

PERFORMANCE WORK STATEMENT (PWS)

**FA26 Graduate Support
Signal Leader Development College,
United States Army Signal School,
U.S. Army Cyber Center of Excellence, Fort Gordon, Georgia**

Part I

General Information

1. **GENERAL:** This is a non-personnel services contract to provide graduate-level course development and instruction for the FA26 Area of Concentrations (AOC). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.
- 1.1. **Description of Services/Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform graduate-level course development and instruction for the FA26 Area of Concentrations (AOC) as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.
- 1.2. **Background:** Functional Area 26 (FA26) consists of both the FA26A and FA26B Areas of Concentration (AOCs). The Functional Area 26A Program consists of the Network Systems Engineering Course (NSEC). NSEC provides the Army with a corps of highly skilled Company and Field Grade officers who are network engineering and network security professionals, who plan, engineer, test, secure and validate the installation, operation, maintenance and protection of Army telecommunication systems and networks using existing and future military and commercial information technologies at all levels of the Department of Defense Information Network (DoDIN) to perform the Mission Command Warfighting Function as part of Unified Land Operations (ULO) in the Joint, Inter-agency, Inter-Governmental and Multi-national (JIIM) environment in support of Multi-Domain Operations. The Functional Area 26B Program consists of the Information Systems Engineer Course (ISEC). ISEC provides the Army with a corps of highly skilled Company and Field Grade officers who are information system and data system professionals.
- 1.3. **Objectives:** The basic service objective of this contract is to provide the necessary support and graduate level educational material and lectures as described in this PWS given the Program of Instruction (POI), facilities, and equipment to produce qualified Functional Area 26 officers IAW DA Pam 600-3 capable of embodying the Army's vision for Multi-Domain Operations.
- 1.4. **Scope:** This Performance Work Statement (PWS) outlines the requirements in support of (ISO) the FA26 graduate-level education. The courses are designed for knowledgeable Active Duty, National Guard, and Army Reserve Service Members between the ranks of 1LT(P) and LTC. All Functional Area 26 officers have been vetted and selected by a board based on technical acumen to attend each course. Services include classroom instruction, material development IAW a provided POI, course training schedules, and standalone system and lab support.
- 1.5. **Period of Performance:** The period of performance shall be for one (1) Base Year of 6 months and four (4) 12-month option years.

Base Year is 29 August 2023- 28 February 2024
Option Year 1 is 29 February 2024- 28 February 2025
Option Year 2 is 01 March 2025- 28 February 2026
Option Year 3 is 01 March 2026- 28 February 2027
Option Year 4 is 01 March 2027- 28 February 2028

- 1.6. **General Information:**

1.6.1. Quality Control: The contractor shall maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The QCP will be delivered within 30 days after contract award. Three copies of a comprehensive written QCP shall be submitted to the KO and COR within 5 working days when changes are made thereafter. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.6.2. Quality Assurance: The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the maximum acceptable defect rate(s).

1.6.3. Recognized Holidays: The contractor is not expected to perform services on the below listed federal holidays.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Juneteenth Freedom Day	

1.6.4. Hours of Operation: The contractor is responsible for conducting business, between the hours of 0815 and 1615 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5. Place of Performance: Work outlined in the PWS will be performed on Fort Gordon. Contractors are authorized to work from an alternate duty/remote location during emergency situations within the Fort Gordon area of operations with the approval of the Contracting Officer Representative and Contracting Officer. Contractor shall continue to meet tasks, deliverables, and current level of support in accordance with contract. Government reserves the right to approve, disapprove, or cancel contract personnel working from an alternate duty/remote location. Working from a remote location will be at no additional expense to the government. The Government does not authorize the use of off-site rates to accomplish alternate duty/remote location work and will not be responsible for any associated costs. Personal or company issued equipment may not be used to access the government network infrastructure unless pre-approved; examples include using VPN or a corporate network. However, inability to access the government network infrastructure using authorized devices does not necessarily prohibit the contractor from performing off-site, whenever the work could be performed without such access.

1.6.6. Type of Contract: The Government will award a Firm Fixed Price (FFP) contract.

1.6.7 Security Requirements: Contractor employees performing on this contract/task order must be U.S. citizens. There are no required security clearances.

1.6.7.1 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

1.6.7.2. Cyber Security (formerly Information Assurance (IA)/Information Technology (IT)) Training: All contractor employees must complete the DoD Cyber Awareness Challenge Training (<https://cs.signal.army.mil>)

before issuance of network access and annually thereafter. Certificates of successful completion, for both initial awareness training and annual refresher training shall be provided to the COR via the Army Training and Certification Tracking System (ATCTS). All contractor employees will successfully complete all required IA training as specified in AR 25-2 and as directed by the Government.

1.6.7.3. Annual Security Refresher Training: All contractor employees assigned to this contract shall complete the online Annual Security Refresher Training located on the Army Learning Management System (ALMS) site. Log into AKO, “Self Service”, “My Training”, “ALMS”, “Go to Mandatory Training”. Training must be completed within **30** days of reporting for duty. The contractor shall submit certificate of completion for each affected contractor employee to the COR and unit/activity security manager. (Ref ALARACT 207/2013, DTG 291848Z Aug 13, Subj: Army Wide Rollout and Requirement for Standardized Computer Web-Based Security Training on the Army Learning Management System (ALMS)).

1.6.7.4. Anti-Terrorism (AT) Level I Training: All contractor employees assigned to this contract shall complete annual refresher Antiterrorism Level I Training on-line at <https://jko.jten.mil/courses/at1/launch.html> or they may attend the monthly training offered by the Garrison ATO. The contractor shall submit certificates of completion for each affected contractor employee to the COR and unit/activity security manager (Ref Department of the Army, US Army Contracting Agency, SFCA-CO, 05 Sep 07, subject: Incorporation of Measures into the Contracting Process and AR 525-13, Antiterrorism).

1.6.7.5. iWATCH: All contractor employees assigned to this contract shall receive a brief on the local iWATCH program (provided in conjunction with the AT Level I Training). This training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 days of reporting to duty and annual refresher training with the results reported to the COR.

1.6.7.6. Operation Security (OPSEC) Training: All contractor employees assigned to this contract shall complete Level I OPSEC training within 30 days of reporting for duty and then annually thereafter. Initial Level 1 OPSEC training will be conducted monthly by the Garrison OPSEC Officer or a Level II certified OPSEC Officer. Annual refresher training shall be completed on-line at https://securityawareness.usalearning.gov/opsec/story_html5.html. The contractor shall submit certificates of completion for each affected contractor employee to the COR and unit/activity security manager. OPSEC training guidelines are contained in AR 530-1, Operations Security. The contractor shall adhere to local OPSEC policies and procedures of the government requiring activity.

1.6.7.7. Threat Awareness and Reporting Program (TARP) Training: All contractor employees assigned to this contract shall complete TARP training within 30 days of reporting for duty and then annually thereafter. TARP training will be conducted monthly by the 902nd MI Group. The COR will ensure contractors are notified of available training. Completion of training shall be reported to the COR and the unit/activity security manager (Ref AR 381-12).

1.6.7.8. Installation Access: All contractor employees shall comply with applicable installation and facility access security policies and procedures at all work and TDY locations. All contractors will be issued a Common Access Card (CAC) or an Installation Pass issued through the Automated Installation entry (AIE) Security System to access the installation. The Fort Gordon military installation is a limited access post. Unscheduled gate closures by the military police may occur at any time. In accordance with Army Regulation 525-13, paragraph 5-19, all prospective contractors will undergo a verification process by the installation Provost Marshal Office, Director of Emergency Services to determine the trustworthiness and suitability prior to being granted access to federal property. This will be accomplished using the National Crime Information Center (NCIC) Interstate Identification Index (III). This is the minimum baseline background check for entrance onto Army Installations for non-CAC holders to include entrance of visitors (Ref AR 190-13, paragraph 8-2). All personnel entering or exiting the installation may experience a delay due to vehicle inspections, registration checks, verification of seat belt use, etc. All vehicles and personnel are subject to search and seizure. The search and seizure provisions shall apply to contractor personnel while within Fort Gordon's area of jurisdiction. Contractor personnel shall comply with all entry control requirements and security policies/procedures in effect. Security procedures may change without notice.

1.6.7.9. Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.7.10. ID Badges: The contractor shall provide each contractor employee an identification (ID) badge on task order start date or on employment start date. The ID badge shall be made of nonmetallic material, be easily readable, and shall contain the following minimum information: Employee's Name, Contract Company Name and Employee's Photograph. Contractor employees shall wear proper identification at Government workplaces at all times.

1.6.7.11. Display of ID Badges: Contractor employees shall wear the ID badge at all times when performing work under this task order to include attending government meetings and conferences. Unless otherwise specified in the task order, each contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit such placement.

1.6.7.12. Answering Telephones: Contractor employees shall identify themselves as a contract employee when answering and making calls on government telephones.

1.6.7.13. Utilizing Electronic Mail: When contractor employees send e-mail messages to government personnel while performing on this contract, the contractor employee's e-mail address shall include the company name together with the person's name (ex: John Smith, Contractor, ABC Company). When contractor employees require access to a government computer, the contractor employee shall be required to obtain a Common Access Card. To do so, the contractor employee shall request a CAC Card through the COR. All contractor employees shall conduct official communication using Government-owned or provided e-mail, networks, websites, systems, and devices. The use of commercial ISP e-mail accounts or personal e-mail accounts to conduct official communication is prohibited. Remote access / telework technology may be leveraged to ensure compliance with these requirements. Contractor employees are prohibited from using Army-assigned, AKO, and other official e-mail addresses for unofficial business affiliations. Personnel shall not provide official e-mail addresses to businesses, affiliated organizations, or online retailers; unless those entities are known by personnel to be legitimately engaging in official business.

1.6.7.14. Eligibility Verification for Employment: E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The U.S. Department of Homeland Security is working to stop unauthorized employment. By using E-Verify to determine the employment eligibility of their employees, companies become part of the solution in addressing this problem. All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and relate to the individual and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. E-Verify is mandatory for employers with federal contracts that contain the Federal Acquisition Regulation E-Verify clause. NOTE: The government issued CAC is the property of the U.S. Government and shall be returned to the COR upon expiration of the contract, replacement or termination of the contract employee (**CAC card must be turned in to the COR on contractor employee's last day of employment**). Unauthorized possession of the CAC can be prosecuted criminally under section 701, title 18, United States Code.

1.6.7.15. Common Access Card (CAC):

When contractor performance is required on Government installation(s)/location(s), contractors shall ensure Common

Access Cards (CACs) are obtained by all contractor employees who meet one or both of the following criteria:

- a) Require long-term logical access to Department of Defense computer networks and systems in either:
 - the unclassified environment; or
 - the classified environment where authorized by governing security directives.

- b) Perform work on a long-term basis, which requires the use of a CAC for installation entry control or physical access to facilities and buildings.

During the performance period of the task order, the contractor or contractor employee as appropriate, shall:

- I. Within 7 working days of any changes to the listing of the contractor personnel authorized a CAC, provide an updated listing to the contracting officer who will provide the updated listing to the TA (who will create new CAC applications or revoke those for employees no longer performing on the task order as appropriate);
- II. Contractors must return the government credential to the issuing agency as soon as one of the following occurs, unless otherwise determined by the service or agency:
- When credential is no longer needed for task order performance
 - Upon completion of employment
 - Upon task order completion or termination
- c) Report lost or stolen CACs immediately to the TA.

NOTE: The government issued CAC is the property of the U.S. Government. Unauthorized possession of the CAC can be prosecuted criminally under section 701, title 18, United States Code. The contracting officer may delay final payment under the task order if the Applicant (Contractor) fails to comply with these requirements.

1.6.7.15.1. Common Access Card (CAC) Issuance:

Prior to the Applicant contacting a Trusted Agent (TA) to request a government credential, the employee must be vetted through the employer using the DoD-approved process outlined in the following documents:

- Federal Information Processing Standards Publication 201-1, "Personal Identity Verification (PIV) of Federal Employees and Contractors"
- DoD Regulation 5200.2-R, "Personnel Security Program"
- Department of Defense Manual (DoDM) 1000.13, Volume 1—"DoD Identification (ID) Cards: ID Card Life-Cycle"

Contractors shall provide a listing of their employees that will require a CAC to the contracting officer. The listing will contain the following information for a CAC application to be created in the Trusted Associate Sponsorship System (TASS):

- last, middle, and first names;
- Social Security Number;
- Date of Birth;
- email address;
- the contract number; and
- the contract end date.

The contracting officer will provide a copy of the list to the TA who will then create a CAC application in the TASS.

Once the application is created, a temporary login/password will be generated in TASS. The TA will securely distribute the login/password to that contractor employee. Contractor employee shall then enter the TASS web site using the temporary login/password and complete the CAC application. After the Applicant has logged in for the first time, he or she has 30 days to complete the application process. Once the TA approves the application, the Applicant then has 90 days to obtain a government credential from a RAPIDS Issuing Facility.

To locate a RAPIDS Issuing Facility, Applicants can use the RAPIDS Site Locator (RSL) at <http://www.dmdc.osd.mil/rsl/>. The Find Sites details page on the RSL website includes information on making appointments. Some RAPIDS Issuing Facilities use an electronic appointment scheduler. In those cases, the Scheduling URL is listed on RSL Find Sites details page. At the RAPIDS Issuing Facility, an operator verifies and updates the DEERS data with the Applicant data and status of the card.

Failure, inability, or delay in obtaining the CAC does not relieve the contractor from performing under the terms of the task order.

1.6.8 Staffing and Personnel Qualifications: The contractor is responsible for the overall management and oversight of this contract. It is the contractor's responsibility to staff and deploy qualified contractor personnel to meet all of the PWS requirements. The Government's historical staffing data is used to estimate the workload under Attachment/Technical Exhibit 3. The Government anticipates the requirements within this PWS will require the

following labor categories: Full Professor (PhD) and Education Facilitator. The Contractor shall be responsible to propose and deploy the correct labor types, mix, number and hours required to satisfactorily and professionally meet all PWS requirements. Personnel qualifications and requirements shall be presented to the COR upon hire.

1.6.8.1. Full Professor(s) PhD Criteria: The Full Professor position is necessary to provide and instruct all graduate level course content in order to meet the necessary knowledge and educational training requirements. All Full Professor(s) shall be resourced by the Contractor to provide the required hours of graduate-level educational material, lectures, demonstrations, research, and colloquiums to support FA26 critical tasks and course curriculum as outlined in the current program of instructions (POI).

- a) Possess a doctorate-level degree from an ABET accredited STEM program based in the United States of America, in the relevant field of expertise correlating to the respective block of instruction being given (i.e., Electrical Engineering, Computer Engineering, Computer Science, Electrical/Computing, Telecommunications, Applied Mathematics, Systems Analysis and Design, Operating Systems Concepts and Design, or Configuration Management).
- b) Have been assigned as a professor at an accredited U.S. university with at least five (5) years of experience teaching at the graduate level.

1.6.8.2. Education Facilitator Criteria: The Education Facilitator (EF) is a key point of contact for this effort and is considered key personnel. This position is central to ensuring the requisite level of success for all courses taught under this contract.

- a) Possess an industry recognized certification such as CISCO Certified Network Associate (CCNA) or CISCO Certified Network Professional (CCNP).
- b) Possess a minimum of 4 years credible experience with configuration, troubleshooting, and design of network systems, equipment, and cabling.
- c) Possess excellent written and verbal communication skills, the ability to explain complex networking terminology, and work well as a member of a small team of highly competent professionals.
- d) Must be able to work full-time at the school location.
- e) Be capable of coordinating work schedules/assignments of rotational Full Professor(s).

1.6.9. Contractor Replacement: The contractor shall replace, within ten (10) business days, any contract personnel found to be unqualified or otherwise determined unsuitable by the government. This ten-day timeframe also includes any contract personnel who resign under the current contract.

1.6.10. Post Award Conference/ Periodic Progress Meetings: The contractor agrees to attend any Period Progress Meeting convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The Contracting Officer (KO), Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the Contracting Officer will apprise the contractor of how the government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.11. Contracting Officer's Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, and specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property; and, provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.12. Key Personnel: The follow personnel are considered key personnel by the government: Education Facilitator. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 8:15 a.m. to 4:15p.m, Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Qualifications for all key personnel are listed in paragraph 1.6.8.2.

1.6.13. Contractor Travel: No travel anticipated at this time.

1.6.14. Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government will be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.15. Privacy Act: All contract personnel assigned to this task shall have access to information that may be subject to the Privacy Act of 1974. The contractor is responsible for ensuring all assigned contract personnel are briefed on Privacy Act requirements.

1.6.15.1 The contractor shall ensure that all assigned personnel understand applicable Security policies and directives. Personnel who knowingly violate security policies or directives are subject to immediate removal from any work relating to this contract.

1.6.15.2 Contractor personnel shall have routine and unavoidable access to proprietary information which they are required to protect. Personnel applied to the tasks in this PWS may not work on other tasks for the contractor or for any other agency without a formal written request, and written consent granted by, the contracting officer.

1.6.16. Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

1.6.17 Organizational Conflict of Interest: Contractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

2.1.1. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
CCE	Contracting Center of Excellence

CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD FORM 250	Department of Defense Form 250 (Receiving Report)
DD FORM 254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit
TPOC	Technical Point of Contact

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Government-Furnished Resources: All Government-furnished property will be provided in accordance with FAR 52.245-1, and FAR 52.245-9, and may include: office/work space, office supplies, telephone service, computer access, and storage space. Government property shall be used ONLY in performance of this contract and its deliverables. The contractor shall account for all property provided by the Government, and shall be responsible for the security and condition of said property. Serialized items shall be annotated at the time of issue, with a signature of acknowledgement by the individual contractors. All GFP is the property of the US Government and shall not be transferred to any individual, or agency, public or private without the express written approval of the Contracting Officer.

3.2. Facilities: The Government will provide the necessary workspace for the contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

3.3. Utilities: The Government will provide electricity, water, phone service, and network services. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4. Equipment: The Government will provide contractor personnel computer equipment, other data collection equipment/software, telephones, and monitors. The contractor shall have access to printers, plotters, copy machines, scanners and fax machines as needed. The contractor shall be responsible for any loss or destruction of or damage to items of Government property that are removed from the installation premises by the contractor – with or without Government approval.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1. General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

DRAFT

PART 5
SPECIFIC TASKS AND DELIVERABLES

5. SPECIFIC TASKS

5.1. Basic Services: The Contractor shall utilize qualified personnel per Part 1 who shall possess the knowledge, skills, abilities and education that will enable them to immediately perform the duties listed in the PWS. References to all course requirements, instructional modules, training administration, and maintenance of training materials applicable to the FA26A and FA26B courses specified under this contract are listed in Exhibit 2.

5.1.1. Full Professor (PhD) Tasks:

- a) Provide the required hours of graduate-level classroom instruction and demonstrations to support FA26A and FA26B critical tasks (CDRL A001).
- b) Provide educational materials to include syllabi, homework, quizzes, and exams to support classroom instruction (CDRL A001).
- c) Review all applicable student study materials, written tests, performance tests, training aids, class advance sheets, manuscripts, books, and digital training materials and recommend changes and receive approval from the Course Manager prior to implementation (CDRL A001).
- d) Provide feedback in the development and creation of training materials and lessons required to teach the approved tasks, conditions, and standards for the FA26A and FA26B Military Occupational Specialties (CDRL A006).
- e) IAW the approved course training schedule, administer written tests on examination days.
- f) Coordinate, through the COR, for use of any non-standard Government- owned equipment, anything not provided in a standard classroom or the 26A networking lab, that is needed to complete students' exercises or labs NLT seven (7) working days prior to start date of training.
- g) Only physically needed at Fort Gordon during time of instruction (Exhibit 2).

5.1.2. Education Facilitator Tasks:

- a) Provide recommended adjustments to the 26A and 26B POIs to the appropriate Course Manager/COR as often as required. At a minimum the recommended adjustments will be included in a final annual report to the COR (CDRL A006).
- b) Coordinate with the Course Manager and G6 to ensure any networking connectivity or computer issues are resolved five (5) business days prior to utilization of the classrooms.
- c) Provide a training schedule with dates and Professor names to the Course Manager and deconflict any scheduling conflicts (CDRL A002).
- d) Provide the technical expertise to the FA26A program to operate and maintain configurations for an academic technical networking program and its associated lab with government equipment that is required to simulate a practical environment in order to facilitate the graduate-level education (CDRL A005).
- e) Develop a systems-oriented network technology culminating exercise lab strategy capable of supporting twenty (20) FA26A students at a time. The lab strategy should exhibit efficient and flexible hardware and software design to enhance the FA26A classroom instruction by supporting multi-domain operations, cloud architecture, and artificial intelligence (AI) platform support (CDRL A005).
- f) Coordinate retraining for any test failures and proctor make-up exams IAW the CMP/ISAP.

5.2. Specific Deliverables Table 3:

ITEM	DATA NUMBER	DUE DATE
Training Support Package	CDRL A001	NLT 10 days prior to be the start of Module (Exhibit 2)
Training Schedules	CDRL A002	To the Course Manager(s) a minimum of 90 days before class begins training.
Monthly Progress Report	CDRL A003	To the COR NLT ten (10) work days after end of each month
In-Progress Review Reports	CDRL A004	To the COR NLT five (5) work days after meeting or significant event
Lab Strategy	CDRL A005	To the COR NLT 60 days after execution of contract.
Final Annual Report	CDRL A006	To the COR NET 30 days prior to the end of the POP.

5.2.1. Training Support Package (CDRL A001). Contractor shall revise and update the module TSP (e.g., daily slide presentations, homework assignments with solutions, laboratory handouts, practical exercises, examinations and answer key) and provide to the Course Manager(s) NLT ten working days before instruction of a module begins in accordance with TRADOC Regulation 350-70 and as requested by the Government. An updated TSP will also be submitted to the Training Developer when requested. Specifics of the TSP will be determined by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to course content information needed by the training development team.

5.2.2. Training Schedules (CDRL A002). Contractor shall develop a 30-week training schedule for each class with dates and Professor names and deconflict any scheduling conflicts ensuring that all holidays, training holidays, modules, and other events are included. Contractor shall provide the training schedules to the Course Managers a minimum of ninety (90) days before the start of class training. Throughout the course as needed, the Contractor will revise, reschedule, and post required changes. All calendars will be electronically maintained, stored and posted.

5.2.3. Monthly Progress Report (CDRL A003). The Contractor shall provide a monthly Contractor's Progress, Status, and Management Report to the COR, containing the following: Brief description of the requirements, a brief summary of accomplishments during the reporting period, significant events regarding the Contract, progress on deliverable products, current or anticipated problems and a summary of activity planned for the next reporting period. MSRs must be submitted electronically with the invoice via the WAWF. Specifics of report may change by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to Contractor activity in support of the course.

5.2.4. In-Progress Review Reports (CDRL A004). These reports are event-driven, typically necessitated by meetings or discussions held with Government representatives to resolve issues related to the curriculum, to Contractor performance, or other matters relevant to this acquisition. A post award IPR will be scheduled immediately upon award. The purpose of the initial meeting shall be to outline the priorities and requirements to be trained, settle issues and answer any questions. The IPR shall be provided to the COR. Specifics of report will be determined by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to performance of the PWS.

5.2.5. Lab Strategy (CDRL A005). The Contractor shall provide a systems-oriented network technology culminating exercise lab strategy capable of supporting twenty (20) students at a time using to the Course Manager and COR NLT sixty (60) days after award of the contract and reviewed annually. The lab strategy should exhibit efficient and flexible hardware and software design to enhance the classroom instruction and student experimentation; the COR will approve the final lab strategy prior to implementation. Any changes to the lab strategy will be reviewed by the Course Manager and COR for approval.

5.2.6. Final Annual Report (CDRL A006). Produce a compiled annual report which codifies lessons-learned and recommended POI adjustments.

5.3. CONTRACTOR MANAGEMENT REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <https://Contractormanpower.army.pentagon.mil>. The required information includes:

- a) Contracting Office, Contracting Officer, and Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR).
- b) Contract number, including task and delivery order number
- c) Beginning and ending dates covered by reporting period
- d) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data
- e) Estimated direct labor hours (including sub-Contractors)
- f) Estimated direct labor dollars paid this reporting period (including sub-Contractors)
- g) Total payments (including sub-Contractors)
- h) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different)
- i) Estimated data collection cost
- j) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information)
- k) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website)
- l) Presence of deployment or contingency contract language
- m) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

5.4. Invoicing/WAWF

5.4.1. Wide Area Workflow (WAWF): Invoicing Receipt, Acceptance, and Property Transfer (iRAPT) shall be implemented in accordance with DFAR 252.232-7003 Electronic Submission of Payment Requests. Manual invoices will not be accepted.

5.4.2. Format: All invoices shall be submitted in WAWF as a 2-in-1 invoice with all applicable monthly documentation attached. Monthly documentation includes Monthly Progress Reports (MPR), In- Progress Reviews (IPR), Trip Reports, and other reports where applicable as stated in the PWS. Monthly documentation may not be submitted via email. Invoices submitted as anything other than a 2-in-1 and/or without attached monthly documentation will be rejected.

5.4.3. Payment for Travel: If the contractor is requesting payment for travel during the month of the submitted invoice, the Trip Report, along with supporting documentation must accompany that invoice in order to receive payment for travel. Supporting documentation includes lodging, gas, airline, rental car, parking receipts, etc. If the electronic file containing supporting documentation is too large to be attached, please make arrangements with the COR to submit those documents via email routing. Invoices shall be routed to the COR as "inspector" as well as the "acceptor". When preparing an invoice, the "inspector" fields shall be completed with the DODAAC "W589GE" and the "acceptor" fields shall be completed with the DODAAC "W589GE".

5.4.4. Email Notification: Also, email notification of invoice submission shall be sent to the COR and appropriate CMO representative. This email shall be initiated through the WAWF system by clicking on the "send more email notifications" link. This link is found at the bottom of the "submitted successfully" page after the invoice is submitted into the system. Email notifications, other than those initiated through WAWF, will not meet proper routing requirements and will not be accepted. If email notifications are not properly sent to appropriate individuals through WAWF, the invoice will be rejected.

5.4.5. Invoicing: A contract employee with the authority to bind the company contractually shall certify all invoices. Invoices shall be submitted no later than (NLT) ten days after the end of each contract month (30-day period), depending on the contract award date. Failure to submit invoices in a timely manner is a direct violation of this contract agreement. The Government will have the right to exercise a penalty cost, due to the contractor being out of compliance of this contract agreement.

5.4.6. Final Invoice: All invoices submitted at the end of the period of performance (each year) shall state "final invoice" and be clearly marked as base period. This annotation should be accomplished in Wide Area Workflow Invoice 2-in-1 section, under Tab Misc. Info, and in the area of Initiator Information Comments.

5.5. INSURANCE REQUIREMENTS: Required Insurance under FAR 52.228-5 Insurance – Work on a Government Installation

5.5.1. General Liability: \$500,000 per occurrence limit on the comprehensive form of policy.

5.5.2. Workman's Compensation: IAW State Requirements. Employer's liability coverage in the minimum amount of \$100,000.

5.5.3. Automobile Liability: On the comprehensive form of policy, minimum of \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage for all automobiles and trucks used in connection with the performance of the contract.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

The Government, for use in accomplishing specified tasks, will supply supporting documentation required to accomplish specific requirements and products described in this PWS.

Applicable documentation may include, but is not limited to the following:

DA Pam 600-3, Commissioned Officer Professional Development and Career Management, dated on or after 3 December 2014; focus on Chapter 21 and Chapter 22. This publication may be downloaded at: http://www.apd.army.mil/pdf/p600_3.pdf.

TRADOC Regulation 350-10, Institutional Leader Training and Education, dated 12 August 2002. This publication may be retrieved at <http://www.tradoc.army.mil/tpubs/regs/r350-10.pdf>.

TRADOC Regulation 350-70, Army Learning Policy and Standards, dated on or after 6 December 2011. This publication may be downloaded at <http://www.tradoc.army.mil/tpubs/regs/TR350-70.pdf>.

TRADOC PAM 525-8-2, The U.S. Army Learning Concept for Training and Education, dated on or after April 2017. This publication may be downloaded at <http://www-tradoc.army.mil/tpubs/pams/tp525-8-2.pdf>

FM 7.0, Training to win in a complex world, dated on or after October 2016. This publication may be downloaded at <http://usacac.army.mil/cac2/Repository/FM70/FM7-0.pdf>

AR 25-2, Information Assurance, dated 23 March 2009. This publication may be retrieved at http://armypubs.army.mil/epubs/pdf/r25_2.pdf.

AR 350-1, Army Training, dated on or after 19 Aug 14, effective 19 Sept. 2014. This publication may be downloaded at http://www.apd.army.mil/pdf/p600_1.pdf.

Other applicable Army, TRADOC, and USASCoE&FG regulations, policies, SOPs, and similar guidance as to be dispensed by the COR.

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

Attachment/Technical Exhibit List:

- 7.1. Technical Exhibit 1: Performance Requirements Summary
- 7.2. Technical Exhibit 2: Contract Academic Hours of Instruction
- 7.3. Technical Exhibit 3: Estimated Workload Data
- 7.4. Technical Exhibit 4: Contract Data Requirements List

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TECHNICAL EXHIBIT 1
Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. Contractor trends of less than acceptable performance may result in reductions in monthly payments to reflect the reduced value of the services performed. The "PROPORTION CORRECTIVE ACTION" represents the percentage of the contractor's total payment that may be deducted for unacceptable performance.

PERFORMANCE REQUIREMENTS SUMMARY					
Signal School, CCoE, Training Development, Instructional, and Support					
Required Service	Para Number	Performance Standard	Acceptable Level of Performance (ALP) or Acceptable Quality Level (AQL)	Method of Surveillance	Disincentive
Provide Training Support	5.2 (All)	IAW the PWS and all applicable regulations	98%	100% inspection, Monthly Reports	Daily Rate
Provide Classroom Instruction	5.1.1; 5.2.1; 5.2.5	Prepare classroom for instructions. Deliver training IAW POI, guidance, and applicable regulations/SOPs	98%	Random Sampling and Monthly review of Customer Feedback	Daily Rate
Maintain Cyber Space Operations Training Lab	5.1.2; 5.2.5	Maintain Labs IAW PWS, POI/Lesson Plan Guidance, and all applicable Regulations & SOPs	98%	Periodic Inspection, Monthly Reports	Daily Rate
Develop and provide Lesson Plan / Training Material and Updates	5.1.2; 5.2 (All)	Develop and maintain course materials with updates as technology and requirement change	IAW with suspense as determined by the CCoE Training Development Team	100% Inspection, Bi-Weekly review of course material	Daily Rate
Monthly Progress Report	5.2.3	Provide monthly report of requirements, problems, deliverables and significant events	Must be submitted with invoices within 10 calendar days at the end of the billing cycle 97% of the time	100% inspection, random sampling, planned inspection, periodic inspection	Contractor's performance documented on monthly reports
In Progress Reviews	5.2.4	Attend in progress reviews and provide written reports	100%	Observation of personnel attendance and review of reports, sign in rosters for IPR's by COR	Contractor's performance documented on monthly reports

**TECHNICAL EXHIBIT 2
CONTRACT ACADEMIC HOURS OF INSTRUCTION**

The tables below reflect the respective POIs at the time of the contract solicitation. Refer to the respective POIs provided upon request by the COR for the most current Module to Hour mapping. The instructor type for each module below is PhD.

Base Year Anticipated Hours

Module Title	Module Hours	Iterations per BY	TSP Development	Total FY CME Hours
FA26A				
Telecommunications System Mathematics	106	1	14	120
Engineering Project Management	36	2	9	81
Telecommunications Systems	120	2	30	270
Programming for Network Engineers	48	2	12	108
Data Communications	120	1	15	135
Database Analytics	80	1	10	90
Cryptography and Cyber Security	80	1	10	90
Network Design: Strategic/Tactical	80	1	10	90
Total FA26A Hours	670		110	984
FA26B				
Database Management (DbM, SQL)	68	3	85	289
Cloud Computing (Cloud, AWS, Azure)	64	3	80	272
Data Management (Python, Math, Data)	168	3	240	744
Total FA26B Hours	300		405	1,305

Option Year(s) Anticipated Hours

Module Title	Module Hours	Iterations per FY	TSP Development	Total FY CME Hours
FA26A				
Telecommunications System Mathematics	106	2	27	239
Engineering Project Management	36	2	9	81
Telecommunications Systems	120	2	30	270
Programming for Network Engineers	48	2	12	108
Data Communications	120	2	30	270
Database Analytics	80	2	20	180
Cryptography and Cyber Security	80	2	20	180
Network Design: Strategic/Tactical	80	2	20	180
Total FA26A Hours	670		168	1,508
FA26B				
Database Management (DbM, SQL)	68	7	17	493
Cloud Computing (Cloud, AWS, Azure)	64	7	16	464
Data Management (Python, Math, Data)	168	7	42	1218
Total FA26B Hours	300		75	2,175

**TECHNICAL EXHIBIT 3
ESTIMATED WORKLOAD DATA**

This exhibit reflects the Government's estimated staffing approach for this effort. Offerors are advised that this data is an estimate only and does not represent a request for specific staffing levels by the Government. The Contractor shall be responsible to propose and deploy the correct labor types, mix, number, and hours required to satisfactorily and professionally meet all PWS requirements.

Base Year

ITEM	NAME	ESTIMATED QUANTITY
1	Education Facilitator	936
2	Full Professor (PhD)	2289

Option Year(s)

ITEM	NAME	ESTIMATED QUANTITY
1	Education Facilitator	1871
2	Full Professor (PhD)	3683

**TECHNICAL EXHIBIT 4
CONTRACT DATA REQUIREMENTS LISTING**

CONTRACT DATA REQUIREMENTS LIST					
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.					
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM TRAINING SUPPORT PACKAGE (TSP)			3. SUBTITLE
4. AUTHORITY (<i>Data Acquisition Document No.</i>) DI-MISC-80711			5. CONTRACT REFERENCE PWS para 5.2.1		6. REQUIRING OFFICE
7. DD 250 REQ DD		9. DIST STATEMENT REQUIRED D	10. FREQUENCY AS REQUIRED		12. DATE OF FIRST SUBMISSION SEE BLK 16
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16		14. DISTRIBUTION a. ADDRESSEE
16. REMARKS: Course Manager(s)/COR will provide the Contractor templates of this report. Contractor shall revise and update the module TSP (e.g., daily slide presentations, homework assignments with solutions, laboratory handouts, practical exercises, examinations and answer key) and provide to the Course Manager(s) NLT ten working days before instruction of a module begins in accordance with TRADOC Regulation 350-70 and as requested by the Government. An updated TSP will also be submitted to the Training Developer when requested. Specifics of the TSP will be determined by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to course content information needed by the training development team. Submit report Electronically BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.					
G. PREPARED BY Input COR Name Here, COR					H. DATE
I. APPROVED BY					15. TOTAL

CONTRACT DATA REQUIREMENTS LIST

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM TRAINING SCHEDULES			3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711			5. CONTRACT REFERENCE PWS para. 5.2.2		6. REQUIRING OFFICE
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY 90 Days Before Each Class Start	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION	
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	
16. REMARKS: <p>Course Manager(s)/COR will provide the Contractor templates of this report.</p> <p>Contractor shall develop a 30-week training schedule for each class with dates and Professor names and deconflict any scheduling conflicts ensuring that all holidays, training holidays, modules, and other events are included. Contractor shall provide the training schedules to the Course Managers a minimum of ninety (90) days before the start of class training. Throughout the course as needed, the Contractor will revise, reschedule, and post required changes. All calendars will be electronically maintained, stored and posted.</p> <p>Submit report Electronically</p> <p>BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.</p>					
					15. TOTAL
G. PREPARED BY Input COR Name Here, COR			H. DATE		I. APPROVED BY

CONTRACT DATA REQUIREMENTS LIST

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM MONTHLY STATUS REPORT (MSR)			3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711			5. CONTRACT REFERENCE PWS para. 5.2.3		6. REQUIRING OFFICE
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY MONTHLY		12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION
8. APP CODE A		11. AS OF DATE N/A		13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE
16. REMARKS: Course Manager(s)/COR will provide the Contractor templates of this report. The Contractor shall provide a monthly Contractor's Progress, Status, and Management Report to the COR, containing the following: Brief description of the requirements, a brief summary of accomplishments during the reporting period, significant events regarding the Contract, progress on deliverable products, current or anticipated problems and a summary of activity planned for the next reporting period. MSR's must be submitted electronically with the invoice via the WAWF. Specifics of report may change by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to Contractor activity in support of the course. To the COR NLT ten (10) calendar days after end of each month Submit report Electronically BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.					15. TOTAL
G. PREPARED BY Input COR Name Here, COR			H. DATE		I. APPROVED BY

CONTRACT DATA REQUIREMENTS LIST

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A004		2. TITLE OF DATA ITEM IN-PROGRESS REVIEW REPORT (IPR)			3. SUBTITLE
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711			5. CONTRACT REFERENCE PWS para. 5.2.4.		6. REQUIRING OFFICE
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION	
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	
<p>16. REMARKS: Course Manager(s)/COR will provide the Contractor templates of this report.</p> <p>These reports are event-driven, typically necessitated by meetings or discussions held with Government representatives to resolve issues related to the curriculum, to Contractor performance, or other matters relevant to this acquisition. A post award IPR will be scheduled immediately upon award. The purpose of the initial meeting shall be to outline the priorities and requirements to be trained, settle issues and answer any questions. The IPR shall be provided to the COR. Specifics of report will be determined by the Course Manager(s) and COR as the information requirements change but will remain within scope of information related to performance of the PWS.</p> <p>Submit report Electronically</p> <p>BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.</p>					
G. PREPARED BY Input COR Name Here, COR			H. DATE		I. APPROVED BY
					15. TOTAL

CONTRACT DATA REQUIREMENTS LIST

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A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A005		2. TITLE OF DATA ITEM LAB STRATEGY		3. SUBTITLE	
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711			5. CONTRACT REFERENCE PWS para. 5.2.5		6. REQUIRING OFFICE
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY AS REQUIRED	12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION	
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	
<p>16. REMARKS: Course Manager(s)/COR will provide the Contractor templates of this report.</p> <p>The Contractor shall provide a systems-oriented network technology culminating exercise lab strategy capable of supporting twenty (20) students at a time using to the Course Manager and COR NLT sixty (60) days after award of the contract and reviewed annually. The lab strategy should exhibit efficient and flexible hardware and software design to enhance the classroom instruction and student experimentation; the COR will approve the final lab strategy prior to implementation. Any changes to the lab strategy will be reviewed by the Course Manager and COR for approval.</p> <p>Submit report Electronically</p> <p>BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.</p>					
					15. TOTAL
G. PREPARED BY Input COR Name Here, COR			H. DATE		I. APPROVED BY

CONTRACT DATA REQUIREMENTS LIST

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA. 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please **DO NOT RETURN** your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER MISC	
D. SYSTEM/ITEM			E. CONTRACT/PR NO.		F. CONTRACTOR
1. DATA ITEM NO. A006		2. TITLE OF DATA ITEM FINAL ANNUAL REPORT		3. SUBTITLE	
4. AUTHORITY (<i>Data Acquisition Document No.</i>) DI-MISC-80711			5. CONTRACT REFERENCE PWS para. 5.2.6		6. REQUIRING OFFICE
7. DD 250 REQ DD	9. DIST STATEMENT REQUIRED D	10. FREQUENCY AS REQUIRED		12. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION
8. APP CODE A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	
<p>16. REMARKS: Course Manager(s)/COR will provide the Contractor templates of this report. Produce a compiled annual report which codifies lessons-learned and recommended POI adjustments. To the COR NET thirty (30) days prior to the end of the POP. Submit report Electronically BLOCK 9: Distribution Statement D - Distribution authorized to the Department of Defense and DoD Contractors only. Reason: To protect technical/operational data or information. All other requests shall be referred to the undersigned.</p>					
					15. TOTAL
G. PREPARED BY Input COR Name Here, COR			H. DATE		I. APPROVED BY