

DRAFT

DESP II

Design & Engineering Support Program

User's Guide

27 August 2004

<http://contracting.hill.af.mil/newcontracting/Opportunities/Aircraft/DESPII/despII.htm>

Attachments:

1. Process for Processing Task Orders (*OO-ALC*)
2. Selection Criteria (*Delphi*)
3. PR Supplement Sheets
4. Waiver Form (*Labor*)
5. List of DESP II Prime Contractors and Subcontractors
6. Task Order Performance Plan
7. Sample CET
8. Sample Non-Disclosure
9. Procedure for Activation of Additional Tasking
10. Decision Determination Document (*DDD*)
11. Close-out Survey Form
12. DIDs Pick List and CDRL Sample/Instructions
13. Acquisition Planning for DESP II Task Orders - (*To be included in future revision*)
14. Basic Contract Performance Plan
15. Buyers Guide – (*To be included in future revision*)
16. Public Private Partnering Guidance

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Acronym List

A&AS	Advisory and Assistance Services
ACO	Administrative Contracting Officer – specific to the contractor location
AIS	Automated Information System
AOA	Authorized Ordering Activity
CET	Contractual Engineering Task – the Statement of Work for DESP II
CPAF	Cost Plus Award Fee
CPFF	Cost Plus Fixed Fee
DDD	Determination Decision Document
DESP II	Design and Engineering Support Program II
FFP	Firm Fixed Price
JCN	Job Control Number
MIPR	Military Interdepartmental Purchase Request (DD Form 448)
MOASP	Management Oversight of Acquisition Service Process
CO	Contracting Officer
PBSA	Performance-based Services Acquisition
PM	Program Manager
PMRB	Program Management Review Board
POC	Point of Contact
PR	Purchase Request or funding document
PWS	Performance Work Specification
QASP	Quality Assurance Surveillance Program
QAE	Quality Assurance Evaluator
T&M	Time and Materials
TOI	Task Order Initiator – the requiring activity POC
SDS	Service Delivery Summary
SOO	Statement of Objectives
SOW	Statement of Work

Design and Engineering Support Program (DESP II) Contract User's Guide

1.0 Background

DESP will be a multiple award, follow-on contract for the acquisition of engineering and technical services. The scope of contract covers technology insertion, reliability and maintainability, deployability improvements, environmental and safety compliance, improvement of depot manufacturing and/or repair processes, and development of information management systems and process models. Task order will encompass a broad range of engineering related tasks such as: concept exploration, tradeoff studies, systems analysis and specification development, systems design, prototype manufacturing, system integration, testing, modeling, and simulation, and engineering and technical documentation. While the DESP II contract has been specifically established for use within the Air Force Material Command (AFMC), this dynamic contract vehicle may be used by all other Air Force commands, DOD agencies (e.g., Army, Navy, Marines), and other government entities (e.g., NASA, DOE, DOT, DOS, EPA, OSHA, etc.) having similar systems and/or needs.

1.1 Description

The DESP II is a five-year Indefinite Delivery/Indefinite Quantity (ID/IQ) contract available for usage within AFMC, the Air Force, DOD, and other government agencies. The contract ceiling is set at \$1.9B. The order writing period is for 5 years and the performance period must be complete within two years after the expiration date of the basic contract.

Since the DESP II contract is a services contract, all task orders placed against DESP II shall comply with AFI 63-124. As such, all Contract Engineering Tasks (CETs) shall be written in performance terms, in accordance with AFI 63-124. All work shall be described in terms of "what" the required output is, rather than "how" the work is to be performed or the number of hours to be provided, except when deemed essential by functional activity for safety and/or security reasons.

2.0 Purpose of DESP II Contract

The purpose of the DESP II is to provide rapid, high quality engineering/technical services. Other DESP II objectives include, but are not limited to:

- a) Improve the productivity, effectiveness, and efficiency, and environmental friendliness of Air Force maintenance, repair, and operational support activities (including related processes). When appropriate, provide for the automation of such processes (including ADPE hardware and/or software).
- b) Improve the performance, accuracy, reliability, maintainability, deployability, survivability, and supportability of Air Force systems, subsystems, and equipment (including support equipment).
- c) Develop new approaches to better accommodate life cycle cost considerations in system development and support, such as improved specifications, standards, processes, and techniques.
- d) Evaluate and insert new technology to extend the life or improve the performance of existing weapon systems and to improve existing operational support, maintenance, and repair processes.
- f) Reduce life cycle costs of weapon system management through improved management techniques, process improvement, process re-engineering, automation, configuration management, and quality assurance.
- g) Utilize a systems approach to design efforts in meeting technical requirements laid out by each Task Order.
- h) Perform studies that address the assessment of technical and/or logistical problems to include: potential solutions and alternatives; technical and cost trade-offs; and defining project designs and development.
- i) Establish, maintain, integrate, utilize, and provide training for processes and procedures to manufacture and install prototype systems, to include both hardware and software, for the purposes of testing in both artificial or real-time environments against the criteria set forth by each Task Order, or otherwise specified by a particular weapon system requirement.
- j) Develop and maintain all necessary test plans and procedures which take into account both user requirements and applicable environmental, health, and safety standards

- k) Develop and produce all technical documentation to include changes in Technical Orders, Technical Data Packages, engineering drawings, associated lists, and specifications as a result of newly developed and/or modified systems provided for under a particular task order.
- l) After an initial design/modification DESP II can provide rapid access to limited manufacturing/production runs to resolve critical issues and short term needs as dictated by individual task order.

The DESP II provides a contracting vehicle allowing for rapid access to high quality engineering and technical services in support of any federal agency requiring the services of qualified engineering and technical personnel as defined within the DESP II Performance Work Specification (PWS).

3.0 Quality Assurance Surveillance Training

All Task Order Initiators (TOIs) must ensure that the individual(s) who will be accepting the services of the proposed task order receive Phase I quality assurance training before task order solicitation. This training will explain Task Order Performance Plan requirements. Guidance is also included in Attachment 6 of the User's Guide. Contact your local contracting site for available class times. If training is not available at your local site it may be available at OO-ALC at no cost for the class; all other TDY expenses will be paid by the using activity. TOIs may also propose alternate ways of meeting Phase I training requirements as expressed in AFI 63-124 for approval by the task order PCO. In this case, the PCO shall appropriately document the task order file to show how the proposed training meets the intent of AFI 63-124. Phase II training will be accomplished by the task order PCO or ACO after award of the order.

4.0 Types of Funds

Various types of funds may be applied against the DESP II contract, including but not limited to:

- a. Research Development Test & Evaluation (RDT&E), Air Force (AF) Appropriation 57*3600 (specifically PRAM/RAMTIP),
- b. Working Capital Funds, AF Appropriation 97X4930.FC04 (Materiel Support Division),
- c. Operations & Maintenance (O&M) AF appropriation 57*3400, specifically Element Expense Investment Code (EEIC) 583 (Sustaining Engineering), EEIC 587 (Value Engineering), EEIC 592 (Miscellaneous Contracting Services) and EEIC 58210 (Software Development, Modification and Maintenance).

Be sure to check with the contracting agency awarding the order to make sure they can accept the money. For OO-ALC contracting, check Attachment 1 for specific instructions.

Funds are cited on the individual task orders. Fund certification is accomplished by the Certifying Officer located at the funding base and is required before any procurement action can take place. This assures that the cited funds are available and appropriate for the task to be accomplished.

5.0 Security Classification of Individual Service Tasks

The Security Clearances required for Contract personnel handling equipment, documentation or other matters in the performance of this contract will be consistent with the security classification of the equipment, documentation or matter involved. If task order requirements exceed those specified in the basic contract DD Form 254 (entitled "Contract Security Classification"), the TOI will prepare a new DD Form 254 to be included in their task order.

6.0 Contract Types

The DESP II contract provides the option to the Government customer to identify and suggest different contract types:

- a) Firm-Fixed-Price (FFP)
- b) Cost-Plus-Fixed-Fee (CPFF)
- c) Time and Materials (T&M)
- d) Cost Plus Award Fee (CPAF)
- e) Fixed-Price-Incentive-Firm (FPIF)
- f) Cost-Plus-Incentive-Fee (CPIF)
- g) Cost Reimbursable (CR)

CPAF, FPIF and CPIF CLINs can be utilized to incentivize cost, schedule, and/or technical performance on task orders with significant: schedule risk; technical risk, such as immature technology or technical complexity; and urgent need.

This choice is made in terms of risk as follows (*for further description see FAR 16*):

FFP Firm-Fixed-Price

(a) Description. A firm-fixed-price contract provides for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract. This contract type places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and perform effectively and imposes a minimum administrative burden upon the contracting parties.

(b) Application. A firm-fixed-price contract is suitable for acquiring commercial services or items (see FAR Parts 2 and 12) or for acquiring other supplies or services on the basis of well-defined requirements (see FAR Part 11) so that fair and reasonable prices can be established at task order award, such as when --

- (1) There is adequate price competition;
- (2) There are reasonable price comparisons with prior purchases of the same or similar supplies or services made on a competitive basis or supported by valid cost or pricing data;
- (3) Available cost or pricing information permits realistic estimates of the probable costs of performance; or
- (4) Performance uncertainties can be identified and reasonable estimates of their cost impact can be made, and the contractor is willing to accept a firm fixed price representing assumption of the risks involved.

FPIF Fixed-Price Incentive Firm (Firm Target)

(a) Description. A fixed-price incentive (firm target) contract specifies a target cost, a target profit, a price ceiling (but not a profit ceiling or floor), and a profit adjustment formula. These elements are all negotiated at the outset. The price ceiling is the maximum that may be paid to the contractor, except for any adjustment under other contract clauses. When the contractor completes performance, the parties negotiate the final cost, and the final price is established by applying the formula. When the final cost is less than the target cost, application of the formula results in a final profit greater than the target profit; conversely, when final cost is more than target cost, application of the formula results in a final profit less than the target profit, or even a net loss. If the final negotiated cost exceeds the price ceiling, the contractor absorbs the difference as a loss. Because the profit varies inversely with the cost, this contract type provides a positive, calculable profit incentive for the contractor to control costs.

(b) Application. A fixed-price incentive (firm target) contract is appropriate when the parties can negotiate at the outset a firm target cost, target profit, and profit adjustment formula that will provide a fair and reasonable incentive and a ceiling that provides for the contractor to assume an appropriate share of the risk. When the contractor assumes a considerable or major share of the cost responsibility under the adjustment formula, the target profit should reflect this responsibility.

(c) Limitations. This contract type may be used only when --

- (1) The contractor's accounting system is adequate for providing data to support negotiation of final cost and incentive price revision; and
- (2) Adequate cost or pricing information for establishing reasonable firm targets is available at the time of initial contract negotiation.

CPIF Cost-Plus-Fixed-Fee

(a) Description. A cost-plus-fixed-fee contract is a cost-reimbursement contract that provides for payment to the contractor of a negotiated fee that is fixed at the inception of the contract. The fixed fee does not vary with actual cost, but may be adjusted as a result of changes in the work to be performed under the contract (see clause 9952.216-9001). This contract type places upon the contractor moderate risk of performance but minimum incentive to control costs.

(b) Application. Suitable for use when:

- (1) The performance of research or preliminary exploration or study, and the level of effort required is unknown; or,
- (2) The contract is for development and test, and using a cost-plus-incentive-fee contract is not practical. A cost-plus-fixed-fee contract normally should not be used in development of major systems once preliminary exploration, studies, and risk reduction have indicated a high degree of probability that the development is achievable and the Government has established reasonable firm performance objectives and schedules.

CPIF Cost-Plus-Incentive-Fee

(a) Description. The cost-plus-incentive-fee contract is a cost-reimbursement contract that provides for the initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs. This contract type specifies a target cost, a target fee, minimum and maximum fees, and a fee adjustment formula. After contract performance, the fee payable to the contractor is determined in accordance with the formula. The formula provides, within limits, for increases in fee above target fee when total allowable costs are less than target costs, and decreases in fee below target fee when total allowable costs exceed target costs. This increase or decrease is intended to provide an incentive for the contractor to manage the contract effectively. When total allowable cost is greater than or less than the range of costs within which the fee-adjustment formula operates, the contractor is paid total allowable costs, plus the minimum or maximum fee.

(b) Application.

- (1) A cost-plus-incentive-fee contract is appropriate for services or development and test programs when
 - (i) A cost-reimbursement contract is necessary (see FAR 16.301-2) and
 - (ii) A target cost and a fee adjustment formula can be negotiated that are likely to motivate the contractor to manage effectively.
- (2) The contract may include technical performance incentives when it is highly probable that the required development of a major system is feasible and the Government has established its performance objectives, at least in general terms. This approach also may apply to other acquisitions, if the use of both cost and technical performance incentives is desirable and administratively practical.
- (3) The fee adjustment formula should provide an incentive that will be effective over the full range of reasonably foreseeable variations from target cost. If a high maximum fee is negotiated, the contract shall also provide for a low minimum fee that may be a zero fee or, in rare cases, a negative fee.

(c) Limitations. No cost-plus-incentive-fee contract shall be awarded unless all limitations in FAR 16.301-3 are complied with.

CPAF Cost-Plus-Award-Fee

(a) Description. A cost-plus-award-fee contract is a cost-reimbursement contract that provides for a fee consisting of

- (1) a base amount fixed at inception of the contract and
- (2) an award amount that the contractor may earn in whole or in part during performance and that is sufficient to provide motivation for excellence in such areas as quality, timeliness, technical ingenuity, and cost-effective management. The amount of the award fee to be paid is determined by the Government's judgmental evaluation of the contractor's performance in terms of the criteria stated in the contract. This determination and the methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government.

(b) Application.

- (1) The cost-plus-award-fee contract is suitable for use when --
 - (i) The work to be performed is such that it is neither feasible nor effective to devise predetermined objective incentive targets applicable to cost, technical performance, or schedule;

- (ii) The likelihood of meeting acquisition objectives will be enhanced by using a contract that effectively motivates the contractor toward exceptional performance and provides the Government with the flexibility to evaluate both actual performance and the conditions under which it was achieved; and
 - (iii) Any additional administrative effort and cost required to monitor and evaluate performance are justified by the expected benefits.
- (2) The number of evaluation criteria and the requirements they represent will differ widely among contracts. The criteria and rating plan should motivate the contractor to improve performance in the areas rated, but not at the expense of at least minimum acceptable performance in all other areas.
 - (3) Cost-plus-award-fee contracts shall provide for evaluation at stated intervals during performance, so that the contractor will periodically be informed of the quality of its performance and the areas in which improvement is expected. Partial payment of fee shall generally correspond to the evaluation periods. This makes effective the incentive which the award fee can create by inducing the contractor to improve poor performance or to continue good performance.

(c) Limitations. No cost-plus-award-fee contract shall be awarded unless --

- (1) All of the limitations in FAR 16.301-3 are complied with; and
- (2) The contract amount, performance period, and expected benefits are sufficient to warrant the additional administrative effort and cost involved.

T&M Time-and-Materials

- (a) Description.** A time-and-materials contract provides for acquiring supplies or services on the basis of direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit; and materials at cost, including, if appropriate, material handling costs as part of material costs. This type of contract places upon the contractor, minimum risk for performance and minimum incentive to control costs.
- (b) Application.** Suitable for use only when: (i) it is not possible at the time of placing the contract to estimate accurately the extent of duration of the work or to anticipate costs with any reasonable degree of confidence. This contract type provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, appropriate Government surveillance of contractor performance is required to give reasonable assurance that efficient methods and effective cost controls are being used. When included as part of material costs, material-handling costs shall include only costs clearly excluded from the labor hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

7.0 Task Order Award

A detailed illustration of the task order award process, including competition if applicable, is provided in Attachment 1 (Process for Task Orders) to the DESP II contract. These instructions have also been included as an attachment to this document (Attachment 1). Information provided below serves to supplement the contractual process included in Attachment 1.

Points of Contact at the central DESP II Office (OO-ALC)

Program Office:

Marnell Hoover, Program Manager, Ph: (801) 586-2186 or DSN 586-2186; Fax: (801) 777-5514 or DSN 777-5514; email marnell.hoover@hill.af.mil
David Lindquist, Technical, Ph: (801) 777-9972 or DSN 777-9972; Fax: (801) 777-5997 or DSN 777-5997; email dave.lindquist@hill.af.mil

Contracting:

Marsha Denning, Contracting Officer, Ph: (801) 777-5856 or DSN 777-5856; Fax (801) 777-6172 or DSN 777-6172; email marsha.denning@hill.af.mil
Jarie Muir, Contract Specialist, Ph: (801) 777-3040 or DSN 777-3040, Fax (801) 777-6172 or DSN

777-6172, email jarie.muir@hill.af.mil

Kim Burr, Contracts Specialist, Ph: (801) 777-6178 or DSN 777-6178; Fax: (801) 777-6172 or DSN 777-6172; email kim.burr@hill.af.mil

PR/MIPR Control

The DESP II MIPR control officer at Ogden Air Logistics Center is responsible for DD Form 448 acceptance:

Gaylene Johnson

OO-ALC/LGMPR

Hill AFB, UT 84056-5805

Voice: DSN 777-5045

Fax: DSN 775-3871

Points of Contact at Decentralized Ordering Agencies

Wright Patterson AFB:

Phyllis McCrory, Contracting Officer, Ph: DSN 787-8344 x4488, Fax: DSN 787-6390, email

phyllis.mccrory@wpafb.af.mil

Cindy Mullins, Contracting Officer, Ph: DSN 787-8344 x4494

Tinker AFB:

TBD

Warner-Robins Air Logistics Center

Alton Basilico, Program Manager, Ph: DSN 468-6617, Fax: DSN 468-7738, or email

alton.basilico@robins.af.mil

8.0 DESP II Program Management

Program Management Review Board (PMRB)

The PMRB will provide oversight to the DESP II contracts and task orders. The PMRB is composed of the DESP II Program Manager, Procuring Contracting Officer, and Lead Engineer, located at OO-ALC. Internal quarterly reviews/audits will be conducted to ensure that task orders are being written in performance terms, and in accordance with the guidelines specified in this User's Guide. Orders issued by designated decentralized ordering activities, Authorized Ordering Activities (AOA), will be reviewed to verify that they are performance-based and in compliance with the scope certification process identified in the paragraph below. The team will also check that the established JCN process is followed in accordance with the "Ordering Procedures" clause, found in Section H of the DESP II basic contracts to assure the ability to properly track funds. Any AOA that fails to comply with these requirements may have their ordering authorization rescinded by the PMRB.

Authorized Ordering Activity (AOA)

Only those activities listed in clause 9952.216-9004 are authorized to issue orders under the DESP II contracts. Activities who are interested in becoming an AOA should contact the DESP II Program Manager. Prior to approval, interested activities will be required to complete DESP II training provided by the OO-ALC DESP II team. Each AOA shall identify to the PMRB a DESP II Technical Representative and DESP II Contracting Officer to serve as the focal points at the activity for the DESP II program. They will also be required to outline their Scope Certification Process to ensure the intent listed in the paragraph below will be met at the task order level. Furthermore, approval will be contingent upon activity certification that all task orders issued under DESP II contracts will be performance-based.

Scope Certification Process

A complete CET package (including the CET, PR Supplement Sheets, signed CDRLs and Performance Plan) should be submitted (email preferred) to the AOA DESP II Technical Representative (TR) for technical review of content and relevancy to DESP II. The AOA DESP II TR will forward the package through the review channel indicated on the PR Supplement Sheets.

The AOA DESP II TR will review the package, certify it as to the scope applicability to the DESP II, and review the sole source justification and/or Delphi method questions. When the AOA DESP II TR receives the properly certified and accepted funding document, the AOA DESP II TR will then forward the package to the AOA DESP II Contracting Officer (CO).

After verifying the completeness, accuracy, and funding of the package and approving the sole source justification (if applicable), the AOA DESP II CO will prepare the RFP and forward it via email to the applicable contractor(s). Each contractor has a designated RFP distribution list. This list is maintained by the OO-ALC DESP II PCO designated in Section 7.0 above.

DESP II Basic Contract Performance Plan

The DESP II Basic Contract Performance Plan for the basic contracts, IAW AFI 63-124, is included as Attachment 14. This performance plan provides the methods, metrics and goals for measuring the overall performance on DESP II. These metrics and goals help to highlight areas for potential process improvement. The results of these metrics are shared with the prime contractors, AOAs, and contracting officers/buyers on a regular basis to spotlight progress, get their input on ways to improve, and garner their support in meeting our DESP II program goals.

AFPEO/CM Oversight

In order to provide oversight and to monitor performance on the DESP II contracts, the AFPEO/CM will conduct annual program reviews. The metrics identified and tracked through the DESP II Basic Contract Performance Plan execution will be included as an aspect of that review.

9.0 Task Order Process/Ordering Procedures

A complete DESP II Task Order Initiation package consists of the following:

Contractual Engineering Task (CET)

Once a requirement has been identified and a funding source established, the government's Task Order Initiator (TOI) will develop the CET document. Please note that Government employees, including the TOI, **shall not** discuss their requirements or seek help from any individual DESP II contractor or subcontractor for acquisitions until the sole source justification is approved by the AOA DESP II CO.

Increasing Competition through Market Research and Early Industry Involvement

Competition is one of the Government's most powerful tools in fostering superior technical solutions at decreased costs with increased utilization of a systems engineering approach. In order to promote competition, it is prudent to involve industry early in the process. This is accomplished through early market research—finding out what capabilities are available and what evolving technologies may be utilized. **While it is important to involve industry early, it is also imperative to assure that no offeror is given an unfair advantage in a competitive situation.** Rather than seeking a specific technical solution that we can incorporate into our systems, it is better to approach industry with our “problem”, and ask them to propose their solutions for solving our problem. This inquiry may take the form of a Request For Information (RFI), a simplified Analysis of Alternatives, or request for a White Paper. This allows the Government to solicit several potential alternative solutions in a timely manner, while maintaining competition and allowing the Government to choose the BEST alternative, rather than being driven to a sole source acquisition. It is encouraged that an “Industry Day” be held with DESP II contractors in order to present the Government's requirement/problem. This will enable the Government to articulate the requirement to industry and get their feedback on the CET. Because the DESP II contracts have already been competed and contractors selected, these methods of conducting market research can be done in as little as two weeks when a TOI knows that the requirement will be acquired under DESP II.

Contracting Officer Involvement

In order to maintain integrity in the process, the Contracting Officer must be included early in this process as well. All notifications of Industry Days, requests for RFIs and White Papers shall be issued by/through the Contracting Officer. For further information, contact the applicable DESP II point of contact in Section 7.0 above for your activity. Contractors may provide information (such as a ROM) but they may not make the sole source decision or write the justification. DESP II contractors may help in developing competitive CETs but will not be considered in the competitive CET selection process.

Acquisition Planning

The FAR mandates that acquisition planning will be performed for all acquisitions. This includes task orders procured under DESP II. The intent is to assure that the Government meets its needs in the most effective, prudent, economical, and timely manner. It is important to record activities, constraints, issues, and rationale in developing the acquisition strategy. This abbreviated strategy record should document the acquisition strategy, which optimally balances cost, schedule and performance requirements, as well as “best

value” determinations. The market research conducted should support the acquisition strategy chosen for the task order.

Acquisition planning will be documented in accordance with the MOASP procedures outlined in Attachment 13. **(These procedures will be added in a future revision.)**

Performance-based CETs

All CETs shall be performance-based. Basically the CET will state the goals and not the steps on how to achieve the goal. Engineering, Program Management and Contracting will ensure that all CET’s are performance-based.

The CET format is as follows: *(See Attachment 7, Sample CET, for more details)*

- 1.0 Introduction
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Background
 - 2.0 Reference Documents
 - 2.1 Government Documents
 - 2.2 Other Documents
 - 3.0 Contractor Tasking / Requirements
 - 3.x *as applicable*
 - 3.x *as applicable*
 - 3.x Contractor Program Management
 - 4.0 Delivery Schedule and Period of Performance
 - 5.0 Special Considerations
 - 5.1 Security
 - 5.2 Access to Facilities and Property
 - 5.3 Government Furnished Equipment, Materials, and Software
 - 6.0 Travel Requirements
 - 7.0 Quality
 - 8.0 Contacts *(mailing address, phone, fax, email)*
- Attachment I: Task Order Options
Attachment II: Contract Data Requirements Lists (CDRLs)
Appendix F: Definition and Activation of Task Order Options

CDRLs

CDRLs (DD Form 1423) are required for each deliverable referenced within the CET. CDRLs must be signed before the RFP will be sent out. Signed CDRLs will need to be faxed (or scanned and emailed) to the AOA DESP II TR. See Attachment 12 for a Data Item Description (DID) “Pick List”, which can be used for developing/tailoring task order CDRLs.

Statement of Objectives (SOO)

If desired, the DESP II does support the use of a SOO. The SOO will follow the same format as the CET, but requirements are not detailed and are presented as “top-level” objectives. By using a SOO, the offeror submits his contractor-developed CET as part of his proposal. The contractor should call out the deliverables; if specific data is needed, it should be identified in the SOO.

PR Supplement Sheets

All sections of the PR Supplement Sheets must be completed by the TOI. A template for PR Supplement Sheets is included as Attachment 3 to this document. Please ensure that you are using the latest version of this document (see the DESP II webpage).

Limited Production

DESP II task orders can include the production and delivery of a limited number of end-items. These end-items can be new or modified piece parts, sub-system components, or systems, which were developed or improved as a result of the subject task order. The amount of end-items are not limited by quantity or dollar amount, but rather by the number of end-items required to cover the lead-time until delivery can begin under a separate production contract, so long as the task order’s primary purpose is to perform an identifiable task rather than to furnish an end item of supply (ref FAR 37.101). If required, limited production will be established on individual task orders.

Also, the contractor will be bound by the terms of the Organizational Conflict of Interest (OCI) clause in the basic contract. Some tasks may require that the contractor deliver a non-proprietary competitive data package for hardware items, components and/or software programs as part of their design effort, to be used by the government for organic capability or for future competitive production contracts. Therefore, IAW the OCI clause, (c) manufacturing exclusion, the contractor shall be prohibited from competing on the production contract for the period:

- 1.) Five years after completion of the task order; and
- 2.) The completion of the first production contract resulting from competitive data package furnished under said task orders.

This restriction is instituted to ensure that the competition of production quantities is free from bias. However, in instances when a procurement data package is NOT requested/required from the contractor, this OCI clause does not apply to the follow-on production contract.

Incidental Construction

Limited construction-related activities are essential in order to perform the services required on some of the DESP II engineering task orders. Construction cannot be the main purpose of the task order, but rather incidental work required for the successful completion of the task order. Unless substantially justified by the task order initiator and approved by the contracting officer, if the labor dollars and material required to perform incidental construction exceed \$100,000 the effort will not be considered for award on the DESP II contract. Furthermore in no event shall construction costs exceed \$750,000. For incidental construction, coordination between the Task Order Initiator (TOI) and Base Civil Engineering (BCE) will be required and may involve using an AF Form 332 or equivalent before work can begin. The contractor may be required to participate in the coordination and approval process. If the effort will require power interruption or digging, an AF Form 103 (Work Clearance Request) will be required. For Non-AF customers check local policy.

Competitive Proposals

The Contracting Officer will number the technical proposals and remove the cover pages prior to forwarding the technical proposals to the TOI for review. The TOI, with any technical assistance required, will perform an evaluation based on the Delphi method (see **Attachment 2**). The TOI will provide the Delphi scoring sheet and an analysis of the strengths and weaknesses for each offeror. A technical ranking is established based on the Delphi scores. The Contracting Officer will prepare a cost ranking of the offerors and forward this to the TOI. A best value determination will be made according to the relative weight given to cost and technical capability established in the RFP. The TOI will document this best value decision and forward to the contracting officer. The TOI may also be required to evaluate the necessity and sufficiency of labor hours and other direct costs/materials/travel proposed in support of the task.

Sole Source Proposals

The contracting officer will forward the entire proposal to the TOI, who will perform a technical evaluation and determine the necessity and sufficiency of labor hours and other direct costs/materials/travel proposed in support of the task.

Contractor(s) return(s) proposal (email preferred) within specified time frame (see Ordering Procedures contract clause). General proposal times are dependent upon the dollar value, and complexity of the task, and vary from 5 to 7 working days (although sole source contractors are often willing to propose in less time).

Waivers

If the contractor proposes to use personnel that do not meet the labor requirements listed in section J of the basic contract, the contractor will include a waiver with their proposal. Waivers are only valid for the individual task order they were requested. The contracting officer will get approval from the TOI before task order award. If the contractor hires personnel after task order award, then the waiver must be processed through the contracting officer before that employee can start work.

Award

The CO documents the negotiation and makes award. Orders are distributed to the contractor, TOI, Central DESP II contracting office, payment office, ACO, etc. Award announcement (including the successful offeror and award amount) will be made via email to the successful offeror and posted on the DESP II

webpage (please forward to a DESP II Ogden contracting point of contact for posting). Contractors may request a debriefing within 5 days of the award announcement posting.

Administration

Agency CO may retain administration of Task Orders, or administration may be transferred to an alternate contracting division within the ALC. Modifications requiring additional funds are processed in the same manner as the above (sole source) process for initial order. Revised CETs should include a revision number, and contain a revision date. Change bars should be included in the margins. The TOI is responsible for monitoring contractor performance and reporting any problems to the Agency CO and PM.

Public Private Partnering

In accordance with 10 USC 2474 and 10 USC 2209(j), DESP II contractors are able to participate in Public-Private Partnering (PPP) to utilize services and/or supplies from any working capital funded organization in performance of Task Orders (TOs) issued under DESP II. DESP II prime contractors may contact the designated partnering office for planning purposes to make the necessary arrangements to facilitate potential partnering on individual TOs. (Ref. H Clause "Contractor Utilization of Public-Private Partnering as Government-furnished Supplies/Services). See Attachment 16 of this User's Guide for further instructions on how to facilitate PPP on DESP II.

10.0 Funding Documents

All funding actions require a Job Control Number (JCN) from OO-ALC/Contracting Office. This requirement includes new orders, modification, incremental funding and activation of task order options. The JCN is required in order to track the total dollars awarded on DESP II, so as not to breach the contract ceiling.

Funds are cited on the individual task orders. Fund certification is accomplished by the Certifying Officer located at the funding base and is required before any procurement action can take place. This assures that the cited funds are available and appropriate for the task to be accomplished. The following instruments may be used to fund a task order:

1. For **OO-ALC requirements**, the appropriate funding document is the AFMC Form 36, Purchase Request. Note: AF Form 9, Purchase Request will not be used.
2. For **other Air Force customers and other services** (e.g., Army, Navy, Marines, Coast Guard, OSD components. However, Army Corps of Engineers must be treated as an Other Agency Customer) The Military Interdepartmental Purchase Request (MIPR), DD Form 448, should be used. In the body of the MIPR it should clearly state "This is for the DESP Program". The OO-ALC program office will only accept MIPRs as Category II, Direct Cite. A Fund Cite Authorization, AF Form 616, or MIPR Category I Reimbursement, document will be accepted only when "sponsored" by another OO-ALC contracting or program office. The sponsoring office must accept the responsibility for creating the AF Form 36 and in the case of Category I MIPRs, for managing all accounting transactions through task order closure. These include obligations, reimbursable authority, and preparing and tracking reimbursable billings on the SF 1080, Voucher for Transfers Between Appropriations and/or Funds. See DFAS-DE 7010.1-R 27-124,125.
3. **Other Agency customers** must complete a "Determination and Finding" in accordance with FAR 17.5, Interagency Acquisitions Under the Economy Act and 17.503, "Determinations and findings requirements", and provide it to the DESP II program office. FAR 17.504 Ordering procedures describe the information required to place an order. This information may be provided to the DESP II program office on an Interagency Agreement. The Interagency Agreement will be used to define the task and to certify the funds; therefore both the TOI and the funds certifications officer need to sign the agreement. Before the order can be accepted, the ordering agency must be "sponsored" by another OO-ALC contracting or program office. The sponsoring office must accept the responsibility for creating the AF Form 36 and managing all accounting transactions through task order closure. These transactions include obligations, reimbursable authority, and preparing and tracking reimbursable billings on the SF 1080, Voucher for Transfers Between Appropriations and/or Funds. See DFAS-DE 7010.1-R 27-126,127.

11.0 Task Order Modifications

The DESP II contract is an Indefinite Delivery/Indefinite Quantity (ID/IQ) contract. New requirements that go beyond the original scope of the task order should be accomplished on a new task order. The concept behind DESP II or any ID/IQ contract is to issue task orders which are determined to be within scope of the

Basic DESP II PWS, and to exercise additional unfunded taskings which were identified and priced at the time of award of the task order. (*See Attachment 9*)

If the order involves sole source procurement, the TOI is responsible for ensuring that the PR funding document is clearly marked for the sole source contractor. Task order modifications are generally made to correct oversights or changes in conditions from the original task order. Modifications are appropriate to change administrative information (names, phone numbers, period of performance dates, etc.) and to alter the scope of a task to a limited extent. Task orders may be modified at the Government's initiative. Task order modifications are issued by submitting the entire CET with changes highlighted or identified along with justification to the DESP II program office.

A new task order should be written if the proposed modification alters the scope of the order significantly or incorporates other major changes. The requestor of the proposed modification must justify why the requirements within the original task order cannot be completed without modification, or why the modification is in the Government's best interest. The Contracting Officer (CO) makes the determination of whether a change can be incorporated as a modification or requires a new task order.

No direction changing the requirements of a task order will be binding upon the contractor unless issued in writing by the Government CO. Likewise, the Government shall not be liable for an equitable adjustment to the price of a task order for a change unless the CO authorizes the change.

Activation of Task Order Options

Additional tasking may be activated and further defined upon activation. Each additional task can only be activated once. When activating additional task(s), the basic CET will not be changed; rather an Appendix F will be created and the additional task(s) being activated will be listed. If the tasking requires further definition, the definitions will be included in the Appendix F. The further definition will only apply to the additional task. (*See Attachment 9*)

Frequently Asked Questions:

1. Who has ordering capability under the DESP II? Any government agency can use the DESP II to place an order on contract. While Ogden Air Logistics Center is the primary point of contact and contract owner, decentralized ordering capability is given to many organizations. The following organizations have been given the authority to place and manage orders directly under the DESP II (decentralized ordering):

OC-ALC (Oklahoma City, OK)
WR-ALC (Macon, GA)
WPAFB (Dayton, OH) and

Government organizations affiliated with these decentralized ordering agencies generally should process Task Orders through the DESP II points of contact at these agencies. Other organizations or agencies should contact Ogden Air Logistics Center for task order issuance. Ordering, in general, is decentralized among the ALCs. Each ordering agency should designate a central point of contact, both in the contracting and program management areas. The designated CO should process and award all DESP II task orders for that ALC. Subsequent administration may be decentralized to alternate divisions.

2. Who evaluates the technical proposals? Evaluation of the technical proposals, using the Delphi Method, is accomplished by the TOI. The PM can assist the TOI with any questions about the Delphi Method. The results of the technical evaluation will be compared to the results of the cost evaluation for each Task Order. A best value decision will be made by the agency CO using the combined results from the technical evaluation and the cost evaluation, the emphasis of cost on the best value determination will depend on the box checked in block 3 of the PR supplement sheets (Attachment 2).

3. I have an emergency task order. How quickly can you get it on contract? Overall, our goal is less than 21 calendar days from receipt of a complete package by the Agency program manager. If you have a sole source requirement and the contractor is willing to support a fast proposal turnaround time, the order may be awarded as quickly as 5 days. Again, these days count from receipt of a complete package. Requirements should be completely defined and funding certified before expecting a speedy task order issuance.

4. What contractors are on the DESP II See Attachment 5 for a list of DESP II Prime contractors and their subcontractors

5. Who decides if an order is set-aside for small business? Competed orders less than \$500,000 will be set-aside. The Agency CO is the ultimate decision-maker, but the opinions of the TOI and the AOA DESP II PM, as well as the Central DESP II CO and Central DESP II PM, are also strongly considered.

6. Who gets credit for Small Business dollars? Whoever issues the order. If the CO at Warner-Robins places a decentralized order, they receive the Small Business credit. However, if the Navy places an order through Ogden (centralized order), Ogden receives the credit.

7. Can I get copies of the labor rates in the contracts? Since they are incorporated in the contract, are they considered public information? A determination has been made that all the labor rates and burden factors incorporated in the DESP II contracts (in addition to the cost data submitted with proposals) are Proprietary Data. FOIA requests for this information will be denied, as we consider release of this information to be detrimental to a contractor's competitive position. Although contracts will be distributed in accordance with agency procedures, all pages containing labor rates are stamped "Proprietary Data" and the front of the contract indicates that those pages are to be properly safeguarded and not released outside the government.

8. Can contractors get debriefings on competitive task orders? Yes. Offerors have up to 5 days from the award announcement (posted on the DESP II webpage) to request a debrief. A letter should be released indicating the successful offeror and award amount, and should also list the offeror's own strengths and weaknesses. Cost ranking, technical scores, information about other offerors' strengths and weaknesses, or information about the number of offerors received should not be released.

Attachment 1:

Process for Task Orders

Hill AFB Contracting

The following items describe the process for directing and/or competing task orders associated with the Design and Engineering Support Program (DESP II) at OO-ALC.

1. The organization's senior matrixed engineer will review the CET for completeness and that the task will meet their requirements before submitting to the Task Order Review Board (TORB).
2. The TORB will consist of the following members (a, b & c are as identified in Section 7 of the User's Guide):
 - a. DESP II Program Manager
 - b. DESP II Lead Engineer
 - c. DESP II Contracting Officer
 - d. Task Order Initiator
 - e. Task Order Contract Negotiator
3. Requirements must be sent to the TORB 12:00 PM the day before the board meets. Required for the TORB are the CET, PR supplement sheets and the CDRLs; signatures are not required. The TORB will either approve, conditionally approve or reject the CET package. For conditional approvals the DESP II program office will advise the TOI what corrections are necessary for approval. For conditional approval, another TORB will not be required. The DESP II program office will ensure the corrections have been made before submittal.
4. Competitive requirements whose estimated value is less than or equal to \$500,000 will be set aside for competition among the small business primes.
5. Funding Documents. **All funding actions require a JCN from OO-ALC/LGKF.** OO-ALC may not be able to accept all funding documents. It is the TOIs responsibility to check first to make sure the funding document can be accepted.

The following instruments may be used to fund a task order:

- a. For **OO-ALC requirements**, the appropriate funding document is the AFMC Form 36, Purchase Request. Note: AF Form 9, Purchase Request will not be used.
- b. For **other Air Force customers and other services** (e.g., Army, Navy, Marines, Coast Guard, OSD components) However, Army Corps of Engineers must be treated as an Other Agency Customer) The Military Interdepartmental Purchase Request (MIPR), DD Form 448, should be used. In the body of the MIPR it should clearly state "This is for the DESP Program". The OO-ALC program office will only accept MIPRs as Category II, Direct Cite. A Fund Cite Authorization, AF Form 616, or MIPR Category I Reimbursement, document will be accepted only when "sponsored" by another OO-ALC contracting or program office. The sponsoring office must accept the responsibility for creating the AF Form 36 and in the case of Category I MIPRs, for managing all accounting transactions through task order closure. These include obligations, reimbursable authority, and preparing and tracking reimbursable billings on the SF 1080, Voucher for Transfers Between Appropriations and/or Funds. See DFAS-DE 7010.1-R 27-124,125.

- c. **Other Agency customers** must complete a “Determination and Finding” in accordance with FAR 17.5, Interagency Acquisitions Under the Economy Act and 17.503, “Determinations and findings requirements”, and provide it to the DESP II program office. FAR 17.504 Ordering procedures describe the information required to place an order. This information may be provided to the DESP II program office on an Interagency Agreement. The Interagency Agreement will be used to define the task and to certify the funds; therefore both the TOI and the funds certifications officer need to sign the agreement. Before the order can be accepted, the ordering agency must be "sponsored" by another OO-ALC contracting or program office. The sponsoring office must accept the responsibility for creating the AF Form 36 and managing all accounting transactions through task order closure. These transactions include obligations, reimbursable authority, and preparing and tracking reimbursable billings on the SF 1080, Voucher for Transfers Between Appropriations and/or Funds. See DFAS-DE 7010.1-R 27-126,127.

All funding documents must have a JCN number assigned by LGKF (Kim Burr). This requirement includes new orders, modifications, incremental funding and activation of additional taskings. This requirement is necessary to track contract ceiling.

DESP II Checklist

Required for Task Order Review Board (TORB)

- ❑ CET – Performance Based - *electronic preferred*
- ❑ PR Supplement Sheets (Attachment 3)
- ❑ CDRLs – *Reference Attachment 12 for a “pick list” of DIDs*
- ❑ Delphi Criteria - *for competed orders*

Once all questions and concerns from the TORB have been resolved, and the required coordinations/signatures have been obtained on applicable documents, the TOI will process a final PR Package through PR/MIPR Control. This package will consist of the following:

- ❑ 8 Copies of the PR
- ❑ 3 Copies of the applicable PR Attachments:
 - ❑ CET
 - ❑ Signed PR Supplement Sheets (*all 4 signatures*)
 - ❑ Signed CDRLs (*both signatures*)
 - ❑ Non-Disclosure Agreement – *required if contractor has access to confidential, proprietary and/or sensitive information*
 - ❑ Task Order Performance Plan (TOPP) – *required for all orders over \$100K*
 - ❑ DDD – *required for A&AS work*
 - ❑ DD Form 254 - *if required*
 - ❑ Delphi Criteria – *for competed orders*
 - ❑ Acquisition Strategy \geq \$5M

Attachment 2

DELPHI METHOD (*Modified*)

This document provides the information necessary to competitively select a contractor for a given DESP II task order. This modified Delphi Method is a technique for quantifying subjective or qualitative data for analysis purposes. It offers a procedure for arriving at a consensus among a group of knowledgeable persons.

The member(s) are given Delphi Forms, and are asked to rank each contractor's capability to meet the criteria/requirements specified on the form. The use of forms avoids direct contact and debate, which might induce hasty formulation of, and commitment to, certain popular ideas. The forms are then collected, and each member's opinion on each criterion is published for the review of other participants. Participants are allowed to alter their rankings at this point. Following the review/update of each participant, a team leader is identified (usually the TOI) and the group is brought together to challenge each other's logic/rationale. As a result of this activity, a consensus is obtained for each criterion ranking. This convergence of opinion, in quantitative terms, results in the ranking of a given alternative.

An explanation of the fields found within the Delphi Form follows:

Criterion Descriptive name of the criterion/requirement against which each contractor is measured. This information is only a synopsis or descriptive name.

EC Evaluation Class associated with each criterion/requirement. Acceptable values are:
Critical ("C") use values between 6 and 10
Not Critical ("NC") use values between 1 and 5

SWF System Weight Factor used in establishing the criterion's/requirement's relative importance to the Air Force. Values range from 1 to 10, with 10 representing the highest degree of importance.

All Other Fields List of competing contractors proposals numbered A, B, C...

The contractor will receive the criteria and the EC as part of the solicitation. The Specific Delphi evaluation steps are to be accomplished in the following sequence as part of the CET package prior to solicitation.

- 1) Generate a prioritized list of evaluation criteria, see sample worksheet below.
- 2) Designate which criteria/requirements are Critical "C" and which are Not Critical "NC".
- 3) Assign System Weight Factors based upon the priority of the specific criterion/requirement.
 - a. NC for non critical assign numbers between 1 and 5
 - b. C for critical assign number between 6 and 10.
- 4) Define what will level will meet the criteria (Score of 3) what will exceed the criteria (score of 5)

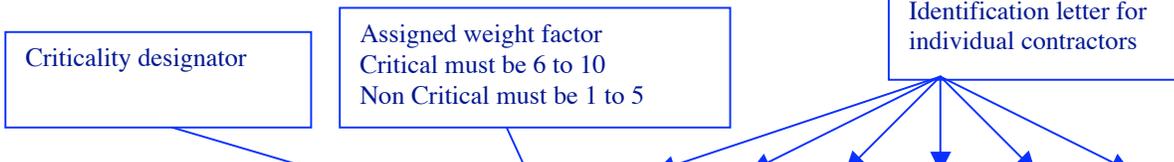
Evaluating proposals:

1. Score each proposal from 1 to 5 in association with each criterion, 5 indicating the highest compliance level. A suggested guide for scoring is as follows:
 - 0 = Unacceptable
 - 1.0 = Acceptable with High Performance risk
 - 1.5 = Acceptable with Moderate Performance Risk
 - 2.0 = Acceptable with Low Performance Risk
 - 2.5 = Some requirements Exceeded with High performance Risk
 - 3.0 = Some requirements Exceeded with Moderate performance Risk
 - 3.5 = Some requirements Exceeded with Low performance Risk
 - 4.0 = Exceptional with High Performance Risk
 - 4.5 = Exceptional with Moderate Performance Risk
 - 5.0 = Exceptional with Low Performance Risk
2. Determine each contractor's effective value for each criterion by multiplying the assigned ranking by the System Weight Factor.
3. Determine the overall effective value of each proposal by totaling each of the values.
4. The proposal that supports the most Critical features and has the highest total effective value is selected as highest technically acceptable
5. The contracting officer will then weigh the technical evaluation against the cost evaluation according to the criteria selected in the PR supplement sheets to make the best value determination.
6. Past Performance will be evaluated on all orders. The Past Performance will not be limited to DESP II performance, but may include relevant, recent Past Performance from other government contracts and/or commercial efforts.
7. In order to incentivize small business participation, this is a mandatory evaluation criterion for each competitive task order. This criterion will be weighted as a "tie breaker". Each DESP II prime will report on a semi-annual basis what percentage of their DESP II dollars went to small business concerns. Those primes who show that between 20% - 40% of their total annual contract value went to small business will receive a neutral score; those who show less than 20% receive a negative score. DESP II orders will evaluate the small business participation for subcontracting. The DELPHI spreadsheet (available on Website) has the criteria in block 11. The score will be as follows:

<i>Criteria</i>	<i>Evaluation Class</i>	<i>System Weight Factor</i>	<i>Score</i>
0-19%	NC	5	-1
20-40%	NC	5	0
41-100%	NC	5	1

8. In developing the evaluation criteria, the TOI may consider the importance of technical approaches that incorporate a good systems engineering approach. For example: For tasks that have a potential for delivery of products that allow for/accommodate future technology insertion or commonality across weapons systems, the TOI may want to include evaluation criteria that give additional credit to offerors whose solutions provide that ability.

SAMPLE WORKSHEET:



Criterion	EC	SWF	A	B	C	D	E	F						
1. Experience/Knowledge Related to the Specified Weapon System, Subsystem, SE, and/or Process	C	8	1	8	2.5	20	5	40	2	16	1	8	1	8
2. Experience/Knowledge Related to Specific Technologies, Products, Methods, and/or Disciplines	C	10	1	10	3	30	5	50	2	20	2	20	1	10
3. Experience and Strong Performance Record Performing Similar Tasks	NC	5	1	5	3.5	17.5	5	25	2	10	1	5	1	5
4. Contractor Location to Support this Effort has Record for Completing Tasks on Time and within Budget	C	10	1	10	5	50	5	50	2	20	2	20	1	10
5. Unique Capabilities Specific to this CET	NC	5	0	0	0	0	5	25	0	0	0	0	0	0
6. Cost Effective Approach. Includes more than just Hourly Rates	NC	5	1	5	5	25	5	25	3	15	2	10	2	10
7. Capability to Provide Services Local to the Customer	NC	4	1	4	3	12	5	20	2	8	2	8	2	8
8. Capability to Provide Facilities Pertinent to the Task	C	10	1	10	5	50	5	50	3	30	2	20	2	20
9. Program Manager and Others Proposed have Req Skill and Demonstrated Exp Provide Best Value	C	10	1	10	3	30	5	50	1.5	15	1	10	1	10
Total				62		235		335		134		101		81

Criterion Score Between 1 and 5

Product of SWF x Score for contractor A on each criterion. (8 x 1 = 8)

Total of individual scores for contractor A. (8+10+5+10+0+5+4+10+10 = 62)

Criterion may be changed for each competition, or the standard DESP Criterion may be used.

Attachment 3:

**DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP II)
Purchase Request (PR) Supplement (Part 1 of 3)**

CET

Title:	
Date:	CET Number (Optional):
Estimated Dollar Amount: \$	PR/MIPR #:
Funds Type:	

Task Order Initiator

Name:		
Organization:	Phone:	E-mail:

Initiating Office Endorsement:

I have reviewed the CET and PR supplement sheets for the proposed task and certify that the information is correct. I have determined that the identified task is within the scope of the appropriate DESP II, and that it is performance-based. I certify that no known organic resources/capability is available to satisfy these task order requirements. I will provide the DESP II Program Manager with a periodic status of progress toward accomplishing the objectives of this task and a final analysis performance report upon completion of the task.

Task Order Initiator (TOI): _____ DATE: _____
Signature/Symbol/Phone

TOI Supervisor: _____ DATE: _____
Signature/Symbol/Phone

Activity Issuing the Order

The PR and CET have been reviewed and we concur with the initiating office that this task is within the scope of the Design and Engineering Support Program and that is performance-based.

AOA DESP II
Technical Rep: _____ DATE: _____
Typed Name/Symbol/Phone

AOA DESP II
***Contracting Officer:** _____ DATE: _____
Typed Name/Symbol/Phone

JOB CONTROL NUMBER ASSIGNED _____

JCN # to be assigned only by the DESP II Contracts Office prior to solicitation!

**Signature does not warrant a contractual document. Signature only verifies that the AOA DESP II Contracting Officer agrees that this may be a potential order against the DESP II contract. Official orders against the DESP II contract will be placed on official form DD 1155 and will be signed by the ordering activity task order contracting officer.*

**DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP II)
Purchase Request (PR) Supplement (Part 2 of 3)**

1. Scope Certification: Please provide appropriate responses to the following:

- a. Check the applicable Functional categories to which this order applies
- Technical Documentation/ Courseware Development
 - Systems Design, Engineering, Development
 - Software/Firmware
 - Maintenance, Repair, and Operational Support
 - Environmental, Health, Safety.
- b. Briefly describe the benefit (in measurable terms) to be provided to the U.S. Government as a result of this effort:
- c. If applicable, identify which aspects of the CET are mission essential IAW AFFARS 5352.223-9002.

2. Competitive/Non-competitive: A determination must be made regarding whether or not a task order is to be formally competed (requiring either an Oral or Written Proposal). Competitive proposals will be submitted in accordance with an approved template (i.e., a restricted format described within Section 9.0 of the User's Guide). At least one of three conditions must be satisfied in order to justify soliciting a single source. If the information and rationale provided in this PR Supplement Package supporting the sole source justification is insufficient to allow the AOA DESP II PCO to determine that an exemption to the Fair Opportunity process has been met, the task order will need to be competed. If appropriate, describe how one or more of these conditions exist for the intended contractor.

a. Sole Source

No (Skip to part b. below)

Yes, with (contractor name)

If yes, identify which of the following exemptions applies and provide justification:

- Urgent Need**. *If applicable, explain how this condition is met, otherwise indicate "N/A": For urgent need, indicate what the impact will be on the system if the task is not completed by a certain date. This should include information such as mission need, cost and impact to another contract. Justification must include rationale for why only the proposed source can satisfy the need.*
- Only One Source** *If applicable, explain how this condition is met, otherwise indicate "N/A": This estimate is to be based on the total estimated cost of the order, including the unfunded portions. This estimate will establish a maximum value for the order. This justification must information such as:*
- Data or software is proprietary to the vendor.
 - The item is patented.
 - A cost benefit analysis. Contractor A has been doing the work for X Years, It took them Y years to fully come up to speed at a cost of \$Y. It will cost the government \$X to train a new contractor in order to complete this task.
- Logical Follow-On** *If applicable, explain how this condition is met, otherwise indicate "N/A": Logical Follow-on can be used if the first order was competed under DESP II. The "follow-exception" to fair opportunity permits agencies to award a follow-on task order on sole-source basis provided all awardees are given an opportunity to compete for the original order. If the original order is issued on a non-competitive basis, however, the follow-on order must be competed. Program officials and customers should also avoid situations where the requirements for the competed original task order are insignificant in dollar value, only to be followed by sole-source task orders that are much broader in scope and dollar value. This practice may be construed as contrary to the fair opportunity process.*

We will need the following information from the previous contract: contract number, contract value and scope of work.

- b. Competitive Proposal Process: If none of the exemptions listed in item "a." above are applicable, then the task will be competed. A Delphi scoring sheet must be completed and attached to the task order PR package. The Delphi questions given in Attachment 1 are default or recommended questions, which may be tailored to a particular task order if desired. **Please indicate if such an attachment has been provided ("Yes" or "No"):** _____

Number each area below to indicate order of importance in making a best value determination, with 1 indicating most important. If two areas are of equal importance, use the same number for both areas:

- ___ Cost
___ Technical Capability
___ Past Performance

3. Recommended Pricing Arrangement:*

- () FFP: all requirements are known and fully defined
() FPIF: all requirements are known and fully defined; incentive target included for the contractor
() CPFF: new requirement, but the contractor has knowledge or similar experience
() CPIF: new requirement but the contractor has knowledge or similar experience; incentive fee included for the contractor
() CPAF: new requirement but the contractor has knowledge or similar experience; award fee included for the contractor
() T&M: new requirement and contractor has no previous experience

All orders will be solicited FFP unless rationale is provided for other pricing arrangements

4. Class I Ozone Depleting Substances:

___ I have reviewed the requirement, including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS) identified in Air Force Policy, nor is written so that it can only be met by the use of Class I ODS.

___ I have attached the approved ODS waiver.

5. Security:

- ___ I have made a determination that additional security requirements do not apply to this task.
___ I have attached a DD Form 254 to cover the additional security requirements of this task.

6. Performance Site: For this task, the majority (over 50%) of the work will be performed at:

___ Contractor's Plant ___ Government Location:

7. Incidental construction: Is construction required in the performance of this task?

- ___ No
___ Yes. Explain why minor construction is required (attach coordination documentation, AF Form 332, AF Form 103).

8. Prototype Development: Will prototyping be required in performance of this task?

- ___ No
___ Yes. Number of prototypes required _____. Please explain the requirement for one or more prototypes, as applicable.

9. Limited Manufacturing/Production: Will Limited manufacturing/production be required in performance of this task?

- ___ No
___ Yes. Estimated quantity _____. Please justify quantity in accordance with the DESP II PWS.

10. Cost Estimate: The following rationale was used to develop the Government Cost Estimate:

- ___ Comparison of actual costs previously incurred by the same contractor for similar work.
___ Comparison of previous cost estimates from the same contractor or other contractors for the same or similar work.

Independent government cost estimates by technical government technical personnel.
 Forecasted or planned expenditures.

11. Incumbency: Is there is a contractor that has or is currently performing the work for this task?

No

Yes, Contractor Name/CAGE Code: _____

12. Does this task involve Advisory and Assistance Services?

No

Yes. Provide Determination Decision Document (DDD) with the PR package.

13. Please identify your designated buyer or contracting officer within your organization.

Name:

Organization:

Phone:

Email:

**DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP II)
Purchase Request (PR) Supplement (Part 3 of 3)**

Cost estimate is required as part of the PR supplement sheets – please use the cost_estimate.xls spreadsheet on the DESP II website to generate the following information.

CET Title:
CET Number, Date:

It is estimated that the following costs will be required to accomplish the engineering tasks for this DESP II effort. This is a preliminary government estimate and is subject to change during negotiations with the contractor (if both On-Site and Off-Site work is anticipated, please show separate estimates for both):

Labor	Skills	Est. Hours	Hourly Rate	Total Cost	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	Total	0		Subtotal	\$0.00

Materials	Item	Cost	
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	\$0.00

Travel	Location	# Trips	Cost per Trip	Total	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
	_____	_____	_____	\$0.00	
				Subtotal	\$0.00

Other Related Costs	Item	Cost	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	\$0.00

Data	Item	Cost	
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal	\$0.00

Total Estimated Cost \$0.00

Unfunded Options	Option	Cost	
	Task 1 _____	_____	
	Task 2 _____	_____	
	Task 3 _____	_____	
		Total Estimated Cost	\$0.00
		Total Estimated Task	\$0.00

REQUEST For LABOR CATEGORY WAIVER

Waiver for DESP II Personnel Qualifications; Section 4.0 of the Statement of Work		
Date of Request:	Requesting Org:	POC Name:
POC Phone:	POC E-mail:	POC Fax:

1. *Name and Labor Category for which the waiver is requested:*

2. *Specific clause for which a waiver is requested (specify Education, yrs of Experience, or Both):*

3. *Rationale for request:*

4. *Benefit(s) to the government:*

This Section for Government Use ONLY

Status: Approved: _____ Rejected: _____ Deferred: _____	
Optional Narrative:	
Signature of Task Order Initiator:	Date:
Signature of Contracting Officer:	Date:

Attachment 5:

LIST OF SUCCESSFUL OFFERORS
FOR
Design & Engineering Support Program II

SAMPLE
PERFORMANCE PLAN
FOR
<Insert the Contractual Engineering Task (CET) Title>

I. INTRODUCTION

This Performance Plan will be used by the government to evaluate the contractor's performance on the Design and Engineering Support Program (DESP II) task order, <insert CET title>, contract number F42620-XX-D-00XX-00XX.

This Performance Plan will provide an effective surveillance method for monitoring and evaluating the Contractor's performance for each of the contractor tasking/requirements listed in Section 3 of the CET. The contractor, and not the Government, is responsible for managing the quality control actions necessary to ensure contractor performance meets the terms of the contract. The Government will perform quality assurance in order to ensure contract requirements are achieved.

II. OBJECTIVE

This Performance Plan provides a quality surveillance strategy for insert the type of services this CET provides, i.e., "technical and engineering support services" or other service(s), as appropriate to be performed at the (list work location(s). Specifically mention whether the work will be done on-site (at Hill AFB, bldg #XXXX) and/or off-site). The primary intent of the Performance Plan is to provide a basis for the government quality assurance evaluator (QAE) to monitor the quality of the contractor's performance on this task order. The role of the QAE will be to identify deficiencies, if any, early on so corrections can be made. This Performance Plan also gives the QAE and government contracting officer a productive mechanism to preclude major deficiencies in performance, provide input for annual contractor performance evaluations, and assist the government team when deciding whether or not to exercise unfunded, additional tasks, if any.

III. PERFORMANCE OBJECTIVES

Briefly describe the high level requirements defined in Section 3, Contractor Tasking/ Requirements, of the CET. Then list your objectives/measures/surveillance as shown below.

A. Samples: The following are some optional sample objectives that will fit most task orders. Add, delete or modify these as appropriate for your task order. These sample objectives assume monthly reports are required (CDRL A118, Monthly Status Report).

Objective 1: The contractor will accomplish the requirements of this CET within cost ceilings and in a timely manner.

Measure 1: cost management information, contained in monthly reports, will indicate whether or not operations are within cost ceilings.

Surveillance: The QAE will perform a 100% inspection of cost reports on a monthly basis.

Measure 2: schedule information, contained in monthly reports, will indicate whether or not operations are on schedule.

Surveillance: The QAE will perform a 100% inspection of schedule reports on a monthly basis.

B. Other Suggested Areas for Performance Evaluation (possible sources for objectives, methods, and surveillance methods): contractors may be evaluated in the following areas: Technical Performance, Schedule and Timeliness of Deliveries, Contractor Resource Control, and Management. Surveillance methods can include periodic surveillance (weekly, monthly, etc.), random sampling of frequently recurring tasks, 100% inspection (for tasks, reports, or other deliverables that have a critical impact on the success or failure of the task order, occur infrequently, or have stringent requirements), and customer complaints, which should be raised to the contracting officer and contractor immediately the government PM and the contractor can not resolve the discrepancy. The evaluation responsibilities, timing, and surveillance methods will be established and documented in the surveillance plan.

a. Technical Performance: The contractor will be evaluated as to the quality of the output of their work. The contractor's personnel should be technically competent in the tasks identified in the SOW or other ordering document under the contract. Includes the contractor's contribution during meetings and reviews, the quality of the contractor's technical reports, the contractor's productivity and the overall quality of the technical support provided.

b. Schedule and Timeliness of Deliveries. The contractor should be responsive to Government taskings and submit their monthly reports, technical reports and trip reports on time and as required by the contract.

c. Contractor Resource Control. The contractor will be evaluated in the successful control of the resources devoted to the task or order. The contractor shall manage the hours authorized to provide support throughout the period of performance. The contractor should not exceed the material, travel or other cost-reimbursable Contract Line Item Numbers (CLINs) without prior contracting officer approval. The QAE shall verify that the contractor's labor rates and actual costs are not exceeding budgeted projections (usually from the data in the monthly or other periodic reports). Any discrepancies will be immediately brought to the attention of the contracting officer so corrective action can be implemented.

d. Management. The contractor's management should put adequate systems in place to most efficiently perform the contract. (Note: Other government agencies (DCMC, other) may already have responsibility for this oversight. The contracting officer must establish prior to contract award if this oversight is already being performed, and if so, establish communication channels with the oversight agency.)

In addition, each office or Directorate supported by <list contractor name> personnel will be asked to provide an independent performance evaluation to the QAE. Any discrepancies will be brought to the attention of the contracting officer.

IV. OTHER CONSIDERATIONS FOR QAES:

(Note: This is for information only. This will be covered in QAE training. It is included here since many TOIs will not have had QAE training yet.

This last section is not part of the Surveillance Plan and should not be included in your plan!).

1. Surveillance Folder. The QAE(s) assigned to perform surveillance of the (name of contractor) contract is/are required to prepare a Surveillance Folder for their assigned contract requirements. The folder will have the following divisions:

- a. QAE appointment letter, contracting officer letter of designation, and Training Record.
- b. CET, DESP II PWS(?), CDRL, and other pertinent parts of the task order.
- c. Performance Plan.
- d. Surveillance Reports.
- e. Other applicable documentation, such as:
 - (1) Correspondence and Contract Performance Inquiries
 - (2) Award Fee Evaluations
 - (3) Contract Modifications
 - (4) Customer and user comments
 - (5) Cost verification and analyses results
 - (6) Data and technical reports

2. Timely Feedback To Contractor. Timely feedback to the contractor on unacceptable performance will be provided by the QAE. Prompt feedback is essential so the contractor can develop and implement a corrective action plan. The contractor's corrective action must be reported to the contracting officer for tracking purposes.

Attachment 7

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP)
CONTRACTUAL ENGINEERING TASK (CET)

CET Title

Date

Prepared by:

Your Name
Address
Phone
Email address

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ACRONYM LIST

1.0 INTRODUCTION

1.1 Purpose

The purpose of this effort is to...*(brief description/overview/summary of what you want done. Save specific details for Section 3)*

1.2 Scope

(Provide a brief description of the type/range of tasks you want done. Be sure to include the scope of optional tasks, if any)

1.3 Background

(Optional. If you have background information that adds value to your Purpose and Scope, add it here)

2.0 REFERENCE DOCUMENTS

(optional: break out documents into "2.1 Government Documents" and "2.2 Other Documents")

Requirements for reference documentation are dynamic. Related documents and electronic files will be made available to the contractor as necessary.

Or

Provide a list of the documents

Or

N/A

3.0 CONTRACTOR TASKING / REQUIREMENTS

The Task Order must include the cost estimate for the entire effort, not just the funded portion (in order to capture the entire scope of the requirement and to avoid the appearance of requirements creep)

Use the following statement only if optional taskings (unfunded options) are required (see Attachment I).

Only limited funding is presently available to accomplish entire required effort. Attachment I provides a listing of Optional Taskings that may be funded at the discretion of the Government. The contractor shall provide engineering/technical services for the Phase I effort described within Section 3.1 below.

3.1 Contractor Requirements

The important point here is to organize the requirements of your task order into "n" logical "pieces" or phases in this section, with each element as a separate paragraph (3.1, 3.2, 3.3, 3.4, ..., 3.n) with subparagraphs, if applicable.)

Deliverables (CDRLs) should include at least a program management plan, monthly status report and technical reports. If phases are used, then a cost estimate and schedule should be included for the next phase(s). CDRLs should be referenced in the paragraph of section 3 that is requiring a deliverable. See attachment 12 for a pick list of DIDs that can be tailored for your CDRL.

CDRL Sequence No. A039 Contractor's Progress, Status and Management Report
CDRL Sequence No. A045 Technical Report (subtitle if necessary)

4.0 DELIVERY SCHEDULE AND PERIOD OF PERFORMANCE

4.1 Period of Performance

The initial period of performance for this task shall be for 12 months following award.

OR

4.1 Period of Performance

The final report is due 12 months after contract award. The Government will then have 30 days to review the final report and return comments to the contractor. The contractor shall then have 30 days from receipt of the Government's comments to make any necessary corrections, additions, etc. The overall period of performance is 14 months from the date of contract award.

4.2 Delivery Schedule

It is also useful to include a table that will summarize all the CDRLs

Paragraph	Description	CDRL	Due Date
Paragraph 3.x	Program Management plan	A122	30 DAC
Contractor's Progress	Status and Management Report	A039	Monthly
Paragraph 3.x	Technical Report	A045	Monthly

4.2.x Program Management

CDRL Sequence No. A039 Monthly Status Report

The following information if needed should be put in the CDRL or listed here in the CET, but should only be in one place.

This report shall contain:
Progress of the previous month
Status of contract milestones
Resource expenditures for the project
Issues/concerns and associated recommendations

4.2.x Program Management Plan

CDRL Sequence No. **A122** Program Plan (Program Management Plan)

The following information if needed should be put in the CDRL or listed here in the CET, but should only be in one place.

This plan shall contain:
Major Milestones
Expected Resource expenditures for the project
Issues/concerns and associated recommendations

4.2.x Program Status Reviews/Technical Interchange Meetings

The contractor shall attend regular (bi-monthly) program status reviews, as approved by the Government Program Manager. The purpose of these meetings shall be to brief the progress of each assigned task, and to solicit input and concurrence of work performed. The contractor shall generate presentation materials as required to aid in the discussion of technical issues and shall support Technical Interchange Meetings/Reviews. The contractor shall provide conference agendas, meeting minutes, and track Action Items associate with the aforementioned meetings/reviews.

CDRL Sequence No. A001	Conference Agenda
CDRL Sequence No. A002	Conference Minutes
CDRL Sequence No. A045	Technical Report (Action Items)

4.2.x Expertise/Professional Services *This paragraph is Optional*

The contractor shall furnish professional and technically qualified personnel to perform assigned tasking. The contractor shall provide total task management and supervise contractor personnel. The contractor's Technical Lead shall serve as the primary point of contact for all technical aspects of the required work. This person shall also be a prime provider of the required technical services. No personal services shall be performed.

Documentation deliverables shall be delivered in accordance with this CET, unless otherwise specified by the Government Program Manager.

4.3 Government Inspection and Acceptance of Deliverables

The Government Program Manager will have the right to reject or require correction of any deficiencies found in deliverables. In the event of rejection of any deliverable, the Contractor will be notified in writing by the Government Program Manager of the specific reasons why the deliverable was rejected. The Contractor shall have 30 workdays to correct the rejected deliverable and resubmit to the Government Program Manager for re-inspection. If no comments are provided within 30 calendar days of deliverable receipt, the deliverable will be deemed to have been accepted by the Government. *(make sure these numbers match the CDRLs)*

5.0 SPECIAL CONSIDERATIONS

5.1 Security

5.1.1 Contractor personnel shall not release or remove system documentation, data, or reports generated by or through use of Government systems. All requests for information shall be forwarded to [<Your Organization>](#).

5.1.2 The efforts required for this task are expected to be UNCLASSIFIED and should not require the contract personnel to obtain a security clearance. However, if the tasking performance requires access to classified data, a security clearance of SECRET will be required for all personnel having access to the classified data and a DD Form 254 will be submitted.

5.1.3 [<Your Organization>](#) or the [Government Program Manager](#) will assist contractor personnel in processing the necessary DoD forms to obtain base or area badges for access to Government facilities.

5.1.4 The contractor shall not divulge any information regarding files, data, processing activities/functions, user ID's, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. Contractor personnel shall abide by all Government rules, procedures, and standard of conduct. Contractors requiring access to Government Automated Information Systems (AIS) shall have background investigations and security awareness training completed prior to the start of contract performance. When the period of performance is complete or and contractor personnel leave work on this project they will have 5 days to terminate all their network user account and to return all access cards and base identification badges.

5.2 Access to Facilities and Property

Access to Government facilities is limited. Therefore, the contractor shall coordinate required access/usage times and dates through [<Your Organization>](#) at least fifteen days prior to the need date. Control of the facilities shall remain with the Government.

5.3 Government Furnished Equipment, Materials, and Software

*(Note: If you have no GFE/GFM/GFS, state "N/A" (only)
If the contractor will be in control of Government equipment, that equipment must be identified.*

All products developed under this contract shall be considered Government work and shall have no license encumbrances. All Government Furnished Equipment (GFE), Government Furnished Software (GFS), and Government Furnished Material (GFM) shall be returned to the Government upon completion of this contract. The Government will provide XX, XX, and XX which shall be considered GFE. At the end of this project, the contractor shall return the GFE to the Government and will/will not be required to return the GFE to its original state prior to delivery to the Government.

5.4 Advisory & Assistance Services (A&AS)/Government Provided Office Space

(if office space will be provided by the Government, please give specifics here (building location, base name, "for up to X contractor personnel", etc.), whether or not this is A&AS work. If this is A&AS work and no office space will be provided, so state.)

All work efforts shall be performed at the contractor's site. There are no A&AS related taskings.

Or if there is A&AS

At <your Organization location> the Government shall furnish office space, desk, chair, file cabinets, bookcases, telephone, e-mail, and Internet access for up to two on-site engineers. The Government shall furnish a computer with Windows and Microsoft Office, and Microsoft Project software, and a connection to a printer on the local area network (LAN). At <Your Organization and location> the contractor shall locate up to two contractor personnel in the <your organization> office in direct support of this CET, as required by <your organization>.

or

5.4 Advisory & Assistance Services (A&AS)/Office Space.

The Government will not provide any office space to the contractor. This task order requires A&AS work but it shall be performed at the contractor's facilities and at various temporary meeting sites and other travel locations as directed.

5.5 Government Program and Contract Management

5.5.1 Government Program Management

<Your organization's office symbol> will provide the Government Program Manager for this Task Order. The Government Program Manager will provide the contractor access to all technical data required to perform approved tasking. Only the Government Program Manager has authority to review and approve contract deliverables (see paragraph 4.3).

5.5.2 Government Contract Management

Responsibility for contracting activities rests solely with the Government Contracting Officer. No conversation, recommendations, or direction, whether given directly by, or implied by Government personnel, that will affect the scope, schedule, or price of the program covered by this CET, shall be acted upon by the contractor unless specifically approved by the Government Contracting Officer.

5.6 Safety Requirements *(if applicable)*

5.6.1 General Safety Requirements

5.6.1.1 The contractor shall comply with all safety provisions, e.g., technical specifications, technical publications, Federal Occupational Safety and Health Standards (Title 29 CFR. Part 1910). If there is no applicable Occupational Safety and Health Administration (OSHA) standard, use other applicable nationally recognized sources of safety, health, and fire prevention standards referenced in the work requirements of this contract.

5.6.1.2 The contractor shall protect Government property to prevent damage during the period of time the property is in the possession of the contractor. The contractor shall report promptly to the Administrative Contracting Officer (ACO) all available facts relating to each instance of damage to Government property.

5.6.1.3 When a major mishap (\$10,000 or more) involving Government property occurs, the contractor shall immediately secure the accident scene and the damaged item until released by the accident investigative authority as designated by the contracting <Your> Safety Office. Such release shall be accomplished by the ACO.

5.6.1.4 If the Government elects to conduct an investigation of the accident, the contractor shall cooperate fully and assist Government personnel until the investigation is completed.

5.6.1.5 The contractor shall include a clause in each of its subcontracts requiring subcontractor cooperation and assistance in accident reporting and investigation.

6.0 TRAVEL REQUIREMENTS:

Travel will be required in support of the above requirements. Travel needs are estimated as follows.

Destination	No. Persons	No. Trips	No. Days
Location 1	2	2	4
Location 2	2	4	3
Location 3	3	3	3
Location 4	3	2	3

Location 5	2	5	4
------------	---	---	---

OR (a combination of)

6.0 TRAVEL REQUIREMENTS:

The contractor may be required to travel to support the objectives of this CET. The contractor shall obtain approval from the Government Program Manager five days in advance before traveling. As part of the monthly report (CDRL A039), upon completion of any travel, the contractor representative shall submit a trip report (*could be a different CDRL, or you may not need a trip report*). Airfare for travel and per diem shall be billed IAW Joint Travel Regulations (JTR). The contractor is responsible for making all necessary travel arrangements.

If travel is not required put the following statement in: "No travel is anticipated with this contract".

If contractor travel to various Government and commercial facilities is required in the performance of an individual task order, the following shall apply.

The contractor shall notify the Government Project Office at least five (5) working days (a different number of days can be specified by the individual task order) in advance of any travel. The contractor must receive written approval (AF Form 1292) from the Government Program Manager in advance of any travel. As part of the monthly report (CDRL A039 (?)), upon completion of any travel, the contractor representative may be required to submit a trip report (for individual task orders, this could be a different CDRL, or the trip report may not be required). Airfare for travel and per diem shall be billed IAW Joint Travel Regulations (JTR). The contractor shall be responsible for making their own travel and lodging arrangements as necessary to support the task requirement.

As an option, travel requirements can be stated as shown, in paragraph 6.0 of the CET, in the following sample table format:

Destination	No. Persons	No. Trips	No. Days
Location 1	2	2	4
Location 2	2	4	3
Location 3	3	3	3
Location 4	3	2	3
Location 5	2	5	4

7.0 TASK ORDER PERFORMANCE PLANS/QUALITY REQUIREMENTS

The Government Quality Assurance Evaluator (QAE), listed below, will inspect the deliverables listed within the Service Delivery Summary, per the requirements described in the Performance Plan.

Service Delivery Summary

Performance Objective	CET Para.	Performance Threshold	Surveillance Method
Monthly Status Reports (A118) – Project is within 10% of schedule and within 10% budget as defined within Program Management Plan (CDRL A122)	3.4.1	100 % of the schedule and budget component will be inspected.	100% Review
Technical Reports (A045) (<i>action Items and studies/Analysis/Briefings</i>) - Delivered in accordance with CDRL – all action Items addressed	3.1.2, 3.2, 3.3	100 % of the time	100% Review

8.0 CONTACTS

(May have more than one person named here. Some CETs name a Government program manager and an alternate and/or a technical management lead (or engineering lead, etc.) also list here who will be acting as QAE, this may be the same as the Government program manager.

Name, office symbol, phone, email

ATTACHMENT I -- UNFUNDED ADDITIONAL TASKING

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP)

CONTRACTUAL ENGINEERING TASK (CET)

CET title

Date

Prepared by:

Your Name
Address
Phone

There are two types unfunded requirements:

1. *Requirement can be fully defined and funding is not available – these are treated as options. Describe fully the task to be later funded. The contractor will propose costs for that work. These contract modifications can be processed very quickly, usually within 1 week. Examples can include:
 - a. *Same effort funded annually*
 - b. *Same effort multiple sites*
 - c. *One effort broken into smaller subtasks that can be funded separately.**
2. *Requirement is not fully known (phased implementations) and the price will have to be negotiated upon activation. A not-to-exceed (NTE) value will have to be established for the entire effort on the PR.*

If the unfunded requirements fits 1.a, Same effort funded annually no change in the requirements, set up as follows:

The following optional tasks may be added to this CET as additional funding is made available and at the written direction of the Government Contracting Officer:

Option 1

Extend Support for an additional 12 months (Unfunded)

The contractor will provide the support delineated in CET Sections 1.0 through 7.0 for one additional year after completion of basic. A cost proposal for accomplishing this task will be requested prior to activation.

Option 2

Extend Support for an additional 12 months (Unfunded)

The contractor will provide the support delineated in CET Sections 1.0 through 7.0 for one additional year after completion of Option 1. A cost proposal for accomplishing this task will be requested prior to activation.

Option 3

Extend Support Until end of DESP II performance period (Unfunded) *each contract has a different end date for the contract – contact the DESP II program manager for dates.*

The contractor will provide the support delineated in CET Sections 1.0 through 7.0 until the end of the DESP II contract after completion of Task 3. A cost proposal for accomplishing this task will be requested prior to activation.

*If the unfunded requirements fits **Type 1.b, Same effort multiple sites** and/or **Type 1.c, Same effort broken into multiple parts** no change in the requirements, set up as follows:*

The following optional tasks may be added to this CET as additional funding is made available and at the written direction of the Government Contracting Officer:

Tasking 1: Legacy System Functional Support

The contractor shall provide legacy system functional support for up to **XX additional sites or function parts** as defined in **3.X** of this CET.

The contractor shall report problems, advise the government of issues, and propose solutions in monthly reports.

- A. Site 1/Part 1
- B. Site 2/Part 2
- C. Site 3/Part 3
- D. ...

Tasking 2: Functional Support

The contractor shall provide functional support for up to **XX** sites as defined in CET paragraph **3.X**.

- A. Functional Support – Site 1/Part 1
- B. Functional Support – Site 2/Part 2
- C. Functional Support – Site 3/Part 3
- D. ...

*If the unfunded requirement fits **Type 2 Phased Implementation** then use the following format:*

Phase II: Develop

Describe the effort in as much detail as possible

Phase II tasking will be further defined upon following successful completion of the Phase I effort.

Phase III:

Describe the effort in as much detail as possible

Phase III tasking will be further defined upon following successful completion of the Phase II effort.

Phase IV: Demonstrate/Qualify

Describe the effort in as much detail as possible

Phase IV tasking will be further defined upon following successful completion of the Phase III effort.

ATTACHMENT II -- CONTRACT DATA REQUIREMENTS LISTS (CDRLs)

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP)

CONTRACTUAL ENGINEERING TASK (CET)

CET title

Date

Prepared by:

Your Name
Address
Phone

Optional

If distribution statement is need then
Enter appropriate distribution statement
Otherwise delete

*For detailed CDRL instructions see DoD 5010.12-M
For distribution statement instructions see AFI-61-204*

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Nondisclosure Agreement
Contract # F42620-00-D-00xx
Task Order # F42620-00-D-00xx-xxxx (the “Task Order”)

I, _____, an employee of _____, <Contractor> in order to support the United States Air Force (USAF) and in consideration of the USAF granting me access to Confidential, Proprietary and/or Sensitive Information held by the USAF relating to the tasks to be performed under the Task Order, intending to be legally bound, hereby agree to the following terms and conditions:

1. I understand that my assignment to support the Contractor in its contractual duties under the Task Order relating to the <your division, aircraft> Division at Hill AFB, Utah (the “Effort”) will involve access to Confidential, Proprietary and/or Sensitive Information belonging to other contractors, other third parties, or the USAF. The sharing of Confidential, Proprietary and/or Sensitive Information is necessary to effectively perform the mission of the USAF.
2. Except as expressly authorized in writing by the USAF, I agree to hold Confidential, Proprietary and/or Sensitive Information in trust and confidence and agree that it shall be used only for my performance of duties in support of the Contractor’s performance of the Effort, shall not be used for any other purpose, or disclosed to any third party outside the USAF. I agree that I shall not, except as expressly authorized in writing by the USAF, at any time during or after my performance of duties in support of the Contractor’s performance of the Effort, directly or indirectly, disclose, publish or disseminate, to any other person or entity, any Confidential, Proprietary and/or Sensitive Information I have access to by reason of my performance of duties in support of the Contractor’s performance of the Effort, nor shall I use any such Confidential, Proprietary and/or Sensitive Information for my personal use or advantage, or make it available to others not cleared for access to Confidential, Proprietary and/or Sensitive Information by the USAF or lacking a need-to-know for performance of the Effort. I will hold all Confidential, Proprietary and/or Sensitive Information I have access to by reason of my performance of duties in support of the Contractor’s performance of the Effort in confidence and use it solely for the benefit of the USAF and the performance of Effort. I shall not retain any Confidential, Proprietary and/or Sensitive Information, including written notes, photographs, sketches, models, memoranda or any tangible representation of the Confidential, Proprietary and/or Sensitive Information except as required in my performance of duties in support of the Contractor’s performance of the Effort. Without limiting the generality of the foregoing statements, I agree that Confidential, Proprietary and/or Sensitive Information shall not be released to the media, press, competing firms, individuals, or government officials outside the USAF for any purpose. I further understand and agree that all Confidential, Proprietary and/or Sensitive Information shall be retained, disseminated, released, and destroyed in accordance with the requirements of law and applicable Department of Defense or USAF directives, regulations, instructions, policies and guidance.
3. All information that I receive or obtain in performance of my duties in support of the Contractor’s performance of the Effort shall be deemed to be Confidential, Proprietary and/or Sensitive Information, including, without limitation, visual, verbal and written information, in whatever form or medium, including, but not limited to, personal, business or financial information, or intellectual property, or technical information in the form of discussions, communications, designs, concepts, requirements, specifications, software, interfaces, components, processes, or similar things. I understand and agree that any work product related to the Effort, including, but not limited to, final documents and products, drafts, feeder documents, briefings, notes, and any other related oral or written communication shall constitute Confidential, Proprietary and/or Sensitive Information for purposes of this Agreement. Confidential, Proprietary and/or Sensitive Information shall not include information that I or the Contractor can demonstrate (A) was known by me or the Contractor without restriction as to further disclosure when received or was developed independently by the Contractor by individuals who had no direct or indirect access to such information, (B) was obtained from a source other than the USAF, its employees, agents, or

Attachment 8

contractors through no breach of confidence, (C) was in the public domain when received or thereafter enters the public domain through no breach of confidence by Contractor or myself, or (D) was used or disclosed with the prior written approval of the USAF.

4. I have been advised and understand that my violation of this agreement could cause irreparable injury to the United States. I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I have been advised that the action can be brought against me in any of the several appropriate United States District Courts where the United States Government may elect to file the action. Court costs and reasonable attorneys' fees incurred by the United States Government may be assessed against me if I lose such action. I understand that my violation of this Agreement may result in criminal action. I recognize that nothing in this Agreement constitutes a waiver by the United States of the right to prosecute me for any statutory violation.
5. Any questions I have regarding this agreement that I desire to direct to the USAF shall be in writing to _____ <Insert name & address of USAF POC>.
6. I hereby assign to the USAF all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of Confidential, Proprietary and/or Sensitive Information not consistent with the terms of this Agreement.
7. Unless and until I am released in writing by an authorized representative of the USAF, I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted access to the Confidential, Proprietary and/or Sensitive Information, and at all times thereafter. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions of this Agreement shall remain in full force and effect. This Agreement shall be interpreted under and in conformance with the laws of the United States.

By: _____

Print Name: _____

Date: _____

Attachment 9

Task Order Modifications. The DESP II contract is an Indefinite Delivery Indefinite Quantity (ID/IQ) contract. New requirements that go beyond the original scope of the task order should be accomplished on a new task order. The concept behind DESP II [or any ID/IQ contract](#), is to issue task orders, which are determined to be within scope of the Basic DESP II statement of work and to exercise additional unfunded taskings which were identified at the onset of award of the basic tasking.

Modifications are generally made to correct oversights or changes in conditions from the original task order. Modifications are appropriate to change administrative information (names, phone numbers, period of performance dates, etc.) and to alter the scope of a task to a limited extent. Task orders may be modified at the Government's initiative. Task order modifications are issued by submitting the entire CET with changes hi-lighted or identified along with justification to the DESP II program office.

A new task order should be written if the proposed modification alters the scope of the order significantly or incorporates other major changes. The requestor of the proposed modification must justify why the requirements within the original task order cannot be completed without modification, or why the modification is in the governments best interest. The CO makes the determination of whether a change can be incorporated as a modification or requires a new task order.

No direction changing the requirements of a task order will be binding upon the contractor unless issued in writing by the government contracting officer (CO). Likewise, the Government shall not be liable for an equitable adjustment to the price of a task order for a change unless the CO authorizes the change.

[Activation of Additional Tasking.](#) Additional tasking may be activated and further defined upon activation. Each additional task can only be activated once. When activating additional task(s) the basic CET will not be changed, rather an appendix F will be created and the additional task(s) being activated will be listed. If the tasking required further definition the definitions will be included in the appendix F, the further definition will only apply to the additional task. See Attachment 9.

Instructions on how to set-up the Basic CETs and Attachments

Basic CET

<p>Contractual Engineering Task (CET) for</p> <p>Date</p> <p>Prepared by: Name Office Phone E-Mail</p>	<p>Table of Contents</p> <p>X -----1 X -----2 X -----3</p> <p>i</p>	<p>ACRNYMS/Definitions</p> <p>ii</p>	<p>CET format located in Users Guide</p> <p>1</p>	<p>2</p>
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Attachment 1 Additional Taskings

<p>Attachment 1</p> <p>Additional Taskings (Presently Unfunded)</p> <p>in support of the CET for</p> <p>Date</p> <p>A1</p>	<p>Additional Task 1 (Define)</p> <p>Additional Task 2 (Define)</p> <p>Additional Task 3 (Define)</p> <p>A2</p>	<p>A3</p>	<p>A4</p>	<p>A5 ...</p>
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Other Attachments, etc...

**Process for the Activation of Additional Taskings
(Supplemental Pages needed for the Activation of Additional Taskings)**

Activation of 1st Tasking

<p align="center">Appendix F Activated Additional Taskings</p> <p align="center">CET for the ...</p> <p align="center">(This page is only needed once. Create and send when activating the first Additional Task)</p>	<p align="center">Activation of Additional Tasking 1</p> <p align="center">Dated</p> <p align="center">Prepared by: Office Phone E-Mail</p>	<p>1. Reiterate (verbatim) the task as stated in Attachment 1.</p> <p>2. Further define Scope of task being activated. If no further definition is needed, do not create this paragraph, etc.</p> <p align="center">(In this section, only address the scope associated with the task that is being currently activated. Do not reiterate or address additional taskings that were previously activated.)</p> <p align="center">1</p>	<p align="center">Continued...</p> <p align="center">2</p>	<p align="center">Continued...</p> <p align="center">3</p>
---	---	---	--	--

Activating the next Additional Tasking

<p align="center">Activation of Additional Tasking 2</p> <p align="center">Dated</p> <p align="center">Prepared by: Office Phone E-Mail</p>	<p>1. Reiterate (verbatim) the task as stated in Attachment 1.</p> <p>2. Further define Scope of task being activated. If no further definition is needed, do not create this paragraph, etc.</p> <p align="center">(In this section, only address the scope associated with the task that is being currently activated. Do not reiterate or address additional taskings that were previously activated.)</p> <p align="center">1</p>	<p align="center">Continued...</p> <p align="center">2</p>	<p align="center">Continued...</p> <p align="center">3</p>	<p align="center">Continued...</p> <p align="center">4</p>
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Activation of Additional Taskings, etc...

(Same as above)

Attachment 10
for
DESP II Users Guide

DDD

23 June 2004

DESIGN & ENGINEERING SUPPORT PROGRAM (DESP II)

Attachment 10, Determination Decision Documents.

For all task orders that have Advisory and Assistance Services (A&AS) work, a Determination Decision Document (DDD) is required. In accordance with current policy, “Blanket” DDD are no longer acceptable. They have been replaced by “Consolidated” DDDs, which require projecting the types and amounts of A&AS work that would be covered by the DDD. With DESP II, the amount of A&AS work to be accomplished was unknown; and therefore, a DDD must be accomplished at the applicable task orders, rather than at the basic contract level.

A DDD will be required for all A&AS DESP II Task orders.

DDD's will have to be processed at the using agency..

For instructions on how to prepare a DDD check local policies.

Attachment 11

Date: *April 17, 2002*

MEMORANDUM FOR: OO-ALC/LGKF

FROM: OO-ALC/LGKF Hill AFB, UT 84056-5820

To: **TOI**

Subject: Verification of Task Completion and Final Acceptance

The Period of Performance for DESP II Task Number **F42620-00-D-00XX-00XX** expired on **03/02/01**. In order that we may initiate closeout of this task, please provide the information requested below and return this report to the undersigned DESP II Contracting Officer within 10 days of the date of this memo. Complete all appropriate attached reports/acceptances and evaluations.

If the task is not satisfactorily complete, or it is otherwise inappropriate to complete the report at this time, please indicate that fact, along with reason(s) therefore, and provide your estimate for when the work will be satisfactorily completed.

Task FD42620-00-D-00XX-00XX

Is considered to be complete. Please initiate the closeout process.

Is not considered to be satisfactory (please list specific deficiencies or outstanding issues):

(Task Order Initiator Signature and Date)

With best regards,

Contracting Officer
6072 Fir Ave BLDG 1233
Hill AFB, UT 84056-5820
(801)777-XXXX your.name@hill.af.mil

Attachment 11

Please provide your opinion of the **Contractor performance** for this task by rating the following.
Circle the appropriate rating.

0 = Unsatisfactory
2 = Marginally Satisfactory
4 = Satisfactory
6 = Exceeds Expectations
NA = Not Applicable

Quality of Product/Service:

- | | | | | | |
|--|---|---|---|---|----|
| 1. Effectiveness in accomplishing performance metrics | 0 | 2 | 4 | 6 | NA |
| 2. Effective logistics support (hardware, software, personnel) | 0 | 2 | 4 | 6 | NA |
| 3. Quality & Completeness of deliverables & documentation | 0 | 2 | 4 | 6 | NA |
| 4. Technical qualifications of contractor personnel | 0 | 2 | 4 | 6 | NA |
| 5. Technical adherence to scope of work | 0 | 2 | 4 | 6 | NA |
| 6. Promptly resolved issues/discrepancies | 0 | 2 | 4 | 6 | NA |
| 7. Adequacy of Facilities | 0 | 2 | 4 | 6 | NA |

Cost Control:

- | | | | | | |
|--|---|---|---|---|----|
| 1. Timely, current, accurate & complete invoices | 0 | 2 | 4 | 6 | NA |
| 2. Maintained costs within original proposal | 0 | 2 | 4 | 6 | NA |

Timeliness:

- | | | | | | |
|--|---|---|---|---|----|
| 1. Timely, current & complete reporting & tracking | 0 | 2 | 4 | 6 | NA |
| 2. Provide timely and accurate support | 0 | 2 | 4 | 6 | NA |
| 3. Adherence to delivery schedule | 0 | 2 | 4 | 6 | NA |

Customer Satisfaction:

- | | | | | | |
|--|---|---|---|---|----|
| 1. Effective management of contractor staff | 0 | 2 | 4 | 6 | NA |
| 2. Effective communication with Government staff | 0 | 2 | 4 | 6 | NA |
| 3. Contractor personnel (professional, cooperative & flexible) | 0 | 2 | 4 | 6 | NA |
| 4. Overall Contractor quality | 0 | 2 | 4 | 6 | NA |

Overall rating of contractor's performance. 0 2 4 6

COMMENTS:

Attachment 11

Please provide your opinion of **DESP II's Program Managements Service** for this task by rating the following. Circle the appropriate rating.

- 0 = Unsatisfactory
- 2 = Marginally Satisfactory
- 4 = Satisfactory
- 6 = Exceeds Expectations
- NA = Not Applicable

DESP Program Management Service:

1. Ease of using DESP for procurement	0	2	4	6	NA
2. DESP responsiveness and timeliness	0	2	4	6	NA
3. DESP knowledge and effectiveness	0	2	4	6	NA
4. Quality and completeness of service	0	2	4	6	NA
5. DESP follow-up and project management	0	2	4	6	NA
6. DESP personnel (professional, cooperative & flexible)	0	2	4	6	NA
7. Overall satisfaction	0	2	4	6	NA

Comments:

Attachment 11

Please provide your opinion of **DESP II's Contracting Officers Service** for this task by rating the following. Circle the appropriate rating.

- 0 = Unsatisfactory
- 2 = Marginally Satisfactory
- 4 = Satisfactory
- 6 = Exceeds Expectations
- NA = Not Applicable

DESP Contracting Officers Service:

1. Ease of using DESP for procurement	0	2	4	6	NA
2. DESP responsiveness and timeliness	0	2	4	6	NA
3. DESP knowledge and effectiveness	0	2	4	6	NA
4. Quality and completeness of service	0	2	4	6	NA
5. DESP personnel (professional, cooperative & flexible)	0	2	4	6	NA
6. Overall satisfaction	0	2	4	6	NA

Comments:

Attachment 12
for
DESP II User's Guide

Data Item Description (DID) Listing
Pick List

23 June 2004

DESIGN & ENGINEERING SUPPORT PROGRAM (DESP II)

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP II)

SUMMARY OF DATA ITEMS

The following list provided possible DID's to be used for DESP II task orders. If your DID is on the list then the corresponding sequence number must be used. If the DID *is not* on this list then create sequence numbers starting after the last number on the list (i.e. A080, A081, ...).

CDRLs that are separately priced must use the same sequence number, except the sequence number must start with a "B".

CDRLs with a sequence number starting with an "A" (A001, A002,...) are not separately priced. CDRLs with a sequence number starting with an "B" (B001, B002,...) are separately priced.

The following DID's are representative of those that may be dictated by an individual Task Order. This list is not meant to be exhaustive or inclusive of all that may be required, referenced, or otherwise identified within a given Task Order. The government Task Order Manager, if desired, may require that a CDRL comply with a specific DID or Military Standard, even if the DID or Standard has been rescinded, cancelled, or exists only in a draft form. The government Task Order Manager may likewise require the contractor to comply with an identified industry or commercial standard or request contractor format or utilize existing contractor data.

Sequence Data Item

<u>Number</u>	<u>Description</u>	<u>Title</u>
A001	DI-ADMN-81249A	CONFERENCE AGENDA
A002	DI-ADMN-81250A	CONFERENCE MINUTES
A003	DI-ADMN-81308	CONFERENCE REPORT
A004	DI-ATTS-81270	TESTABILITY PROGRAM PLAN
A005	DI-ATTS-81271	TESTABILITY REQUIREMENTS ANALYSIS REPORT
A006	DI-ATTS-81273	TEST DESIGN AND ASSESSMENT REPORT
A007	DI-CMAN-80639C	ENGINEERING CHANGE PROPOSAL (ECP)
A008	DI-CMAN-80643C	SPECIFICATION CHANGE NOTICE (SCN)
A009	DI-CMAN-80792A	VALIDATION REPORT
A010	DI-CMAN-80858B	CONTRACTOR'S CONFIGURATION MANAGEMENT PLAN
A011	DI-CMAN-81022C	CONFIGURATION AUDIT SUMMARY REPORT
A012	DI-DRPR-81242	INSTALLATION CONTROL DRAWINGS
A013	DI-EMCS-80201B	ELECTROMAGNETIC INTERFERENCE TEST PROCEDURES (EMITP)
A014	DI-EMCS-81295A	ELECTROMAGNETIC EFFECTS VERIFICATION PROCEDURES (EMEVP)
A015	DI-ENVR-81014	ENVIRONMENTAL STRESS SCREENING PROCEDURES AND IMPLEMENTATION PLAN
A016	DI-GDRQ-80567A	SUBSYSTEM DESIGN ANALYSIS REPORT
A017	DI-GDRQ-80650	DESIGN DATA AND CALCULATIONS
A018	DI-ILSS-81070	TRAINING PROGRAM DEVELOPMENT AND MANAGEMENT PLAN
A019	DI-IPSC-80409	INTEGRATED CIRCUIT GRAPHICS DATA BASE
A020	DI-IPSC-81427A	SOFTWARE DEVELOPMENT PLAN (SDP)
A021	DI-IPSC-81428A	SOFTWARE INSTALLATION PLAN (SIP)

A022	DI-IPSC-81429A	SOFTWARE TRANSITION PLAN (STRP)
A023	DI-IPSC-81431A	SYSTEM/SUBSYSTEM SPECIFICATION (SSS)
A024	DI-IPSC-81432A	SYSTEM/SUBSYSTEM DESIGN DESCRIPTION (SSDD)
A025	DI-IPSC-81433A	SOFTWARE REQUIREMENTS SPECIFICATION (SRS)
A026	DI-IPSC-81435A	SOFTWARE DESIGN DESCRIPTION (SDD)
A027	DI-IPSC-81438A	SOFTWARE TEST PLAN (STP)
A028	DI-IPSC-81439A	SOFTWARE TEST DESCRIPTION (STD)
A029	DI-IPSC-81440A	SOFTWARE TEST REPORT (STR)
A030	DI-IPSC-81441A	SOFTWARE PRODUCT SPECIFICATION (SPS)
A031	DI-IPSC-81442A	SOFTWARE VERSION DESCRIPTION (SVD)
A032	DI-IPSC-81443A	SOFTWARE USER MANUAL (SUM)
A033	DI-IPSC-81444A	SOFTWARE CENTER OPERATOR MANUAL (SCOM)
A034	DI-IPSC-81445A	SOFTWARE INPUT/OUTPUT MANUAL (SIOM)
A035	DI-MCCR-80499	COMPUTER AIDED CHIP DEVELOPMENT DATA
A036	DI-MCCR-80500	COMPUTER AIDED CELL DEVELOPMENT DATA
A037	DI-MGMT-80033	SITE PREPARATION REQUIREMENTS AND INSTALLATION PLAN
A038	DI-MGMT-80061A	ENGINEERING AND TECHNICAL SERVICES ACCOMPLISHMENT REPORT
A039	DI-MGMT-80227	CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT
A040	DI-MGMT-80368	STATUS REPORT
A041	DI-MGMT-80797	PRODUCIBILITY ANALYSIS REPORT
A042	DI-MGMT-81024	SYSTEM ENGINEERING MANAGEMENT PLAN (SEMP)
A043	DI-MISC-80071E	PARTS APPROVAL REQUESTS
A044	DI-MISC-80072D	PROGRAM PARTS SELECTION LIST (PPSL)
A045	DI-MISC-80508A	TECHNICAL REPORT - STUDY/SERVICES
A046	DI-MISC-80526D	PARTS MANAGEMENT PLAN
A047	DI-MISC-80711A	SCIENTIFIC AND TECHNICAL REPORTS
A048	DI-MISC-80748	ENGINEERING SERVICES MEMORANDUM (ESM)
A049	DI-NDTI-80809B	TEST/INSPECTION REPORT
A050	DI-NDTI-81284	TEST AND EVALUATION PROGRAM PLAN (TEPP)
A051	DI-QCIC-80125B	GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) ALERT/SAFE-ALERT REPORT
A052	DI-QCIC-80126B	GIDEP ALERT/SAFE-ALERT RESPONSE
A053	DI-QCIC-80127A	GIDEP ANNUAL PROGRESS REPORT
A054	DI-QCIC-80278A	CALIBRATION AND MEASUREMENT REQUIREMENTS SUMMARY (CMRS)
A055	DI-QCIC-80509	INSTALLATION-ENGINEERING PLAN
A056	DI-QCIC-80510	INSTALLATION SPECIFICATION
A057	DI-QCIC-80511	INSTALLATION TEST PROCEDURES
A058	DI-QCIC-80512	INSTALLATION TEST REPORT
A059	DI-QCIC-80553	ACCEPTANCE TEST PLAN
A060	DI-QCIC-80864	SCANNING ELECTRON MICROSCOPE ANALYSIS REPORT
A061	DI-QCIC-80890	MECHANICAL WORST CASE ANALYSIS REPORT OF DIMENSIONS AND TOLERANCES
A062	DI-QCIC-80922	SPECIAL ACCEPTANCE INSPECTION EQUIPMENT OPERATING MANUAL
A063	DI-QCIC-80924	SEMICONDUCTOR PROCESS SPECIFICATION
A064	DI-QCIC-81005	SPECIAL INSPECTION EQUIPMENT OPERATING INSTRUCTIONS
A065	DI-QCIC-81006	SPECIAL INSPECTION EQUIPMENT DESCRIPTIVE DOCUMENTATION
A066	DI-QCIC-81007	SPECIAL INSPECTION EQUIPMENT CALIBRATION PROCEDURES
A067	DI-QCIC-81009	TECHNICAL DATA PACKAGE QUALITY CONTROL PROGRAM PLAN
A068	DI-QCIC-81013	TECHNICAL DATA PACKAGE VALIDATION REPORT
A069	DI-RELI-80254	CORRECTIVE ACTION PLAN

A070	DI-RELI-80255	FAILURE SUMMARY AND ANALYSIS REPORT
A071	DI-RELI-80669A	ELECTROSTATIC DISCHARGE (ESD) CONTROL PROGRAM FLAG
A072	DI-RELI-80670A	REPORTING RESULTS OF ELECTROSTATIC DISCHARGE (ESD) SENSITIVITY TESTS OF ELECTRICAL AND ELECTRONIC PARTS ASSEMBLIES AND EQUIPMENT
A073	DI-RELI-80671A	HANDLING PROCEDURES FOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE ITEMS
A074	DI-RELI-80685	CRITICAL ITEMS LIST
A075	DI-SAFT-80101B	SYSTEM SAFETY HAZARD ANALYSIS REPORT (SSHA)
A076	DI-SAFT-80102B	SAFETY ASSESSMENT REPORT (SAR)
A077	DI-SAFT-80106B	HEALTH HAZARD ASSESSMENT REPORT (HHAR)
A078	DI-TMSS-80067B	TECHNICAL MANUAL (TM) CONTRACTOR FURNISHED AERONAUTICAL EQUIPMENT OR CONTRACTOR FURNISHED EQUIPMENT (CFAE/CFE) NOTICES
A079	DI-TMSS-80527A	COMMERCIAL OFF-THE-SHELF (COTS) MANUAL AND ASSOCIATED SUPPLEMENTAL DATA

Attachment 13
for
DESP II User's Guide

Acquisition Planning for DESP II Task Orders

23 June 2004

DESIGN & ENGINEERING SUPPORT PROGRAM (DESP II)

This section is currently under construction

PERFORMANCE PLAN

FOR

DESIGN & ENGINEERING SUPPORT PROGRAM
(DESP) II

BASIC CONTRACTS

Hill AFB UT
20 Sep 04

DESP II Program Performance Plan

Basic Contracts

1.0 Overview

The Design & Engineering Support Program (DESP II) is a five-year, Indefinite Delivery/Indefinite Quantity (ID/IQ), multiple-award contract for the acquisition of engineering and technical services. The scope of contract includes technology insertion, reliability, maintainability, deployability improvements, environmental and safety compliance, improvement of depot manufacturing and/or repair processes, and development of information management systems and process models. Task orders cover a diversity of engineering and technical services such as concept exploration, tradeoff studies, systems analysis and specification development, systems design, prototype manufacturing, system integration, testing, modeling and simulation, and engineering and technical documentation.

DESP II is included in the portfolio of the AFPEO for Combat and Mission Support, AFPEO/CM. Since DESP II is a service contract, all task order issued against it shall be written in performance terms in accordance with AFI-63-124. All work shall be described in terms of “what” the required output is, rather than “how” the work is to be performed or the number of hours to be provided, except when deemed essential by functional activity for safety and/or security reasons.

2.0 Objective

This performance plan is written to provide oversight and to monitor performance on the basic contracts. Its intent is to manage this set of contracts as a “program”, and as such, establishing performance objectives, monitoring them, and providing remedies for non-conformance are crucial. This plan will provide the methods, metrics and goals for measuring the overall DESP II performance. These metrics and goals will help to highlight areas for potential process improvement and to capitalize on the “lessons learned” throughout the life of the contracts. The results of the metrics will also be shared with the prime contractors on a regular basis, to spotlight progress, get their input on ways to improve, and garner their support in meeting the goals.

Since performance assessment, surveillance and monitoring is also required for specific task orders, individual performance plans will be written for each task order. The performance assessment and surveillance methods designated in those Task Order Performance Plans will be tailored to match the performance required for that task.

3.0 Multi-functional Team

A multi-functional team has been established for the management of the DESP II contracts. A Program Management Review Board (PMRB) has been created to provide a

forum for oversight of the DESP II contracts. The PMRB is composed of the DESP II Program Manager, Procuring Contracting Officer (PCO) and Lead Engineer. In addition to the PMRB members, task order initiators, decentralized ordering activity representatives, task order functional/technical representatives, small business specialists, task order buyers/PCOs and task order ACOs will all have input in monitoring the performance of these contracts.

4.0 Program Management and Reviews

Internal quarterly reviews will be conducted by the PMRB to ensure that all task orders are being written in performance terms. Orders issued by designated decentralized ordering activities will be reviewed to verify compliance with the scope certification process (reference the DESP II User's Guide). The PMRB will also check that the established Job Control Number (JCN) process is followed in accordance with the DESP II User's Guide, to assure the ability to properly track funds.

Another one of the goals to be tracked by the PMRB is Increased Competition. Understandably, the nature of a task order will determine whether a task can be competed or is required to be sole source. However, if the information and rationale provided in this PR Supplement Package supporting the sole source justification is insufficient to allow the Authorized Ordering Activity (AOA) DESP II PCO to determine that an exemption to the Fair Opportunity process has been met, the task order will be competed. The PMRB will review a random sampling of sole source task orders to assure sufficient justification is provided.

In addition, the PMRB will chair semi-annual Program Management Reviews (PMRs). All decentralized ordering activities and all DESP II prime contractors will be represented at the PMR. The intent of these reviews is to: discuss administrative matters, review metrics/performance goals, suggest ways to improve ordering, review processes, identify "targets of opportunity" for improvement with applicable metrics, and share "best practices".

The AFPEO/CM will also conduct annual program reviews to provide oversight and to monitor performance of the DESP II program.

5.0 Continuous Process Improvement

This DESP II Program Performance Plan is a living document. As government-sponsored initiatives and recommended process improvements evolve, new metrics and performance measures may be added to this plan. One of the primary goals of the DESP II program management is to foster continuous process and performance improvements.

6.0 Performance Measurement/Metrics

Performance Objective	Performance Threshold	Method of Surveillance
Customer Satisfaction	Customer Satisfaction ratings: Not less than “Green” CPAR rating, and not less than “4 - Satisfactory” on Task Order Initiator Feedback Questionnaires	Customer Complaint; Task Order Initiator Feedback Questionnaires; and CPAR
Accuracy of Cost Estimates	Cost Control ratings: Not : Not less than “Green” CPAR rating, and not less than “4 - Satisfactory” on Task Order Initiator Feedback Questionnaires	Customer Complaint; Task Order Initiator Feedback Questionnaires; and CPAR
Increased Small Business Participation	20% of total contract dollars to be subcontracted to Small Business concerns. 12% of all task orders awarded to Small Business prime contractors.	Reporting from both Small Business and Other Than Small Business prime contractors (CDRL C001) will provide dollars subcontracted to Small Business. Track all small business awards by % of total # of task orders and % of total contract dollars in DESP II database.

7.0 Remedies for Non-Conformance

7.1 Customer Satisfaction

Past performance will be included in the modified Delphi Method evaluation criteria and evaluated on all task orders. Poor past performance may therefore limit a contractor’s ability to win future DESP II task order awards. The past performance will not be limited to DESP II performance, but may include relevant, recent past performance from other government contracting and/or commercial efforts. Feedback on the from the DESP II task order initiators (Task Order Initiator Feedback Questionnaire, see attached) will provide performance information which will be considered in the award of future DESP II tasks.

Contract Performance Assessment Reporting System (CPARS). CPARS will be updated at least annually documenting contractor performance for their specific contract/task orders and will be another source for past performance information.

7.2. Accuracy of Cost Estimates

Past performance will be a factor in the evaluation of all DESP II task orders. If a contractor has established a history of cost overruns or errors in the accuracy of their cost estimates (excluding Government-caused cost issues), that will be reflected in their past performance information and will impact their ability to receive future awards.

7.3 Small Business Participation

7.3.1 All prime contractors, both large and small, should be incentivized and rewarded when they subcontract with Small Business. In light of this, a CDRL C001 is required of all DESP II prime contractors (both Small Business and Other Than Small Business) to

show what percentage of their total annual contract dollars were with Small Business. The cumulative data from this CDRL is then translated to a mandatory factor that must be considered for every competitive task order. Primes who apply less than 20% of their total annual contract dollars with Small Business will receive a negative score on this factor. Primes who apply between 20% and 40% of their total annual contract dollars with Small Business will receive a neutral score. Primes who apply greater than 40% of their total contract dollars with Small Business will receive a positive score on this factor. In relation to other factors that will be considered at the task order level (past performance, price, and technical) this factor will be weighted as a “tie-breaker”.

7.3.1.1 DESP II prime contractors that are Other Than Small Business shall manage their subcontracting plan to ensure no less than 20% of the total annual contract dollars are subcontracted to small business concerns.

7.3.1.2 For DESP II small business prime contractors, their “Small Business Participation” is defined as the cost of contract performance of the small business prime combined with the dollars subcontracted to small business concerns. DESP II small business prime contractors shall manage their Small Business Participation Strategy to ensure that Small Business Participation is no less than 20% of the total annual contract dollars.

7.3.2 After the first year, if the percentage of total dollars awarded to Small Business primes fall below 12%, each competitive order will be considered for Small Business set-aside. Thereafter, if the percentage falls below 12% for two consecutive quarters, each competitive order will be considered for Small Business set-aside until the goal is achieved.

8.0 Revisions to this DESP II Program Performance Plan

Revisions to this performance plan are the joint responsibility of the DESP II Program Manager, Procuring Contracting Officer and Lead Engineer. New targets of opportunity for process improvements and associated performance goals may be identified and coordinated through the Program Management Reviews. This is a living document and may be amended or revised throughout the life of these contracts.

Attachment:

Task Order Initiator Feedback Questionnaire

Please provide your opinion of **DESP's Program Managements Service** for this task by rating the following. Circle the appropriate rating.

- 0 = Unsatisfactory
- 2 = Marginally Satisfactory
- 4 = Satisfactory
- 6 = Exceeds Expectations
- NA = Not Applicable

DESP Program Management Service:

1. Ease of using DESP for procurement	0	2	4	6	NA
2. DESP responsiveness and timeliness	0	2	4	6	NA
3. DESP knowledge and effectiveness	0	2	4	6	NA
4. Quality and completeness of service	0	2	4	6	NA
5. DESP follow-up and project management	0	2	4	6	NA
6. DESP personnel (professional, cooperative & flexible)	0	2	4	6	NA
7. Overall satisfaction	0	2	4	6	NA

Comments:

Please provide your opinion of **DESP's Contracting Officers Service** for this task by rating the following. Circle the appropriate rating.

- 0 = Unsatisfactory
- 2 = Marginally Satisfactory
- 4 = Satisfactory
- 6 = Exceeds Expectations
- NA = Not Applicable

DESP Contracting Officers Service:

1. Ease of using DESP for procurement	0	2	4	6	NA
2. DESP responsiveness and timeliness	0	2	4	6	NA
3. DESP knowledge and effectiveness	0	2	4	6	NA
4. Quality and completeness of service	0	2	4	6	NA
5. DESP personnel (professional, cooperative & flexible)	0	2	4	6	NA
6. Overall satisfaction	0	2	4	6	NA

Comments: