SECTION 1 – GENERAL

1.1 GENERAL INFORMATION

1.1.1 Introduction. The Mike Monroney Aeronautical Center (MMAC) is a diverse campus, representing three of the six lines of business in the Federal Aviation Administration (FAA). The MMAC plays an integral role in supporting aviation safety and contributes to the FAA's mission by providing world class Information Technology (IT) and related services to the FAA, DOT and other Federal agencies. The types of services provided include System Development and Integration, System Management and Hosting, Telecommunications, Information System Security, Information Media, Office Automation, Project Management and IT Training and are defined in Section 5.1.3 of the Performance Work Statement (PWS). A broad range of systems as described in Section 2.2 of the PWS is supported by this contract.

1.1.2 Background. The contract was established to provide IT and related support services for all organizations at the MMAC and is managed by the Office of Information Technology (AMI). Some of the organizations that utilize this contract are AMI, Office of Enterprise Systems (AME), Regulatory Support (AFS-600), Civil Aviation Registry (AFS-700), FAA Logistics Center (AML), Aviation System Standards (AVN), Regulation and Certification (AVR) and the Transportation Safety Institute (DTI). To date, approximately 200 task orders have been issued to the contractor. Currently, there are 290 contractor employees working on this contract.

1.1.3 Scope of Work. The contractor shall effectively administer, manage, and perform the duties and responsibilities as defined in this PWS. The contractor shall be responsible for providing program management and for assuming a partnership role with the Government in providing technical solutions and in securing and retaining business. Contractor personnel will be performing work as required to accomplish IT and related support services requirements of the MMAC. The contract is to be performed using facilities and materials provided by the Government. Services will be principally performed at the MMAC, Oklahoma City, Oklahoma, unless otherwise stipulated by the Government on the individual task order(s). Contractor personnel will be located predominately at the MMAC, with some contractor personnel located in the Washington DC metropolitan area, various AVN field offices throughout the United States and overseas in Brussels, Belgium. When services are performed outside the Oklahoma City metropolitan area, labor rates may be adjusted as specified in the contract. The contractor shall be responsible for all applicable directives, orders, regulations, specifications, etc., provided by the Government, in support of this contract.

1.2 GENERAL REQUIREMENTS

1.2.1 Contractor Personnel Requirements.

1.2.1.1 Contractor Program Manager and Alternate. The contractor shall provide a Program Manager (PM) and an Alternate **Program Manager (APM)** who shall be responsible for the performance of the work specified in accordance with the terms and conditions of this contract. The **PM** and **APM** shall have full authority, including signature authority, to act on behalf of the contractor for all issues pertaining to contract administration for the subject contract. The **PM** and **APM** will possess at least a Bachelor's degree in computer science, information systems or other related discipline with a minimum of five (5) years management experience plus a minimum of five (5) years IT support management experience in a contract of this size and scope in the Government or large corporate environment. Qualifications of the **PM** and **APM** are subject to Government review and approval.

The **PM** and **APM** shall be available during normal working hours within two hours to meet at the MMAC with Government personnel designated as the Contracting Officer (CO), MMAC Program Manager (PM) and/or Contracting Officer Technical Representative (COTR) to discuss problem areas. The **PM** and **APM** must be able to read, write, speak and understand English.

1.2.1.2 **Administrative, Managerial, and Supervisory**. The contractor shall provide qualified personnel with administrative, managerial, and supervisory capabilities to assure the effective performance of the contract. An on-site representative(s) of the contractor such as a Task Leader will perform supervision and will be responsible for monitoring the work assignments of contractor personnel. At no time shall the Government supervise contractor personnel. Qualifications of the on-site representative(s) are subject to Government review and approval.

1.2.1.3 **Security Investigation**. Contractor personnel shall be required to perform duties requiring a security investigation. The investigation will consist of a National Agency Check with Inquiries (NACI), Minimum Background Investigation (MBI), Limited Background Investigation (LBI), or a Background Investigation (BI). The scope of the investigation required and the forms to be completed shall be determined in accordance with FAA Order 1600.72, Personnel Security Program. The contractor shall be responsible for the preparation and submittal of the required forms to the Security Office. The contractor personnel shall not be required nor permitted to perform work prior to receipt of the required approval unless a temporary waiver is granted.

1.2.1.4 **Labor Categories**. The contractor shall provide employees for the defined categories of labor in Section 5.2. The contractor shall fill any vacancies within 20 working days after the vacancies occur for existing tasks or when new task order(s) are officially authorized in writing by the CO, or provide a written statement to the MMAC PM and COTR stating the reason(s) for not meeting the placement criteria with stated corrective actions to timely meet future employee placements. **The contractor shall submit a Vacancy Report to the MMAC PM *and to the COTRs* each Monday in accordance with Contract Data Requirements List (CDRL) A005.** The Government reserves the right to award a task(s) to another vendor based on the criticality of the task and/or if it is the best interest of the Government.

1.2.1.5 **Qualifications**. Contractor employees shall have the knowledge, skills, and certifications necessary to perform the required services in the task. The contractor shall furnish proof of employee's qualifications via resumes or written certification, which is subject to review and concurrence by the Government. Contractor employees not meeting minimum qualifications shall not be considered prior to completing the requirements outlined in Section 5.2 unless a waiver is granted by the COTR.

1.2.1.6 **Training**. The contractor shall provide fully trained employees, be required to have an ongoing training program, and be responsible for contractor employees acquiring the knowledge and skills necessary to support new technology.

When advantageous to the Government, training may be provided by the Government at no cost to the contractor or paid for by the contractor and reimbursed by the Government if the training course falls into one of the following categories:

a. Unique to the FAA: The Government is providing training exclusively for tasks that are required to be performed at FAA facilities. In these instances, the FAA will pay direct hourly charges associated with the number of hours spent in training; or

b. Directed/Mandated by the Government: The class is directed/mandated by Government regulation, FAA Administrator (AOA-1), or an FAA Security Element.

Reimbursement of Government-paid training costs will be required if a contractor employee does not remain in the position for a year from the date of training. **The contractor shall provide to the MMAC PM *and to the COTRs* on or before the fifth day of each month a Training Report in accordance with CDRL A006.**

1.2.1.7 **Conference and User Groups**. Contract employees may be required to attend conferences and user group meetings as deemed necessary by the COTR. The contractor shall be responsible for all membership fees and associated costs such as travel.

1.2.1.8 **Labor Distribution Reporting (LDR)**. Contractor employees may be required to report time by project or by activity within a project. If a Government LDR system is available for contractor use, then contractor employees shall be required to use the system. If one is not available, contractor employees may use a contractor provided system subject to the Government's approval and at no additional cost to the Government. The data from a contractor provided system must be provided in an electronic format.

1.2.1.9 **Incentive Awards**. The Government encourages the contractor to maintain an incentive awards program to recognize outstanding contributions by their employees in performance of this contract.

1.2.2 Quality Control Requirements.

1.2.2.1 **Quality Control Program**. The contractor shall establish and maintain a complete Quality Control Plan (QCP) to ensure the requirements of this contract are provided as specified. The QCP shall describe the inspection system for the requested services listed in the PWS. It shall specifiy how, when, and who shall inspect each service. It shall describe methods used to record the quality control inspection and the disposition of these inspection records. In addition, the plan shall demonstrate the contractor's approach for filling vacancies in a timely manner, for providing qualified personnel and maintaining an ongoing training program to ensure contractor employees acquire the knowledge and skills necessary to support new technology, for managing changes in workload requirements, and for providing timely and accurate invoices. The CO will notify the contractor of acceptance or required modifications to the QCP. The contractor shall make appropriate modifications at no additional cost to the Government and obtain acceptance of the QCP by the CO and MMAC PM before the start of the first performance period. The plan shall be updated as changes occur and shall be submitted for review and acceptance by the Government.

1.2.2.2 **Quality Assurance**. The Government will evaluate the contractor's performance under this contract in accordance with established quality assurance policies and processes. The Government will record all activities. When an observation indicates defective performance, the Government representative will request the contractor's representative initial the observation indicating acknowledgement of the deficiency. Remedies for defective performance will be governed by Clause 3.10.4-5, Inspection—Time-and-Material and Labor-Hour. Failure to agree as to what constitutes defective performance under this clause shall be handled under the procedures of the Disputes clause included in this contract.

1.2.3 **Contract/Task Meetings**. The contractor PM and/or alternate shall be required to meet, at the discretion of the CO or MMAC PM during the term of the contract. The contractor may request a meeting with the COTR by contacting the CO whenever the contractor deems necessary.

1.2.4 **Hours of Operations**. The contractor shall maintain a forty-hour workweek. A normal workweek is considered to be Monday through Friday, between the hours of 0600 to 1800. Specific tasks may require variations from the normal workweek. Pay periods must begin on Sunday and end on Saturday.

a. **Premium Time Directed by the Government**. Premium time will be necessary on occasion as authorized by the COTR, if previously negotiated on the task. The Government will direct premium time only when absolutely necessary to meet work requirements. This will include emergency callback times and for work performed at home to satisfy an emergency requirement. Response times will be specified in each task's Statement of Work (SOW). For premium time work performed at home, contractor employees will be required to maintain a log outlining with whom they spoke, the duration of the call, and the nature of the call. If additional work is performed as a result of the call, contractor employees shall include the nature and duration of the work performed. This log must be turned in to the contractor employee's task leader for review and verification and included with the invoice. The Government will reimburse actual time worked (time on the telephone or computer attempting to satisfy the requirement). Time waiting for return telephone calls at home is not included as reimbursable time. Premium time will be paid at the regular rate specified in Section B of the solicitation. For those employees covered by a Department of Labor (DOL) Wage Determination, premium time will be paid in accordance with the applicable DOL wage determination.

b. **Premium Time Requested by the Contractor**. In the event the contractor deems premium time necessary to meet work requirements, the contractor shall submit a written request to the COTR. The written request must identify in detail what product or service requires premium time, how many work-hours are required, and for what segment of the organization the work is being performed. The COTR shall approve all requests by the contractor for premium time in writing before any premium time is allowed provided premium time has been negotiated on the task. Premium time will be paid at the regular rate specified in Section B of the solicitation. For those employees covered by a Department of Labor (DOL) wage determination, premium time will be paid in accordance with the applicable DOL wage determination.

c. **Telecommuting**. The Government may permit telecommuting by contractor employees when determined to be in the best interest of the Government in meeting work requirements. The contractor must have an established program subject to review by the Government. All telecommuting agreements must be authorized and approved by the COTR and include the date, time, and description of the tasks to be performed. Telecommuting time will be paid at the regular rate specified in Section B of the solicitation.

d. Monthly Premium Hour Report. The contractor shall provide to the COTR on or before the fifth day of each month a Monthly Premium Hour Report in accordance with CDRL A007.

1.2.5 **Observance of Legal Holidays and Administrative Leave**. Generally, the contractor shall not be required to work nor will payment be made by the Government on holidays and administrative leave. The following is a list of Federal holidays and administrative leave:

a. New Year's Day, January 1
b. Martin Luther King's birthday, the third Monday in January
c. President's Day, the third Monday in February
d. Memorial Day, the last Monday in May
e Independence Day, July 4

f. Labor Day, the first Monday in September
g. Columbus Day, the second Monday in October
h. Veteran's Day, November 11
i. Thanksgiving Day, the fourth Thursday in November
j. Christmas Day, December 25
k. Any other day designated by Federal statute, executive order, or presidential proclamation.
l. Local determinations relating to adverse weather conditions, national emergencies, energy conservation, MMAC/Organizational determinations, etc., may require the Center to close. During such periods of closure, contractor employees will not be allowed to work nor will the contractor be compensated.

For tasks being performed in foreign countries, local holidays will be observed as well as U.S. holidays. These days vary upon location and are set by the local United States Embassy.

1.2.6 **Travel**. The contractor shall obtain prior authorization for travel from the CO prior to incurring any travel costs. A proposal showing a complete breakdown of all travel charges shall be provided to the CO at no additional cost to the Government. If accepted, the CO will provide a written authorization to the contractor to proceed with travel provided travel funds exist on the task.

1.2.7 **Physical Security**. The contractor shall be responsible for safeguarding all Government property for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

1.2.8 **Conservation of Utilities**. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions, which preclude the waste of utilities, which shall include:

a. Lights shall be used only in areas where and when work is actually being performed.

b. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized.

c. Water faucets or valves shall be turned off after the required usage has been accomplished.

1.2.9 **Off-Site Space Requirements**. In the event adequate space is not available to house the personnel required for specific task(s) and with approval and authorization from the Government, the contractor shall provide the required space including all utilities, telephone, janitorial services, etc.; workstations; associated hardware and software; office equipment/furnishing(s) and supplies. With the direction and assistance of the Government representative(s), the contractor shall provide the appropriate telecommunication connectivity, as required for information systems access. Actual expenses shall be reimbursed to the contractor upon receipt of validated itemized invoice(s).

1.2.10 **Transition Plan**. It is essential to the Government that services required under this PWS are performed without interruption. Consequently, it is imperative that transition to full contract performance be

accomplished in a well-planned, orderly, and efficient manner. The transition period shall begin 30 days prior to full contract performance, which is anticipated to be in the first quarter of fiscal year 2005.

1.2.11 **Transition Activities**. At the conclusion of any performance period, including option periods or extensions, the services provided under this PWS may be awarded to another contractor. The contractor in place shall be required to assist in the transition activities.

1.2.12 **Strike Contingency Plan (SCP)**. The contractor shall develop a SCP to ensure continuity of operations in the event of a strike by contractor personnel. Contractor services under SCP shall be at no additional cost to the Government. Two copies of the contractor's final SCP shall be provided to the CO and MMAC PM for approval not later than two weeks after contract award. Any changes to the SCP shall be provided in writing to the CO within five days prior to the effective date of the change.

1.2.13 **Top Secret Clearance**. The contractor must have a Top Secret clearance so those employees who are employed in overseas locations can be granted a Top Secret clearance.

1.2.14 **Contract Funds Status Report (CSFR)**. **The contractor shall prepare and submit a monthly CFSR in accordance with CDRL A008.**

SECTION 2 - DEFINITIONS

2.1 STANDARD DEFINITIONS

2.1.1 **ACO**. Access Control Officer.

2.1.2 **AFS**. Aviation Flight Standards Service.

2.1.3 **AFS-600**. Regulatory Support.

2.1.4 **AFS-700**. Civil Aviation Registry.

2.1.5 **AME**. Office of Enterprise Systems.

2.1.6 **AMI**. Office of Information Technology.

2.1.7 **AML**. FAA Logistics Center.

2.1.8 **AVN**. Aviation System Standards.

2.1.9 **AVR**. Regulation and Certification.

2.1.10 **CMT**. Configuration Management Team.

2.1.11 **Contracting Officer (CO)**. The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.

2.1.12 **Contracting Officer Technical Representative (COTR)**. The Government representative responsible for technical contents of the task. This person will be responsible for monitoring contractor's performance on the task.

2.1.13 **CSC**. Customer Service Center.

2.1.14 **CSET**. Certificate Standardization Evaluation Team.

2.1.15 **DSM**. Data Systems Manager.

2.1.16 **DTI**. Transportation Safety Institute

2.1.17 **FOIA**. Freedom of Information Act.

2.1.18 **ICG**. Integrated Computing Environment-Mainframe and Network (ICE-MAN) Customer Group.

2.1.19 **IRM**. Information Resources Manager.

2.1.20 **ISO**. ICE-MAN Support Organization.

2.1.21 **ISSO**. Information Systems Security Officer.

2.1.22 **ISST**. Integrated Systems Support Team.

2.1.23 **IUC**. ICE-MAN User Community.

2.1.24 **MMAC**. Mike Monroney Aeronautical Center

2.1.25 **MMAC Program Manager**. The Government representative responsible for managing the contract at a high level. For example, involved with modifications or changes to the contract or Performance Work Statement, Program Reviews, and overall contractor's performance

2.1.26 **MMEL**. Master Minimum Equipment List.

2.1.27 **MSAT**. Multi-System Access Tool.

2.1.28 **NACO**. National Access Control Officers.

2.1.29 **NACO**. National Aeronautical Charting Organization.

2.1.30 **OPR**. Office of Primary Responsibility.

2.1.31 **PRIA**. Pilot Records Improvement Act.

2.1.32 **Premium Time**. Premium time is any time outside an employee's normally scheduled 40-hour workweek.

2.1.33 **Quality Assurance**. Those actions taken by the Government to assure services meet the requirements of the contract, PWS or Task Statement of Work (SOW).

2.1.34 **Quality Control**. Those actions taken by the contractor to control the performance of services so that they meet the requirements of the contract, PWS or Task SOW.

2.1.35 **Task Leader (TL)**. Government approved, contractor representative(s) designated to provide supervision and to interface with the COTR on task activities and performance. Task Leaders shall not spend more than a half an hour per week per employee supervised on the following administrative functions: review of time cards, final interviews for vacancies and providing information to the local program office for contractor employee performance reviews. If additional time is spent on administrative functions, the contractor shall not invoice for these hours nor will the contractor be compensated. Activities specified in the Task SOW such as status reports, required deliverables, etc., are not considered to be administrative functions.

2.1.36 **TCO**. Technical Control Officer.

2.1.37 **USDA/NITC**. United States Department of Agriculture National Information Technology Center.

2.2 SYSTEMS DEFINITIONS

2.2.1 **AA (Airmen Certification)**. Maintains a current database to support on-line access to airmen certification information. Additionally, batch processing provides the capability for report preparation, airman directory production, and airman information statistical reporting. The system also produces permanent airman certificates for FAA licensed airmen.

2.2.2 **ABS (Automated Budget System).** Automates management and planning of the MMAC budget by providing enhanced formulating, tracking, querying and reporting capabilities.

2.2.3 **ACRA**. Airmen Certification and Rating Application.

2.2.4 **ADS (Automated Distribution System).** Automated inventory and order fulfillment for NACO Aeronautical Charts and Publications, National Oceanic & Atmospheric Administration (NOAA) Nautical Charts, National Imagery Mapping Agency (NIMA) and Aeronautical and Nautical Charts.

2.2.5 **AFER (Aircraft Fuel Expense Reconciliation).** Reconciles purchase invoices with tickets for fuel and other aircraft-related purchases created during the operation of AVN aircraft.

2.2.6 **AI (Academy Scoring).** A test scoring and grade reporting system on Air Traffic Control (ATC) students in the FAA Academy. The final grade is reported by phase information data used by academy instructors to monitor a student's success with a particular test, laboratory exercise, or phase of ATC training.

2.2.7 **AICS (Aircraft Inventory and Charter System).** Collects asset purchase and charter information for FAA aircraft for automated feed to GSA Federal Aviation Interactive Report System (FAIRS) system. System maintains data required for OMB Circular A-126 & A-76.

2.2.8 **AIDS/IAIDS.** Accident Incident Data System.

2.2.9 **AIRNAV (Airports and Navaids).** Maintains active and pending Airport and Navigational Aid data used for AVN Instrument Flight Rule (IFR) Procedure Development and Flight Inspection.

2.2.10 **AITS (Automated Inventory Tracking System).** Tracks the addition, edit, excess, transfer and loan processes of personal property assets for the FAA. AITS is an FAA intranet web-based application written in HTML, JavaScript and ASP using Microsoft SQL Server as the database. Users may use Scanners to scan asset Bar codes and add or edit records, which are uploaded to the web application. AITS is managed by the National Airspace System (NAS) Logistics Property Management Division (AFZ-500) who is responsible for all FAA assets, the policies governing those assets, and the reporting of those assets to FAA accounting. AITS has been adopted as the national system for personal property management.

2.2.11 **AR (Aircraft Registration System)**. Maintains and processes registration data of corporate and privately owned aircraft for use by the Aircraft Branch. AR provides certificates of registration and aircraft identification numbers for all aircraft operated within the United States boundaries. The AR system also provides for the automatic deletion of registration certificate information when any aircraft is sold for export, rules unsafe, or destroyed.

2.2.12 **ARS (Automated Reproduction System).** Collects and tracks time spent on reproduction jobs in NACO.

2.2.13 **ASAS (Aviation Safety Analysis System).** A national automation program for the Office of Aviation Standards designed to provide integrated access to needed information to all levels of the organization. It is comprised of a number of subsystems containing specialized data base maintenance, reporting, and operation.

2.2.14 **ATOS**. Air Transportation Overnight System.

2.2.15 **APTS (Automated Procedure Tracking System).** Tracks work associated with the processes within Aviation System Standards. Processes include those associated with the development of Instrument Flight Procedures (IFP). Provides metric data to improve processes and to meet strategic objectives.

2.2.16 **CAEG (Computer Aided Engineering Graphics)**. Provides support tools for creating and managing engineering drawings and associated analytical planning and design tools. CAEG is a mix of Commercial-Off-The-Shelf (COTS) computer-aided drafting and design (CADD) tools such as AutoCAD and MicroStation and FAA-specific applications such as radio coverage analysis, airport airspace analysis, terrain modeling, etc.

2.2.17 **CARS (Computer Access Request System)**. An automated on-line request system used by designated Access Control Officers (ACOs), Technical Control Officers (TCOs) and users to request or modify mainframe computer access.

2.2.18 **CFMSS (Central Flight Management Scheduling System).** Refresh renamed to Flight Operations Management System (FOMS). Manages and projects scheduling requirements for flight checks. Builds itineraries for flight inspection missions based upon checks due as well as aircraft and crew qualification and availability.

2.2.19 **CICS**. Customer Information Control System.

2.2.20 **CMAP/TMAP (Center and Terminal/Tracon Mapping Automation Program).**
A digital chart production system designed to allow layering of aeronautical information for sector display, air traffic management, radar video maps (RVMs) in all Air Route Traffic Control Centers (ARTCCs) and selected TRACONS and towers.

2.2.21 **CMIS (Contract Management Information System).** Provides MMAC Program Managers, Contracting Officer Technical Representatives (COTRs), Budget Analysts, and Management an automated method for tracking and management of contract tasks.

2.2.22 **COPS**. Consolidated Order Processing System.

2.2.23 **CPMIS (Consolidated Personnel Management Information System)**. Supports both on-line system and batch processing. PS uses the DM/URL system. The on-line application provides a natural language interface to DOT personnel to enable them to maintain the DOT's database of personnel records from display terminals. In batch mode, the CPMIS provides statistical reports, payroll updates, training history updates; and interfaces with OPM and DOT systems.

2.2.24 **CPRMS (Civilian Personnel Resource Management System).** A collection of applications that provide a vital tool used by Human Resources Specialist and management in relation to management activities for civilian personnel of the United States Coast Guard.

2.2.25 **CTTMS (Centralized Training Travel Management System)**. Includes all nationally sponsored technical and management training. Primary objective of the CTTMS is to provide more realistic and standardized estimates against actual costs incurred, and provide comprehensive and timely feedback on travel shortage, surpluses, and adjustment necessary to balance the program and provide greater assurance that training requested and offered is conducted as scheduled

2.2.26 **CUPS (Consolidated Uniform Payroll System)**. Maintains payroll and leave data, and processes disbursement of pay and benefits to DOT personnel except non-civilian personnel working for the Coast Guard, Alaskan Railroad, and St. Lawrence Seaway. The application is a distributed data entry system, which accepts time and attendance data from each payroll office and establishes a new employee's payroll record from the PMIS when applicable. The output reports of the UPS are the biweekly employee pay information, employee benefits information, and management summary.

2.2.27 **DADS (Digital Aeronautical Database System)**. Provides an interface between AVN's digital aeronautical production database and CAD/GIS (Geographical Information System) software to support the production of hardcopy and softcopy aeronautical chart products and datasets on an internationally defined production cycle. Also, produces radar video maps (RVMs) and obstruction modeling systems.

2.2.28 **DDC (Database Driven Charting)**. Charting and mapping Graphical User Interface applies business rules that define product specifications, text placement, symbols, and layers to source aeronautical data resulting in geo-spatial data displays used in flight procedure review.

2.2.29 **DELPHI**. A Commercial-Off-The-Shelf (COTS) solution utilizing Oracle Federal Financial software. DELPHI maintains accounting and financial information for the Department of Transportation.

2.2.30 **DEVCONDOR (Devcondor Database System)**. Stores a variety of NAS data used to compile NACO aeronautical products and supports other FAA systems, DoD systems, and the aviation industry.

2.2.31 **DFL-DISP (Daily Flight Log and Dispatch)**. Provides AVN the ability to safely dispatch aircraft to perform Flight Inspection Missions. The system manages and projects scheduling requirements for flight checks. CFMSS provides the functionality to build itineraries for flight inspection missions based upon checks due as well as aircraft and crew qualification and availability.

2.2.32 **eALP (Electronic Airport Layout Plan)**. Stores and maintains airport survey data. Provides interfaces for Airport authorities and/or their consultants to submit Airport Layout Plan data for Airport's Airport Improvement Plan (AIP) process. Interfaces with National Geodetic Survey (NGS) to validate and add new data. Provides data to support other FAA organizational missions.

2.2.33 **EIS**. Enforcement Information System.

2.2.34 **FA (FAA Instructor Activity)**. A management information system that provides information on each FAA Academy instructor's time utilization. The information provided is used by the FAA Academy supervisors to monitor the manpower expenditures, make work assignments, and plan for resources.

2.2.35 **FEODP (Flight Edit and On-Demand Print)**. New digital technology by using a scanned raster VFR background image and a vector obstacle data layer, plotted on a large-format inkjet printer. Customized color management profiles will be created to achieve the highest level of quality necessary for the pilots to be able to

navigate using a digital product and also meet the requirements for color, resolution, data review/analysis and aerial photography.

2.2.36 **FIIS (Financial Intranet and Information Systems).** Multiple financial and non-financial information systems that are supported through the FISS infrastructure (i.e., hardware, software, and communications that host the applications). These systems are primarily Oracle and SQL Server database systems that reside in a web-based environment.

2.2.37 **FS (Flight Services Station Training).** A program used in the training of students for the National Flight Services Automation Station.

2.2.38 **FSI (Field Spares Inventory).** Tracks shipment, receipt, return and repair of all FAA spare part assets. FSI is an FAA intranet web-based application written in HTML, JavaScript and ASP using Microsoft SQL Server as the database. Users may use Scanners to scan asset Bar Codes and add or edit records, which are uploaded to the web application. FSI is managed by the National Airspace System (NAS) Logistics Property Management Division (AFZ-500) who is responsible for all FAA assets, the policies governing those assets, and the reporting of those assets to FAA accounting.

2.2.39 **GPS (Global Positioning Satellite System Procedutes).** Calculates and maintains the periodic flight inspection requirements for GPS Procedures. The GPS System is the only repository for GPS precision and non-precision Procedure data.

2.2.40 **GSS.** General Support System.

2.2.41 **IACRA (Integrated Airmen Certification and Rating Application).** An FAA intranet web application that contains all the functionality of the client based ACRA application. IACRA is designed to integrate with the existing databases such as the AVR Data Mart and the Registry's Airman database. IACRA will improve the certification process by:

a. Enforcing standardization of certification policy,
b. Reducing application data errors through auto checking during application completion,
c. Standardizing the application process,
d. Eliminating unnecessary paperwork through electronic processing of airman certification files,
e. Improving certification data collection through formal interfaces with other FAA and Government databases,
f. Enabling of data sharing, and
g. Compliance with Government Paperwork Elimination Act (mandated by Oct. 2003).

2.2.42 **IAPA (Instrument Approach Procedures Automation).** Provides the functionality to build, review, approve, and certify approach procedures in a standardized, timely, and accurate manner. Insures Terminal Instrument Procedures (TERP's) criteria are met.

2.2.43 **IFP (Instrument Flight Procedures).** Provides the capability to capture and manage Flight Procedure data and its associations from the development stage through publication. Feeds the National Flight Database (NFD) and National Flight Data Center (NFDC) National Airspace System Resource (NASR) Database.

2.2.44 **ILM (Inventory, Logistics and Maintenance).** Capability to capture data associated with maintenance, modifications, repairs and alterations of Flight Inspection and customer aircraft under the Federal Aviation Regulation Parts 135 Air Operator or Part 145 Certified Repair Station.

2.2.45 **IPPS (Integrated Personnel and Payroll System).** A Department of Transportation (DOT) system serving over 62,000 DOT and National Transportation Safety Board (NTSB) employees. IPPS has a user base of 13,000, averaging 7,000 users a month. The integrated system provides a common interface for time and attendance information, personnel action requests, training enrollments, and training completions. IPPS consists of a set of mainframe applications and a client-server management information reporting (MIR) system.

The IPPS mainframe portion is housed on a computer at the USDA computer center in Kansas City. It is a set of Natural and COBOL applications using an ADABAS database in an on-line and batch environment. The system is comprised of three primary applications, Time Collection, Personnel Requests, and Training along with supporting modules and programs. Supporting modules are Security, Messaging, Routing, Menus, and System Help.

The IPPS MIR is a client-server system on four DEC Alpha servers, providing reporting capability from an Oracle database. The IPPS MIR system consists of an Oracle database, programs written in PL/SQL and C, and the MIR Software Suite. The MIR Software Suite, written in Powerbuilder, provides the user with report capability, enables users to print both SF-52 personnel action requests and SF-182 training requests.

The MIR database provides data to various other systems, including the Staffing and Cost Analysis Tool (SCAT), CAMI Survey Mailing, the Consolidated Information Management (CIMS), and the DOT Workman's Compensation Information System (WCIS).

2.2.46 **LG (Logistics and Inventory System).** An on-line materiel ordering and inquiry system designed by the Logistics Center staff to serve the agency's equipment and maintenance requirements. Povides timely and cost-effective supply support to assure safe and efficient operations of the National Airspace System (NAS). In concert with the LIS is the Computerized Dispatch System (CDS), which is an automated warehouse system that provides control and timely processing on materiel managed and supported through the FAA Logistics Center warehouse. While still in continuous development and improvement, the LIS is one of the most widely used systems in the FAA, serving more than 8000 users throughout the world.

2.2.47 **MC (Medical Certification System).** As a component of the Comprehensive Airman Information System (CAIS), provides on-line access to medical certification information of the FAA. The Civil Areomedical Institute (CAMI) maintains medical certification data for use.

2.2.48 **MMAC (Mike Monroney Aeronautical Center Systems).** A collection of small-scale web-based and client-server systems, which support miscellaneous MMAC activities.

2.2.49 **NFD-ARINC (National Flight Database – Aeronautical, Radio, Inc Format Data Packets).** Stores records translated from Instrument Flight Procedure (IFP) data to ARINC standard format. This data is available to the public. A manufacturer can translate NFD records to feed its Flight Management System (FMS) or Multi-Mode Receiver (MMR)

2.2.50 **NPTRS.** National Program Tracking and Reporting System.

2.2.51 **OASIS**. Online Aviation Safety Inspection System.

2.2.52 **OET (Obstacle Evaluation Tracking System)**. Tracks and reports status of the evaluation of obstacles on instrument flight procedures. Provides reports for completed and outstanding requests. Allows users to review the evaluation history of an individual obstacle.

2.2.53 **OPSS**. Operations Specification System.

2.2.54 **ORS (Obstruction Repository System)**. Supplies a consolidated verified set of obstruction data - terrain and obstacles - in near real-time while maintaining history and archive.

2.2.55 **PCS (Production Control System)**. Tracks the production process for the compilation of Instrument Approach Procedures (IAP), Visual Chart products, Visual Flight Rule (VFR) and Radar Video Maps (RVM) for NACO and its contractors.

2.2.56 **RT (FAA Radar Training System)**. A real-time system that provides a realistic simulated air traffic environment to student controllers in the FAA Academy's En Route and Terminal options.

2.2.57 **SDR**. Service Difficulty Reporting System.

2.2.58 **SIGNAL (FAA Radar Training System)**. A real-time system that provides a realistic simulated air traffic environment to student controllers in the FAA Academy's En Route and Terminal options.

2.2.59 **SMIS (Safety Management Information System)**. Provides safety management information to FAA supervisors and managers for mishap activity through a web-based environment.

2.2.60 **SPAS**. Safety Performance Analysis System.

2.2.61 **SWIFT (Selections WithIn Faster Times)**. A Client-Server, Microsoft Windows, Powerbuilder, Unix/Oracle RDBMS system that provides distributive processing for FAA's Office of Human Resource Management, used to automate and decentralize the process of filling positions and determining pay.

2.2.62 **TIMELOG**. A project tracking labor system that includes the ability for Aircraft Maintenance and Engineering employees to enter their daily hours expended on specific projects for the organization.

2.2.63 **VIS**. Vital Information System.

2.2.64 **WCIS (Worker's Compensation Information System)**. A Client-Server, Microsoft Windows, Powerbuilder, Unix/Oracle RDBMS system that provides immediate access to dollar amounts, injury information, and claim forms used to process work-related accidents that occur to Department of Transportation employees.

Note: The aforementioned systems are several of many IT systems the MMAC supports. As task requests are submitted under the contract, the requirements for systems support will be defined. Task requests may be issued on systems that are not identified above.

2.3 TECHNICAL DEFINITIONS

2.3.1 **3270**. IBM's interactive communications terminal standard.

2.3.2 **ACC**. Account Classification Code.

2.3.3 **ACD**. Automatic Control Distributor.

2.3.4 **ACI**. ADABAS CICS Interface.

2.3.5 **ActiveX**. A loosely defined set of technologies developed by Microsoft. ActiveX is an outgrowth of two other Microsoft technologies called OLE (Object Linking and Embedding) and COM.

2.3.6 **ADABAS (Adaptable DataBase System)**. Software AG's Database Software. Provides flexible database creation, retrieval/update, and maintenance capabilities. It offers facilities for full-text storage and retrieval, voice and/or image, geographic data management, entity relationship data models, and object-oriented applications.

2.3.7 **ADABAS SQL**. ADABAS Native SQL.

2.3.8 **ADP**. Automated Data Processing.

2.3.9 **ADTN-2000**. Administrative Data Telecommunications Network.

2.3.10 **ASP (Active Server Page)**. Dynamically created web page with an .ASP extension that utilizes ActiveX scripting, usually VB Script or Jscript code.

2.3.11 **Batch LID**. High-level restricted application batch job user-ID.

2.3.12 **BDAM**. Basic Direct Access Method.

2.3.13 **BROKER**. Software AG's database middleware access software.

2.3.14 **CICS**. An inter-active telecommunications software package that is capable of providing on-line real-time processing to all terminals and printers established on the network.

2.3.15 **CDA**. Central Domain Administration.

2.3.16 **CGI (Common Gateway Interface)**. Specification for transferring information between a World Wide Web server and a CGI program designed to accept and return data that conforms to the CGI specification.

2.3.17 **CICS**. An inter-active telecommunications software package that is capable of providing on-line real-time processing to all terminals and printers established on the network.

2.3.18 **CLIENT-SERVER**. The division of an application into separate processes capable of operating on separate central processing units connected over a network.

2.3.19 **COBOL (Common Business Orientated Language)**. COBOL is a high-level programming language developed in 1960 and used for business applications.

2.3.20 **COM-PLETE**. An integrated telecommunications software package that is capable of providing on-line real-time processing to and from all terminal and printers established on the network.

2.3.21 **COM Objects.** Microsoft software architecture to build component-based applications. They are discrete language-independent components, each with a unique identity, which expose interfaces that allow applications and other components to access their features.

2.3.22 **DASD**. Direct Access Storage Device.

2.3.23 **DBA**. Database Administrator.

2.3.24 **DB2**. IBM's Relational Database Software.

2.3.25 **DCOM**. Distributed Components Object Model.

2.3.26 **GUI**. Graphical User Interface.

2.3.27 **HTML**. Hyper-Text Markup Language (HTML) is a Standard Generalized Markup Language (SGML) used to format documents for the World Wide Web. Using HTML as a standard language to create documents enables the documents to be independent of the computer platform. In practical terms, HTML is a collection of platform-independent styles (indicated by mark-up tags) that define the various components of a document.

2.3.28 **IBM**. International Business Machines.

2.3.29 **ICE-MAN**. Integrated Computing Environment—Mainframe and Network.

2.3.30 **IDCAMS**. The access method services part of IBM's system managed storage (DFSMSdfp).

2.3.31 **IMS**. Information Management System (database software).

2.3.32 **INTER-COM**. An interactive telecommunications software package that is capable of providing on-line real-time processing to and from all terminals and printers established on the network.

2.3.33 **IT**. Information Technology

2.3.34 **Java.** A high-level object-oriented programming language well suited for web development. It is similar to C++, but simplified to eliminate language features that cause common programming errors.

2.3.35 **JCL (Job Control Language)**. Provides the means of communication between an application program and the operating system and computer hardware.

2.3.36 **JSP (Java Server Page).** A server-side technology, which are an extension to the Java servlet technology that was developed by Sun.

2.3.37 **LAN**. Local Area Network.

2.3.38 **LINUX**. A version on UNIX operating system.

2.3.39 **LPR**. Logical Partition.

2.3.40 **MAINFRAME**. A large capacity computer system with processing power that is significantly superior to a PC or midrange computer.

2.3.41 **MIPS**. Millions of instructions per second.

2.3.42 **NATURAL**. Natural is a type of computer query language that allows a user to make queries in ordinary English rather than special computer syntax.

2.3.43 **.NET**. Microsoft operating system platform that incorporates applications, a suite of tools and services and a change in the infrastructure of the company's Web strategy.

2.3.44 **ORACLE**. Oracle is a relational database management system (RDBMS). Oracle is scaleable from a small microcomputer to larger mainframes. Versions are available for many operating systems, including MVS, Unix, Windows NT and Sun.

2.3.45 **PC**. Personal computer.

2.3.46 **POWERBUILDER**. An applications development language that uses graphical user interface (GUI), and "point and click" techniques to build object oriented applications. Powerbuilder is usually used in enterprise scale applications employing client-server architecture. It lets you create distributed, component-based applications. Objects may be saved in C++, ActiveX, COM/DCOM, CORBA, JavaBeans proxy, and other industry-standard formats.

2.3.47 **Production Control**. The process and support for starting, monitoring and ending batch and online jobs.

2.3.48 **P210**. ICE-MAN Production LPAR.

2.3.49 **RACF**. Remote Access Control Facility.

2.3.50 **RPC**. Remote Procedure Calls.

2.3.51 **Script**. Another term for macro or batch file, a script is a list of commands that can be executed without user interaction. A script language is a simple programming language with which you can write scripts.

2.3.52 **SDSF**. System Display and Search Facility.

2.3.53 **SMF**. System Management Facility.

2.3.54 **SMS**. System Management Storage.

2.3.55 **SOAP (Simple Object Access Protocol)**. Lightweight XML-based messaging protocol used to encode the information in Web service request and response messages before sending them over a network.

2.3.56 **SQL (Structured Query Language)**. Standardized query language for requesting information from a database; i.e., Transact-SQL in support of Microsoft and PL/SQL in support of Oracle.

2.3.57 **SQL Server**. Generically, any database management system (DBMS) that can respond to queries from client machines formatted in the SQL language. When capitalized, the term generally refers to either of two database management products from Sybase and Microsoft. Both companies offer client-server DBMS products called SQL server.

2.3.58 **SYSJ**. ICE-MAN Test LPAR.

2.3.59 **TCP/IP**. Transport Control Protocol/Internet Protocol.

2.3.60 **TPX**. Terminal Productivity Executive.

2.3.61 **TSO**. A timesharing option that allows numerous users to use the facilities of the main computer in a conversational manner.

2.3.62 **TSO/E**. Time Sharing Option Extensions.

2.3.63 **UDDI (Universal Description, Discovery, and Integration)**. A web-based distributed directory that enables businesses to list themselves on the Internet and discover each other, similar to a traditional phone book's yellow and white pages.

2.3.64 **USS**. UNIX System Services.

2.3.65 **Visual Basic**. A Microsoft programming language and environment developed by Microsoft that is event-driven and allows a programmer to add a substantial amount of code simply by dragging and dropping controls, such as buttons and dialog boxes, and then defining their appearance and behavior.

2.3.66 **VSAM**. Virtual Storage Access Method.

2.3.67 **WAN**. Wide Area Network.

2.3.68 **Web Services**. Describes a standardized way of integrating Web-based applications using the XML, SOAP, WSDL and UDDI open standards over an Internet protocol backbone. XML is used to tag the data, SOAP is used to transfer the data, WSDL is used for describing the services available and UDDI is used for listing what services are available. Web services share business logic, data and processes through a programmatic interface across a network rather than a Graphical User Interface (GUI). Developers can then add the Web service to a GUI (such as a Web page or an executable program) to offer specific functionality to users. Web services allow different applications from different sources to communicate with each other without time-consuming custom coding, and because all communications is in XML, Web services are not tied to any one operating system or programming language.

2.3.69 **WebSphere**. IBM's middleware web server.

2.3.70 **WSDL (Web Services Description Language)**. An XML-formatted language used to describe a Web service's capabilities as collections of communication endpoints capable of exchanging messages.

2.3.71 **XML (Extensible Markup Language)**. Allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

SECTION 3 – GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 **General**. The Government shall provide, without cost, the facilities, equipment, materials and services listed below. The Government-furnished property and services provided as part of this contract shall be used by the contractor only to perform under the terms of this contract. No expectation of personal privacy or ownership using any FAA electronic information or communication equipment shall be expected.

3.2 Property.

3.2.1 **Facilities**. The Government shall provide facilities at the Mike Monroney Aeronautical Center, 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma 73125, or other local Government leased/owned facilities, including all utilities, telephone, janitorial services and furniture for contractor employees performing on tasks.

3.2.2 **Equipment**. The Government shall provide the following:

a. A suitable working environment (i.e., office furniture and administrative supplies).

b. A Personal Computer (PC) with access to an appropriate host computer and auxiliary hardware and software required in the performance of this contract.

c. A laptop under certain conditions and with approval from the COTR.

d. Pagers, headsets, cell phones and maintenance agreements for such equipment when determined to be applicable by the COTR. The Government will replace items that are determined to be beyond economical repair by the COTR unless the damage or loss is due to contractor negligence.

e. Limited use of Government vehicles to transport equipment to buildings.

f. A listing of Government Furnished Property (GFP) is provided in Attachment A.

3.2.3 **Materials**. The Government shall furnish the following:

a. The basic reference manuals, and any revisions, updates, and changes thereto for use by the contractor.

b. Microfiche inherent to the nature of the functions being performed.

3.3 Use of Government Property.

3.3.1 **Telephones.** Government telephones are provided for use in conducting official business. Occasionally, contractor employees are permitted to make calls that are considered necessary in the interest of the Government. Examples are as follows:

a. Calls to home or doctor if a contractor employee is injured or becomes sick at work.