranet services.
- Provide support for interactive communications, broadcasts, distance learning for teleconferencing and wide-area briefings.

**2.1.2.4 Doctrine and Training Development/Coordination Support.** The contractor shall support development and implementation of plans to integrate National Guard HLS/HD/CS requirements into training and doctrine initiatives. The contractor shall provide business consulting services to support implementation of recruiting and training programs and support for both government and private sector in the areas of program management, **business process re-engineering**, human resource management and training. This will include identification, development, and implementation of current and future initiatives. This task will address:

- Updating existing military-related doctrine and training such as Joint Operations Concepts, Chemical, Military Police, Public Affairs, Medical, Operations Security, and Civil Affairs to enable and reinforce integration into DoD plans of National Guard Transformation concepts, to include support and response operations
- Conducting training needs assessments and developing and implementing training to fulfill those needs identified. Implementing and updating current WMD Civil Support training and doctrine, to include developing and implementing tactics, techniques, and procedures. Utilize various training methodologies, procedures and media to include, web based training, distance learning, classroom training, etc.
- Developing and conducting specialized, low-density training
- Designing and assistance in applying standardization and evaluation schemes to National Guard HLS/HD/CS forces as tasked.

**2.1.2.5 Mission Support.** The contractor shall provide mission support for NGB programs. The contractor shall provide general administrative support requiring proficiency in Microsoft Word, Excel and Outlook. Provide support in various automated suspense, purchase request, budget, financial management, and other business process systems. Provide specialized Database Maintenance and Data Management Support which require experience with other database software and specialized systems. Provide support for interactive communications, broadcasts, distance learning for teleconferencing and wide-area briefings. Provide World Wide Web support as required in design, programming, maintenance and internet/intranet services. This effort shall take the form of development of and implementation support to staffing, security, training, and special equipment acquisition plans. The contractor shall perform other general support directed toward achievement of the NGB mission. This support shall include, but not be limited to: briefing aids and graphic development; publications; White Papers; logistical support for or attendance at meetings; In-Process reviews; Memorandums of Agreement/Understanding, and conferences. Classification for conferences and products will be at the direction of the government.

**2.1.2.6 Resource Management:** The contractor shall utilize automated applications to improve resource management by providing assistance in maintaining and expanding automated decision support systems, models and reports in support of PPBS milestones. Develop information technology applications to facilitate resource management by integrating automated information databases. Develop additional applications that support participating in the Congressional Liaison, Program Review and direct Budget Execution processes. Operate existing PC LAN-based automated models and provide assessments of the validity and appropriateness of the results; assist in designing and assessing opportunities to integrate databases to improve efficiency. Develop ad-hoc spreadsheets, macros, and provide support for meeting and presentations. Assist in ensuring compliance with best practices property accountability standards.

**2.2 Deliverables.** All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. The contractor will be responsible for delivering all end items specified. The following items are deliverables which fall within the scope of this task and which are illustrative of the type of work the Government expects to order.

**2.2.1 Reports.** In addition to the reports listed below, additional reports may be requested as deemed necessary.

#### REPORTS

Support Area	Title	Delivery Date/Description
Management	Technical Proposal	Before contract award
Management	Cost Proposal	Before contract award
Management	Monthly Progress Report	Monthly



Management	Trip/Conference Report	Five working days after completion or attendance/Client format
Technical	Technical Report	Within 30 days of completion
Management/ Technical	Other Reports	As appropriate and/or specified above or as coordinated with client
Management/ Technical	Provide resource management, organization and planning guidance and meeting attendance	As appropriate and/or specified above or as coordinated with client
Management/ Technical	Follow-On FORMAL brief for VCSA	As appropriate and/or specified above or as coordinated with client
Management/ Technical	Coordinate Force Design Update	On Going as appropriate and/or specified above or as coordinated with client
Management/ Technical	Coordinate Personnel Issues Integrated Process Team	On Going as appropriate and/or specified above or as coordinated with client

**2.2.2 Criteria for Acceptance.** Specific criteria for acceptance of deliverables will be as follows: All deliverables will be prepared and formatted in accordance with ARNG Memo 25-52 – Staff Action Process and Correspondence Policies & Procedures, or as otherwise specified by the client.

**2.2.3 Schedule.** Specific delivery schedule will be as follows: Delivery dates for each deliverable will be in accordance with suspense dates established by the Deputy Director, NGB-J3/DO, as appropriate, or as otherwise specified by the client.

**2.2.4 Delivery Instructions.** Specific delivery instructions will be as follows: NA

**2.3 Expertise.** The contractor is responsible for providing personnel with expertise in the following areas:

**2.3.1 ADP Skills.** Personnel assigned to this task must possess skill in the area of software/hardware systems as specified in paragraph 1.3 of this SOW.

**2.3.2 Functional Skills.** Personnel must be capable of working independently and with demonstrated working knowledge of the network hardware and software component types noted in paragraph 1.3 of this SOW. The individual(s) shall also be familiar with DoD, National Guard and interagency/intergovernmental policies and procedures, as well as have working knowledge of the non-computer effort required in paragraph 2.1.2 of this SOW.

**2.3.3 Hardware/Languages.** Experience in the hardware/software as indicated in paragraph 1.3 in the SOW.

**2.3.4 Key Personnel.** The contractor may identify Key Personnel in the technical proposal.  
NOTE: Key Personnel, once accepted, may not be removed from the task without express approval of the COR.

**2.4 Materials.** Materials to include communications and ADP equipment, are to be provided by the contractor when essential to the task performance and noted in paragraphs 1.2 and 1.3 of this SOW and specifically approved by the client representative, not to exceed any ceiling price identified. All materials purchased by the contractor for the use or ownership of the Federal Government becomes the property of the Federal Government. The transfer of materials shall be documented by the contractor in the monthly status report. The contractor must furnish the Client Representative copies of such documents monthly, through E-mail, Express mail, Fax, or at the Task Review Meeting.

### **3.0 GOVERNMENT FURNISHED RESOURCES**

**3.1 General.** The contractor must specifically identify in the task proposal the type, amount, and time frames for any government resources, excluding those listed below. The client will provide the following resources:

**3.1.1 Facilities, Supplies, and Services.** Office space, office supplies, desktop and laptop computer equipment, classified and unclassified storage, and time, telephone, and reproduction facilities as required.

**3.1.2 Information.** The client will provide the following information:

**3.1.2.1 Manuals,** texts, briefs, and other materials associated with the hardware/software and mission areas noted in paragraph 2.1.2 of this SOW.

**3.1.2.2 The User Agency will provide initial familiarization/orientation.** Standard Operational Procedures will be available to the contractor at the place of performance.

### **4.0 ADMINISTRATIVE CONSIDERATIONS**

#### **4.1 Points of Contact.**

##### **4.1.1 User Project Manager**

shall be at least at the SECRET level. Security Officer is: (b) (6), National Guard Bureau (NGB-SD), Arlington, VA 22202-3231, phone 703-607-3911.

**4.2 Place of Performance.** Work is to be performed at the following on-site location(s): The National Guard Bureau and the Army National Guard Readiness Center, Arlington, VA and other locations as directed by the client.

**4.3 Hours of Work.** Contractor personnel are expected to conform to customer agency normal operating hours.

**4.4 Duration of Task.** Duration of this task is 12 months with 4 one year option periods from task award. This project may be incrementally funded, which would result in extensions to the end date of this project.

#### **4.5 Travel and Training**

**4.5.1 Travel.** Actual expenses are limited by the Government Travel Regulations and travel must be pre-approved by the client.

**4.5.2 Training.** At the discretion of the client, training in emerging technology areas and processes may be provided within available resources.

#### **4.6 Privacy and Security**

**4.6.1 Clearances.** This project is classified to the SECRET level for day to day HLS/HD/CS tasks. The Task Technical Representative (TTR) will specify tasks which will require personnel with TS/SCI clearances.

**4.6.2 Privacy Act.** Work on this project requires that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

### **5.0 SPECIAL INSTRUCTIONS**

**5.1 General.** All documents and deliverables described in this SOW and amendments or modifications shall be submitted in a professional manner and on the appropriate cover or action sheet in accordance with the ARNG Memo 25-52, or as otherwise specified by the client.

**5.2 Progress Report.** Progress reports must be submitted to the client's representative no later than the 10th day of every month. Reports shall be discussed during the monthly task management review meeting. Status reports must be submitted on the prime contractor's letterhead and be accompanied by a copy of that month's invoice, with written approval of the invoice by the client representative. Failure to provide reports correctly will cause resubmission by your company. The monthly Progress Report will include, but not be limited to:

### 5.2.1 Status

### 5.2.2 Activities Accomplished in Month

#### 5.2.2.1 Deliverables

#### 5.2.2.2 Support Events (including travel)

### 5.2.3 Projected Activities for Month

### 5.2.4 Areas of Concern and Risk Management

**5.3 Other Reporting Requirements.** In addition to the Monthly Status Reports required in paragraph 5.4, the contractor shall provide the following:

**5.3.1** The contractor shall bring problems or potential problems affecting performance to the attention of the COR as soon as possible. Verbal reports will be followed up with written reports when directed by the COR.

**5.3.2** Additional written reports may be required and negotiated.

**5.4 Delivery Instructions.** All deliverables shall be delivered to the client no later than the date specified in the SOW.

**5.5 Inspection and Acceptance.** In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the client's findings within 5 workdays of delivery.

#### ADDITIONAL INFORMATION

##### Additional Information

- A. Contractor Tin: 541852462
- B. Contractor Duns Number: 002926058
- C. Contractor Rep: (b) (6) 703-478-7606
- D. Contracting Officer's Rep. (COR): (b) (6) 703-607-1809
- E. Contract Specialist: (b) (6), (703) 607-0983
- F. Contracting Officer: LTC Larry Field, (703) 607-1212
- G. Place of Performance:

NGB-J3-DO  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

H. Send Invoices to:

NGB-J3-DO  
ATTN: (b) (6)  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231