

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 26

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. W9133L-09-D-0002	2. DELIVERY ORDER/ CALL NO. 0002	3. DATE OF ORDER/ CALL (YYYYMMDD) 2009 Dec 07	4. REQ./ PURCH. REQUEST NO. W909UJ92821005	5. PRIORITY
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6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231	CODE W9133L	7. ADMINISTERED BY (if other than 6) SEE ITEM 6	CODE
8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			

9. CONTRACTOR MILITARY PERSONNEL SERVICES CORPORATION NAME (b) (6) AND 6066 LEESBURG PIKE STE 900 ADDRESS FALLS CHURCH VA 22041-2234	CODE 1R6X3	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	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	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA TEL: 703-607-1267 EMAIL: (b) (6) BY: (b) (6)	(b) (6)	25. TOTAL \$26,000,000.00
			26. DIFFERENCES

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

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
36. I certify this account is correct and proper for payment.			32. PAID BY
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		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		23,966,726.40	Dollars, U.S.	\$1.00	\$23,966,726.40

Recruiting and Retention Services

FFP

To provide non-personal services to perform recruiting and retention services in accordance with the discrete elements as addressed in the PWS and the functional activity categories also identified in the PWS.

The support use the fully burdened labor rates set forth in the contract. The fully burdened rates shall include base rate, fringe benefits, overhead, general and administrative expenses (G&A) and fee. Subcontractor charges shall be included in CLIN 0001.

FOB: Destination

PURCHASE REQUEST NUMBER: W909UJ92821005

NET AMT

\$23,966,726.40

ACRN AA

CIN: W909UJ928210050001

\$23,966,726.40

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		2,033,273.60	Dollars, U.S.	\$1.00	\$2,033,273.60

Other Direct Costs

T&M

The Government is reserving this CLIN for specific purposes and is restricting its use. The Government's restriction only permits the contractor to use CLIN 0002-ODC for unusual or one-time expenditures and travel. The Government requires the contractor to use CLIN 0001 for costs that are directly chargeable. For example, the contractor shall account for direct material or supply costs, direct labor cost, and indirect costs in CLIN 0001.

This CLIN also covers ODCs pertaining to the functional tasks identified in the PWS. The Government expects the contractor to account for incidental costs in a burden factor, e.g. overhead rate, and not to itemize or price them separately in CLIN 0002 - ODC. The Contracting Officer shall determine the allowability of ODCs in accordance with subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract and with the limitations and restrictions as specified above. In the event that a price proposal requires CLIN 0002, the contractor shall present a detailed list of all ODC items, item pricing, and a basis of estimate for each price.

All travel in support of this contract shall be in accordance with the Joint Travel Regulations (JTR). The contractor shall present a detailed list of all travel expenses. No other charges of any type shall be applied to travel.

FOB: Destination

PURCHASE REQUEST NUMBER: W909UJ92821005

TOT ESTIMATED PRICE	\$2,033,273.60
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CEILING PRICE

ACRN AA	\$2,033,273.60
CIN: W909UJ928210050002	

Section C - Descriptions and Specifications

PWS

PERFORMANCE WORK STATEMENT

C.1 GENERAL

C.1.1 Background

The Army National Guard (ARNG) Recruit Sustainment Program (RSP) is equivalent to the Army and United States Army Reserve (USAR) Delayed Entry Program (DEP) as the formal process for indoctrinating and preparing ARNG Soldiers for the successful completion of their Initial Active Duty Training (IADT). ARNG recruits are accessed at the Military Entrance Processing Station (MEPS) and placed on M-Day status. All Soldiers are on drill status while awaiting their IADT ship date. They drill with their State's RSP until they depart for Basic Combat Training (BCT), and subsequently join their actual unit of assignment when they are Duty MOS qualified (DMOSQ). The objective of the RSP is to provide training, indoctrination and oversight of the preparation process from accession through shipping to BCT until graduation by preparing them physically, mentally, and administratively.

C.1.2 Purpose

The ARNG RSP is a comprehensive program that utilizes personnel and resources from each state and territory. The ARNG is committed to reducing training pipeline losses, achieving a high rate of DMOSQ and deploying units on time, when and wherever they are needed, in support of National and Domestic Defense and Security. The RSP presently encompasses 400 sites in 54 states and territories and manages an average annual training pipeline just under 44,000. Presently each site is manned with a combination of ARNG Soldiers and RSP support contractors. The ARNG Soldiers also perform a recruiting and retention role and are drawn from MTOE units. Active Duty for Organizational Support (ADOS) personnel are also utilized to support the RSP. RSP support personnel are provided based on available funding. Additionally, the continued use of outsourced contract support personnel provides stability and standardization to the RSP program to improve DMOSQ rates, reduce Training Pipeline Losses (TPL), and provide trained, ready Soldiers to deploying units.

C.2 PERFORMANCE WORK STATEMENT FOR NATIONAL GUARD BUREAU RECRUIT SUSTAINMENT PROGRAM

C.2.1 Scope

The contractor will perform recruit sustainment services for the ARNG at selected locations in the 54 states and territories. In addition, the contractor shall provide a stable force of qualified personnel possessing the appropriate knowledge, skills and abilities to perform the services required. A midyear audit/review of contract personnel, funding and mission requirements will be conducted by the Government to determine the efficacy of the Recruit Sustainment Program.

The program could be modified in regard to contract personnel, funding and changing mission requirements at the discretion of the Government.

C.2.2 Specific Tasks

A. Provide indoctrination, training, and oversight of the preparation process from accession through shipping to Basic Combat Training (BCT).

- (1) Prepares Soldiers physically and mentally to go through the rigors of BCT and IADT programs.
- (2) Provide the Soldier with all required administrative support prior to shipping.
- (3) Provide their best technical and management solution to fulfill the requirements outlined in this solicitation.

B. Locations: Attachment Three (3) depicts the locations and number of RSP manpower support requirements per site; based on the Government's estimated level of effort. The contract is subject to reductions in personnel, funding and site locations due to changing mission requirements at the discretion of the Government.

C. The following imperatives are essential and required tasks for the delivery of services in support of the RSP:

Program Manager (PM) (GS 15, Step 5 equivalent). Offeror will provide a dedicated Program Manager to support the RSP Program. The Program Manager is considered "Key Personnel" and a resume will be provided as part of the offeror's management solution. The PM must be available for assignment on the contract within 10 days of contract award. Personnel not currently under the employment of the offeror must provide a 'Letter of Intent' to ensure their availability. Letter of Intent will be included as an addendum to the PM resume. The PM will be telephonically available to the Government POC during normal hours of operation, 7:30 A.M. through 5:00 P.M. (EST), Monday through Friday, exclusive of any Federal holiday. In addition to the PM, the offeror will provide a secondary Point of Contact for the Government Representative to contact after hours 24x7x365 via mobile phone in case of an emergency. The PM will be responsible for providing all documentation required by this contract to the COR. The Program Manager is not required to be located at NGB. The Program Manager will:

- (1) Serve as national senior program manager for the RSP contract. The PM is responsible for all contract deliverables as outlined in this solicitation. PM will work closely with NGB technical point of contact to ensure contract support is integrated fully into the RSP and contract deliverables are being met.
- (2) Collect, track and analyze data using the VULCAN database (The Vulcan database is a web-based tool that tracks recruit training and pre-ship critical tasks.) and Director's Strength Overview (DSRO) Database (The DSRO is integrated with the Vulcan database providing officials with roll-up information and data pertinent to the RSP program).

- (3) Plan, develop and implement program needs and assessment to forecast NGB's directives and policies.
- (4) Plan, develop and implement needs assessment to evaluate and project ARNG requirements. Analyze results and submit evaluative report of current and future service requirements.
- (5) Will require travel to give presentations, briefings, and attend training conferences. Travel will be required for sufficient management and oversight.

RSP Analyst (RA) (GS 13 step 7 equivalent). Offeror will provide a dedicated Analyst that will coordinate with NGB and all 54 States and Territories as the main Liaison for the RSP Program. Establishes a working environment and analyses using all Data programs and provide findings to HQ, ARNG.

- (1) When the PM is not present, the contractor shall designate the RSP Analyst as the individual to act on behalf of the PM.
- (2) The RSP Analyst will be on-site at NGB, Arlington, VA. The RSP Analyst will be responsible for providing all documentation required by this contract to the COR.
- (3) Collect, track and analyze data using the VULCAN database (The Vulcan database is a web-based tool that tracks recruit training and pre-ship critical tasks.) and Director's Strength Overview (DSRO) Database (The DSRO is integrated with the Vulcan database providing officials with roll-up information and data pertinent to the RSP program.).
- (4) Plan, develop and implement program needs and assessment to forecast NGB's directives and policies.
- (5) Plan, develop and implement needs assessment to evaluate and project ARNG requirements. Analyze results and submit evaluative report of current and future service requirements.
- (6) Will require travel to give presentations, briefings, and attend training conferences. Travel will be required for sufficient management and oversight.

Regional Managers (RM) (GS 11 step 7 equivalent). Offeror will provide seven (7) Regional Managers so as to provide RRAC oversight. The Regional Managers will oversee all aspects of the RSP contract and serve as the primary RSP technical expert for their respective RRAC. The Regional Manager will:

- (1) Oversee RSP administrative functions and VULCAN maintenance. Ensure contractor assets are aligned to the needs of the contract deliverables.
- (2) Analyze data and provide reports using DSRO and VULCAN that are specific to the RRAC and state level RSP.
- (3) Plan, develop and implement RRAC needs and assessment to forecast NGB's directives and policies.
- (4) Conduct training and process improvement exercises at the state and RRAC level.
- (5) Travel to give presentations, briefings, and support state level training and RSP accreditation. Travel will be required for sufficient management and oversight.

Contract Management and Oversight Requirements. Offerors will propose a management and oversight structure that ensures sufficient management and control, leadership, training, and quality control to the contract.

Senior Management Cell. The offeror will provide three senior level managers to oversee the contract component of the RSP and perform day to day operations with key staff at NGB-ASM-RSP. These managers will oversee Operations, Quality Assurance, and Personnel as a means of ensuring progressive operations and an ongoing alignment of contract resources to the RSP mission. Position requirements are: Senior Operations Manager, Senior Personnel/Administration Manager, and Senior IT Manager/VULCAN Integrator.

Training Development and Mobile Training Team. RSP standardization is vital for the long-term success of the program. The offeror will establish two instructors/training developers to establish training programs in conjunction with NGB Pam 601-2. Training will be available for all aspects of the RSP, up to the command level, and will be conducted online, onsite at the state and national levels. Trainers will also serve as a Mobile Training Team as directed.

QC TSS Integration Specialist (BT/AIT) (GS 9 step 2 equivalent). The offeror will provide five TSS Integration Specialists dedicated to the five BT/AIT locations.

- (1) Assist administratively the ARNG TRADOC Liaisons at USATCs and TRADOC schools and assisting Soldiers from the beginning of training until training is complete or terminated.
- (2) Assist with the maintenance and collection of data for component specific monthly report (format provided by ARNG LNCO Program manager and USAR LNCO Program manager, as appropriate) that reflects the variance between the active Army and ARNG/USAR enlistment criteria, processing policies, and attrition-related information.
- (3) Assist ARNG TRADOC Liaisons with family support issues of ARNG Soldiers.
- (4) Assist ARNG Soldiers through in-processing and out-processing actions on personnel and training issues.
- (5) Assist all 54 states and territories in returning the Soldiers and training documents back to the State RSP.

State RSP Supervisor (GS 08 step 2 equivalent). The RSP Supervisor has direct management and oversight responsibility for all contracted RSP Specialists under this contract within the state/territory. They are responsible for successful execution of the contract deliverables within the state/territory. They work closely with the state/territory RSP Commander to ensure contract support is integrated fully into the RSP and contract deliverables are being met. There are 52 RSP Supervisor position requirements. Offeror will provide not more than five (5) resumes per position for review. Primary duties include:

- (1) VULCAN data entry oversight, outreach, and pre-ship quality control.
- (2) Collect, track and analyze utilization data.
- (3) Plan, develop and implement program needs and assessment to forecast NGB's directives and policies.
- (4) Plan, develop and implement needs assessment to evaluate and project ARNG requirements. Analyze results and submit evaluative report of current and future service requirements.
- (5) In addition to the above requirements, RSP Supervisors are required to fully understand and perform the task requirements of the RSP Specialist.

RSP Specialist. (GS 07 step 5 equivalent). RSP Specialists are assigned to states/territories and work directly for the RSP Supervisor. The RSP Specialist is responsible for administrative and logistical functions in support of the RSP. There are 298 RSP Specialist position requirements. Offeror will not include RSP Specialist resumes in their proposal. Primary duties include (not all inclusive):

- (1) Provides assistance to all RSP Warriors (Soldiers within the program).
 - (a) Providing administrative support and coordination with Warriors.
 - (b) Assist with coordination with problem resolution of family support, pay, ID cards, orders, billeting, medical treatment of Soldiers, civilian job/school, missing documents, medical issues, etc.
 - (c) Assists families of ARNG Soldiers.
 - (d) Counsels ARNG Soldiers on areas affecting their scheduled training such as qualifications, medical, potential ELS, EPTS, etc.
 - (e) Assists in obtaining new training seats when necessary.
 - (f) Assists unit commanders with Soldiers that have unique problems affecting their status such as MRD school conflicts, family issues, special handling of classifications, etc.
 - (g) Knowledgeable in use of the VULCAN, DSRO, and the REQUEST system.
 - (h) Provide any assistance to ensure that Phase 2 Soldiers have reservations, complete shipper packets, etc.
- (2) Coordinate, facilitate and recommend actions regarding IADT Soldiers when dealing with reclassification, recycles, ELS Counseling and all other matters that legitimately require the involvement of the IADT Manager. Additionally, provide administrative tracking and support for non-prior service enlistees during the periods before Initial Entry Training (IET).
- (3) Provide shipping qualitative screening for all Soldiers in the RSP. Primary assistant to the RSP Coordinator for data input and analysis of the VULCAN Database. Input all required information in the VULCAN database, relating to Soldiers, training and RSP site. Identify and mitigate causes of training pipeline losses for non shippers.
- (4) Provide transition for DMOSQ Soldiers leaving the RSP to begin drilling with their respective unit.

- (5) Manage all RSP shipper packets and ensure quality control inspections are conducted prior to Soldiers shipping to training to ensure Soldiers have proper documentation in their files.
- (6) Prepare Soldiers for shipping and ensure all pertinent paperwork is complete, verified and present in the shipping packet.
- (7) Make initial contact with newly enlisted NPS personnel, coordinate their reception at the RSP, and sponsor them upon arrival; contact Warriors at the following times (as a minimum):
 - (a) Upon enlistment
 - (b) Prior to first drill
 - (c) Between Drills
 - (d) NLT 30 Days before shipping
 - (e) Upon return from BCT and prior to first return drill
 - (f) Upon return from AIT and prior to battle-handover drill
- (8) Responsible for pay and administration for RSP Unit. Verify documentation of all Soldier training and attendance. Input VULCAN data upon Warrior enlistment and following RSP drills.
- (9) Mail monthly newsletters to new Soldiers and coordinate via email and/or phone as required to ensure all Soldiers have relevant information for upcoming drills, pre-shipping preparations and other information as required.
- (10) Communicate with IADT manager, TRADOC liaison, units and HQs on all matters related to Soldiers and to ensure all eligible Soldiers are subject to State Recall instead of Training Base Discharge if they are authorized to return to training at a later date. Facilitate Training Seat Renegotiations to optimize training seat availability.
- (11) Submit reports and data, as required, to RSP leadership.
- (12) Make recommendations for improvement of the VULCAN RSP database and the SEAR curriculum.
- (13) Coordinate and monitor the input of database entries, required reports and other applicable data input.

C.3 Contractor Qualifications. The contractor will be responsible for employing technically qualified personnel to perform the work specified in this PWS. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure the work delivered meets the contract specifications and requirements. Personnel assigned to or utilized by the contractor in the performance of the contract shall, as a minimum, be a United States Citizen, meet the experience, educational, or other background requirements and shall be fully capable of performing in an efficient, reliable, and professional manner. The contractor is responsible for ensuring all employees possess all required licenses for operating motorized vehicles used in the execution of this contract.

C.4 Key Personnel. The Government considers 13 personnel critical to the success of this contract and thereby considered “Key Personnel” as listed: Program Manager (1), Contract Manager (1), RSP Analyst (1) – (co-located with NGB ASM), Senior Management cell comprised of: Operations Manager (1), Personnel/Administrative Manager (1), IT/Vulcan Manager (1), Regional Managers (7). In addition to the 13 “Key Personnel”, resumes will be required for the following personnel: Compliance and Development Manager, National Training Manager, National Quality Manager, and RSP State Supervisors.

C.5 GENERAL INFORMATION FOR SERVICE DELIVERY

C.5.1 Contract Manager. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contractor’s contract manager and program manager will be responsive to the PMO’s representative(s) assigned to their contract and provide the required information and data that will determine performance standards achieved and contract value results; to be provided to the government in accordance with the PWS and terms of the contract.

C.5.2 Management. The Contractor shall be responsible for creating, maintaining, archiving, and disposing of only those government records and reports required by the PWS and specific Task Order(s). The Contractor shall permit the COR or authorized representative access to all records, data, and facilities used in the performance of the anticipated services. The Contractor will maintain all records of performance in accordance with the Federal Acquisition Regulation (FAR) and Defense Contracting Auditing Agency (DCAA) requirements.

Position Manning. The contractor shall fill all positions within 30 days of contract award; ensure positions that become vacant are filled within 15 days of vacancy; and, maintain a nationwide roster of all personnel assigned to the RSP with pertinent data as directed by the Government.

Monthly Report. A written report shall be submitted monthly NLT the 15th business day of the next month covering:

- (1) Personnel breakdown to include:
 - (a) number of RSP personnel assigned to the contract, by position, by state and territory.
 - (b) vacant positions by location and action being taken to fill position with required timeframe.
 - (c) number of RSP contractors released from the program.

- (2) Summary of financial data to include hours and costs expended for the month and execution to date. The contractor shall itemize monthly costs, breaking down hours worked, travel expenses and reimbursable expenses (if applicable). The contractor shall organize this information by Contract Line Item Number (CLIN) and differentiate tasking costs.
- (3) Summary of tasks accomplished, critical actions/issues taken, issues/problems encountered, and program recommendations.
- (4) Other information as directed by the Government.

Recognized Holidays. The following federal holidays are observed by the Government and are normally closed for business:

New Years Day	1 January
Martin Luther King's Birthday	3 rd Monday in January
Presidents Day	3 rd Monday in February
Memorial Day	Last Monday in May
Fourth of July	4 July
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	11 November
Thanksgiving Day	4 th Thursday in November
Christmas	25 December

The contractor may chose to perform work on recognized holidays or outside normal duty hours, which shall be performed at no additional cost to the government. Prior notification to the COR shall be provided in writing.

C.5.3 Normal Hours of Operation. Contractor personnel will conform to customer agency normal operating hours. A standard forty hour work week is required. Based on mission requirements involving nights and weekends a flexible work schedule can be utilized. No overtime is authorized. In the event of a shutdown for any reason, the Government will not be liable for contractor's costs incurred during this period.

C.5.4 Travel. Travel will be required for sufficient management and oversight. All travel under this task order will be reimbursed in accordance with the Joint Travel Regulations (JTR).

C.5.5 Deliverables. Any deliverables defined in the PWS shall be submitted under official company letterhead signed by the designated company representative. In addition to the requirements outlined in this PWS, the following contract management deliverables are required:

Quality Control Plan (QCP). The contractor shall develop and maintain an effective quality control program in accordance with their approved management oversight plan to ensure services are performed in accordance with the PWS. The contractor shall develop

and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means to assure that the work complies with the requirements of the contract. An initial QCP shall be provided as part of the offeror's proposal and will be updated within 30 days of contract award based on the government input and review. The contractor's Quality Control Plan and Internal Systems Disaster Recovery Plan will provide provisions for safeguarding, storage and recovery of all classified, privileged, or sensitive information and data.

Transition Plan (TP). The offeror shall include a draft incoming transition plan. The transition plan will include risk reduction methodology, transition of historic data, technical documentation, staffing methodologies, inventory and transfer of any Government Furnished Equipment (GFE) and Government Furnished Information (GFI). The Transition Plan will be provided as part of offeror's proposal and is included within the page limitations as directed by the Government.

Customer Survey. Within the first 90 days of contract award, the contractor will provide an electronic Customer Satisfaction Survey to RSP Commanders and not less than 20% of Recruiting Retention Commands (RRCs) to determine satisfaction of provided contract services. Survey results will be made available to the Government POC and program management oversight representative(s) and will be briefed NLT 120 days after contract award. Subsequent surveying will be accomplished on a quarterly basis or as directed by the Government.

Quality Assurance. The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. The Program COR and the designated Program Management Office representative will provide management oversight of the contractor's performance and measure the quality of performance against the published QASP performance measures. The PMO published QASP is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the Performance Work Statement (PWS). It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable quality level(s) (AQLs).

C.6 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 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 and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain appropriate security badges and adhere to the

installation security requirements. The performance of this requirement may 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. Security will be in accordance with DD Form 254, Department of Defense Contract Security Classification Specification

Contractor must protect the mobile computing device in their possession from loss or theft. Lost or stolen devices must be reported immediately to the proper authorities then to the Contracting Officer or Program Management Office representative immediately. The Contractor's security measures must be submitted with their proposal and will be equivalent to those used by the Government to protect classified levels of military or other Government information and data. No written materials that contain classified or sensitive information should ever be left unattended, even for the briefest period of time, even in private offices. Nor should written materials be circulated or the content disclosed to any person who's "need to know" has not been clearly established.

Individuals assigned to this contract are required to possess a favorable National Agency Check with Local Agency and Credit Check (NACLC) and will be subject to suitability standards IAW Army Regulations 25-2 and 380-67 and recurring and random drug testing IAW Federal, State and Local laws and regulations. The contractor shall ensure suitability and investigative requirements are met. The contractor shall submit and maintain a list of all contract employees to the COR. This list shall contain the full names, last four digits of their social security number, sex and date of birth.

Contractor employees working on government facilities or participating at government meetings shall wear identification badges distinguishing themselves as such. Contractor employees shall identify themselves as a contractor in meetings, telephone conversations, written communication and work situations so that their actions cannot be construed as acts of a Government official.

C.7 Government Furnished Equipment

Utilities. All utilities in the facility will be available for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities.

Facilities: The Government will provide office space and reproduction facilities for the contractor staff as outlined in this PWS.

Equipment: The Government will provide the following equipment for the contractor staff as listed below:

- (1) Dell Laptop Computers w/docking station/Key Board/Mouse (15)
- (2) Dell 17" Monitor Screen (15)

- (3) Hewlett Packer Color Laser Jet Printer CP 2025N (11)
- (4) Dell Multifunctional Printer (Black & White) (11)
- (5) Dell Multifunctional Printers (Color) (3)
- (6) Hewlett Packer Color Jet Printer L7680 (1)
- (7) Blackberry Cell Phones (16)

Contractor Furnished Space and Property: The Government will not be responsible contractor-owned property.

C.8 ACRONYMS & DEFINITIONS

ADOS	Active Duty for Organizational Support
ARNG	Army National Guard
ASM	Army Strength Maintenance
AQL	Acceptable Quality Level
BT	Basic Training
CLIN	Contract Line Item Number
COR	Contracting Officer Representative
CVS	Contractor Verification System
DEP	Delayed Entry Program
DCAA	Defense Contract Auditing Agency
DMOSQ	Duty Military Occupational Specialty Qualified
DSRO	Director's Strength Overview
ELS	Earnings Leave Statement
EPTS	Existing Prior to Service (an existing injury prior to enlistment)
FAR	Federal Acquisition Regulation
FFP	Firm Fixed Price
GFE	Government Furnished Equipment
GFI	Government Furnished Information
IADT	Initial Active Duty Training
IET	Initial Entry Training
MEPS	Military Entry Processing Station
MOS	Military Occupational Specialty
MOSQ	Military Occupational Specialty Qualified
MRD	Mandatory Return Release Date
MTOE	Modified Table Of Organization & Equipment
NAC	National Agency Check
NACLC	National Agency Check with Local Agency Credit Check
NGB	National Guard Bureau
PAP	Performance Assessment Plan
PM	Program Manager
PMO	Program Management Office
POC	Point of Contact
POP	Period of Performance

PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance
QC	Quality Control
RA	RSP Analyst
RM	Regional Manager
RRAC	Recruiting and Retention Area Council
RRC	Recruiting Retention Command
RSP	Recruit Sustainment Program
SEAR	Soldier Empowerment and Readiness
TP	Transition Plan
TPL	Training Pipeline Loss
TRADOC	Training Doctrine Command
TSS	Technical Support Specialist

Performance Requirement Summary

Requirement	Task	Deliverable
Maintain Position Requirements	Fill all positions within 30 day of contract award. Ensure all positions that become vacant are filled within 15 days. Maintain a nationwide roster of assigned RSP personnel to include pertinent data as directed by Government.	100% Position Manning and accountability.
Monthly Report	Breakdown to include number of RSP personnel assigned, vacant positions, and RSP personnel released from contract. Summary of financial data of itemized monthly costs. Summary of tasks accomplished, critical actions issues, problems encountered. Offer program recommendations.	An accurate and valid monthly update.
Customer Survey	Provide automated Customer Satisfaction Survey to RSP Commander within first 90 days of contract award. Surveys will be made available NLT 120 days to Government POC and TQPMO after contract awarded. Subsequent surveying will be accomplished as directed by Government, representative or TQPMO.	To determine satisfaction of provided contract services.
Quarterly In-progress Review	Contractor will provide Government with a formal In-process Review at the Government location or a location approved by Government.	Review at least once per quarter.
Performance Objective	Provide administrative and personnel functions for the RSP in support of preparing personnel for Initial Entry	Perform with the RSP leadership and staff by accomplishing RSP

	<p>Training (IET), to include Outreach and Pre-ship Quality Control.</p>	<p>administrative and personnel support duties as defined in the PWS, RSP leadership directives, and standard operating procedures.</p> <p>Contact 100% newly enlisted Warriors, coordinate their reception at the RSP, and sponsor them upon arrival.</p> <p>Perform 100% qualitative screening for every Warrior to ensure they are administratively correct prior to shipping.</p> <p>100% oversight and management of Warrior ship dates within timeframes directed to ensure maximum seat utilization.</p> <p>Coordinate 'battle hand-off' (transition) for 100% of DMOSQ Soldiers leaving the RSP to begin drilling with respective units.</p> <p>Complete 95% of all administrative tasks within 24 hours of requirement. 100% reporting of all tasks not completed within time requirement to RSP Supervisor with status. Mitigate problems.</p>
	<p>Provide quality control systems and functional expertise, at all levels of the RSP, on all RSP Primary Tasks.</p>	<p>Performs with RSP leadership and staff by providing systems and awareness measures as defined in the PWS, RSP leadership directives, and standard operating procedures.</p> <p>Perform weekly and monthly quality control measures on 100% of the Monthly RSP Metrics.</p>

		<p>Perform regional and state level training and process improvement consultation to 100% of the tasks the drive the Monthly RSP Metrics.</p> <p>Perform process improvement exercises and advisory sessions with NGB-ASM-RSP on 100% of RSP Primary Tasks and RSP synchronization.</p> <p>Complete 95% of all quality control related tasks within the prescribed timeline. 100% reporting of all tasks not completed within time requirement to the PM with status.</p> <p>Mitigate problems.</p>
	<p>Provide data entry in the Vulcan database in management of preparing personnel for Initial Entry Training (IET).</p>	<p>Performs with the RSP leadership and staff by providing data entry into the Vulcan database as defined in the PWS, RSP leadership directives, and standard</p> <p>Perform weekly quality review of Vulcan database to verify information is 100% updated and accurate.</p> <p>Perform weekly quality review of Vulcan database to verify information is 100% updated and accurate.</p> <p>Perform weekly quality review of Vulcan usage to verify 100% usage.</p> <p>Complete 95% of all Vulcan related tasks within the prescribed timeline. 100% reporting of all tasks not completed within time requirement to RSP Supervisor with status. Mitigate problems.</p>

Performance Assessment (PWS 1.18)	Contractor will perform IAW with the requirements of the PWS and each individual performance standard as attached to task order.	Government will evaluate the Contractor's performance under this contract IAW the Performance Assessment Plan (PAP).
Management of Deliverables and Reporting	Contractor is responsible for creating, maintaining and disposing only those government records and reports required by the PWS and specific task orders.	Contractor will permit access to COR, representative and/or TQPMO for all records, data, facilities used in the performance of the anticipated services.

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	Origin	Government	Origin	Government
0002	Origin	Government	Origin	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 07-DEC-2009 TO 06-DEC-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 07-DEC-2009 TO 06-DEC-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 210206500000181050434G10000002512377SADW909UJ928210057SAD37044205

AMOUNT: \$26,000,000.00

CIN W909UJ928210050001: \$23,966,726.40

CIN W909UJ928210050002: \$2,033,273.60

CONTRACT ADMINISTRATION**1. GOVERNMENT CONTRACTING PERSONNEL:**

- a. The Contracting point(s) of contact for this contract will be the following:

Contract Specialist:**(b) (6)**

Office: 703-607-1267

Address:

National Guard Bureau (NGB-ZC-AQ)

1411 Jefferson Davis Highway, Suite 8100

Arlington, VA 22202-3231

Fax: 703-607-1742

- b. The Government POC for this Task Order Award is **(b) (6)**;

(b) (6)**2. ACCOUNTING FOR CONTRACT SERVICES:**

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://cmra.army.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 W00QFF); (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.

3. GENERAL INVOICE PREPARATION & SUBMITTAL INSTRUCTIONS:

- a. 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:
 - i. Name and address of the contractor
 - ii. Invoice Date
 - iii. Contract Number, or other authorization for supplies delivered or services performed (including order number and contract line item number)
 - iv. 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)
 - v. Name (where practical), title, phone number and mailing address of person to notified in the event of a defective invoice.
 - vi. Any other information or documentation required by other requirements of the contract (such as evidence of shipment)

- b. Invoices should match terms and CLIN structure of the contract for ease of payment by Defense Finance and Accounting Service (DFAS).
- c. Invoices shall be processed for approval and payment within 5 working days of the completion of work.
- d. 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.
- e. 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/>

4. 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) _____*

DFAS POC and Phone: DFAS LIMESTONE, 1-800-756-4571, Option 2, option 3

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 (F67100) at 1-800-756-4571, Option 2, option 3 or faxed to 1-866-392-7091. 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: W909UJ

ACCEPT BY DODAAC: W909UJ

SHIP TO DODAAC: W909UJ

LOCAL PROCESSING OFFICE DODDAC: N/A

PAYMENT OFFICE FISCAL STATION CODE: HQ0105

EMAIL POINTS OF CONTACT LISTING: (Use Group e-mail accounts if applicable)

INSPECTOR: (b) (6)

ACCEPTOR: (b) (6)

RECEIVING OFFICE POC: (b) (6)

CONTRACT ADMINISTRATOR: (b) (6)

CONTRACTING OFFICER: (b) (6)

ADDITIONAL CONTACT: (b) (6)

"Please pay particular attention to the correct DODAAC Codes outlined in the payment instructions included in the contract. This will facilitate faster payment of invoices. Please feel free to contact us if the instructions are unclear."

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENT

Attachment 1 – Contractor’s Proposal.

Options are included in this Task Order per the Contractor’s Proposal.

**These pages have been withheld
in their entirety pursuant to
5 U.S.C. § 552 (b)(4), (b)(6).**

(276 Pages)

(Contractor Proposal)

**It is unreasonable to segregate any
portions within this record for release.**