



**SCREENING INFORMATION REQUEST (SIR)
DTFAWA-13-R-00004**

**ELECTRONIC FEDERAL AVIATION ADMINISTRATION
ACCELERATED AND SIMPLIFIED TASKS
MASTER ORDERING AGREEMENT**

(eFAST MOA)

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PART I – THE SCHEDULE

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 GENERAL

This Master Ordering Agreement (MOA) is titled “Electronic FAA Accelerated and Simplified Tasks” (eFAST) and is available for use by the Federal Aviation Administration (FAA) and, on a limited basis and when in the best interest of the Government, by all federal government agencies.

The MOA, which functions as a Blanket Purchase Agreement (BPA), provides for a broad range of comprehensive professional and support services. Construction is not within the scope of this MOA. Contracts issued under the MOA will have the terms and conditions stipulated in the MOA.

(1) MASTER ORDERING AGREEMENT: This MOA, with fixed ceiling labor rates, is set-aside and limited to small businesses and Socially and Economically Disadvantaged Businesses (SEDB): 8(a), Minority Owned Businesses (MOB), Woman Owned Businesses (WOB), Veteran Owned Businesses (VOB), Service Disabled Veteran Owned Small Businesses (SDVOSB), and Indian Tribal Owned and Alaska Native Corporations (ANC).

Other set-asides will be employed as set forth in the FAA’s Acquisition Management System (AMS).

eFAST is a small business set-aside program for MOA holders (prime contractors).

(2) MOA CEILING AMOUNT: The combined total ceiling amount for all MOAs under eFAST is \$7.4 billion for the entire 15 year period of performance, including options.

(3) NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES: For purposes of determining the MOA holder's eligibility as a small business, refer to the Small Business Administration (SBA) website, <http://www.sba.gov/content/summary-size-standards-industry>.

The FAA will comply with the SBA’s business size standards.

The MOA holder must qualify as a small business as of the release date of the Screening Information Request (SIR) under any one of the NAICS codes identified in Section C of this MOA.

Other NAICS codes (within the overall scope of this MOA) not specified in this MOA will also be considered for individual contracts or task orders.

B.2 SUPPLIES/SERVICES AND PRICES/COSTS

(1) FULLY BURDENED LABOR RATES: The labor rates (Attachment J-4) are “fully burdened ceiling rates.” A fully burdened ceiling rate is defined as the direct hourly labor rate that includes wages, overhead, general and administrative expenses, profit, fringe benefits, and direct tax/labor/payroll burden. These rates, which will represent the maximum labor rates that the Government will consider and/or accept during the life of the MOA, will be used on all fixed price and T&M/LH contracts issued under this MOA, and no other labor rates will be recognized unless lower rates are offered.

Only one (1) labor rate for each labor category, for each Functional Area (FA), may be proposed whether the Contractor or its subcontractor(s) performs work under this MOA. Furthermore, the Contractor may not charge any additional cost for subcontracting work. Separate labor rates for each labor category may be specified for work performed at Government site (onsite) and at Contractor site (offsite). The "Contractor site" rates will be fully burdened and include all costs associated with necessary computer equipment, computer usage, telephones, reproduction services, information systems, and any other costs associated with running a successful company.

Subcontracting or consulting work is direct labor, not Other Direct Costs (ODCs).

Price schedules contain the fully burdened ceiling rates for work performed at any location within the 50 states of the United States, the District of Columbia, and all U.S. Territories.

MOA holders' ceiling rates are posted on <http://www.faa.gov/go/efast>.

(2) OTHER DIRECT COSTS (ODC) and ADMINISTRATIVE HANDLING RATE (AHR): This MOA is for professional and support services, and purchases other than labor services will be considered to be within scope if they are ancillary to the overall contract. These supplies/services will be considered other direct costs (ODCs) and will have a standard fixed Administrative Handling Rate (AHR) by which the Contractor may recoup the administrative and handling costs associated with the provisioning of said supplies/services. The AHR will consist of a single percentage that the Contractor will invoice the Government for its handling of ODCs.

Only one AHR may be charged regardless of whether the prime contractor or subcontractor incurs ODCs.

The administrative handling fee may be negotiated at the contract level but will not exceed the percentage specified in the MOA. The Government will not consider changing the AHR during the life of the MOA unless the Contractor proposes to lower the rates.

Before acquiring any ODCs for the contracts, the Contractor must obtain a written approval from the Contracting Officer (CO) and/or Program Office Contracting Officer Representative (Program Officer COR). The Contractor will provide the Contracting Officer/Program Office COR with estimated costs of the ODCs.

Whenever possible, it is required that sale tax exempt forms are to be provided to vendors when ODCs are purchased.

(3) TRAVEL

All required travel will be specified in individual contracts or task orders issued. The cost of transportation, lodging, subsistence and incidental expenses (per diem) incurred by the Contractor personnel when requested to travel in the performance of a contract will comply with the limitations as set forth in FAA Travel Policy, Federal Travel Regulations (FTR) for civilian agency work; Joint Travel Regulations (JTR) for military agency work; or Joint Federal Travel Regulations (JFTR) for both civilian and military agency work when applicable.

(a) PRIOR APPROVAL OF TRAVEL

Before undertaking any travel in performance of contracts, the Contractor must obtain a written approval from the Contracting Officer and/or Program Office COR. The Contractor will provide, at a minimum, the number of persons in the party, traveler name(s), destination(s), duration of stay, purpose, and estimated cost.

(b) TRAVEL REIMBURSEMENT METHODOLOGY

The individual contract will include guidance as to whether travel expenses are to be fixed-price or if they will be reimbursed in a specified not to exceed amount at Government rates (FTR, JTR or JFTR). The number of trips, destinations, length of stay, and cost required for completion of travel will be capped by the travel regulations specified in individual contracts or task orders (the latest rates at the time of travel apply) when the travel is not set as a fixed-price.

AHR may be applied to travel.

Only one AHR may be charged regardless of whether the prime contractor or subcontractor travels.

Local travel by offsite contractor employees is not considered ODCs.

Whenever possible, it is required that tax exempt forms are to be provided for lodging.

(4) LABOR CATEGORIES

General labor category descriptions, qualifications and allowable substitutions are specified in Attachment J-3. Labor categories are designated as primary and secondary for each FA. Primary labor categories perform work activities that are within the scope of the FA. Secondary labor categories perform related work that supports, augments or is otherwise related to the primary work undertaken. New labor categories may be added at the contract level. If and when labor categories are created in this manner, the resulting labor categories will be added to one or more FAs, and designated as primary and secondary for each FA as appropriate. The new labor categories will be refinements of the general labor categories defined in this SIR. The general ceiling price for a labor category in a functional area defines the maximum for any new labor category created as a refinement of the general labor category. Contractors will be required to

propose ceiling prices for new labor categories in the functional areas for which they are qualified, on an ad hoc basis.

The government may add additional labor categories throughout the period of performance and pricing will be requested at that time.

Subject Matter Expert (SME) and Introduction of New Service are unpriced labor categories and cost build-up data will be required when utilized. Justification for proposing an SME is required from the program office as well as MOA holder and must be approved by the Contracting Officer. SMEs are direct labor, not ODCs.

SECTION C – STATEMENT OF WORK

C.1 BACKGROUND AND OBJECTIVE

In order to support its operations for 2013 and beyond, the FAA will require a broad range of comprehensive professional and support services. This professional and support services acquisition vehicle allows long term procurements for an expanded array of professional and support services to better serve the requirements of the FAA, and on a limited basis and when in the best interest of the Government, all other federal government agencies, nationwide, in an expedited efficient and effective manner. The MOA will be the FAA's preferred small business contracting vehicle for services. This is the second generation of the eFAST program.

C.2 SCOPE

The scope of work delineated below (Ref: AMS T3.8.2 Service Contracting) is representative, but not all-inclusive, of the type of services anticipated to be provided under this MOA. The FAA may issue contracts to any of the Contractors selected for tasks encompassing any or all of the services detailed in this Statement of Work (SOW). Specific services will be identified and ordered at the contract level.

(1) Technical, engineering, and scientific expertise, advice, analysis, studies, or reports in areas such as: information technology design, programming, networking, installation, operation, data management, and customer support; definition and design of systems, equipment, software and facilities; system engineering; requirements management and specification development; modeling and simulation; risk analysis and management; cost estimating; human factors engineering; information security; testing and operational evaluation; logistics support analysis; technical writing; and expertise and analysis on the effectiveness, efficiency, or economy of technical operations of equipment, systems, services, or procedures.

(2) Professional, management, and administrative expertise, advice, analysis, studies, or reports in areas such as: program management, execution, and control; procurement management; employee training and development; payroll and finance administration; budget formulation and execution; cost and benefit analysis; economic and regulatory analysis; environmental analysis; energy management analysis; management and organizational evaluation; staffing, workload and workflow analysis; conferences, seminars, and meetings; public events and writing; and expertise and analysis on the effectiveness, efficiency, or economy of management and general administrative operations and procedures.

Incidental services (e.g. administrative support) in these areas are necessary to provide ancillary support to these projects.

(3) Advisory and assistance services provided under contract by nongovernmental sources to support or improve agency policy development, decision-making, management, and administration, or to support or improve the operation of managerial or hardware systems. Advisory and assistance contracts provide outside points of view from individuals with special

skills or knowledge from industry, universities or research foundations. The use of these services helps to prevent too-limited judgments on critical issues, facilitating alternative solutions to complex issues. Examples of advisory and assistance functions include studies, analyses and evaluations; and management and professional and support services (including consultants, experts and advisors).

(4) Major systems support:

(a) Management of the acquisition of major systems, including:

- * Analysis of agency missions
- * Determination of mission needs
- * Setting of program objectives
- * Determination of system requirements
- * System program planning
- * Budgeting
- * Funding
- * Research
- * Engineering
- * Development
- * Testing and evaluation
- * Contracting
- * Production
- * Program and management control
- * Introduction of the system into use or otherwise successful achievement of program objectives.

(b) All programs for the acquisition of major systems even though:

- (1) The system is one-of-a-kind.
- (2) The agency's involvement in the system is limited to the development of demonstration hardware for optional use by the private sector rather than for the agency's own use.

(5) Any other areas of technical and professional and support services contracting that are not identified and described in the Acquisition Management System (AMS) definition, above, including new areas of support services contracting which may emerge during the life of the MOA.

(6) Any services identified in the NAICS codes described below, or any services identified in NAICS codes which are determined to be appropriate for performing services in areas 1-4 above.

(7) Introduction of new and/or innovative types of services.

(8) Additional tasks are derived from the FAA integrated Capability Maturity Model (iCMM), Version 2, and are compliant with the requirements identified in the FAA AMS. These tasks

may be combined to support any of the business or technical support functions required by the FAA, including those cited in the NAS (National Airspace System) System Engineering Manual (SEM).

C.3 FUNCTIONAL AREAS (FA)

The following functional areas are described in a generic form based on process orientation, and may be combined in a specific contract requirement. These functional areas can be grouped to support any range of functional disciplines and elements of the FAA systems life cycle, and all facets of management in support of FAA business areas and systems, mission support and information systems, as well as administrative processes and systems.

FA Code	Functional Area	Functions/Activities/Business Areas	NAICS Codes
ATS	Air Transportation Support	Air transportation support including Architectural, Electrical and Wiring, Environmental Remediation, Environmental, Facilities Support, Biological, Chemical, Energy, Hydrology, Physics, Radio, Safety, Security, Weather Forecasting, Services Meteorological	238210, 488111, 488119, 488190, 541310, 541380, 541620, 541690, 541990, 561210, 562910
BAM	Business Administration & Management	Business administration and management including Accounting/Budgeting/Finance, Acquisition/Procurement, Administrative Management, General Management, Human Resources, Equal Employment Opportunity, Advertising, Marketing, Public Relations, Event Planning, Process Analysis, Application Content Management, Office Management, Training, Developing Training Materials, Graphic Artist Services	541211, 541214, 541219, 541611, 541612, 541613, 541614, 541618, 561110, 561499, 561611

R&D	Research & Development	Research and development in the Physical and Life Sciences, including Astronomy, Biology, Chemistry, Computers, Computer Science, Ecology, Environmental, Geology, Hydrology, Mathematics, Meteorology, Oceanography, Physics, Statistics, Theoretical/Modeling, Operations Research	541712, 541720
ES	Engineering Services	Engineering services including Systems Engineering, System Analysis, Specialty Engineering, System Security, Hardware Engineering, Software Engineering, Configuration Management, Quality Assurance, Test, Acoustical, Aeronautics, Aerospace, Astrophysics, Chemical, Civil, Combustion, Communications, Construction, Electrical, Environmental, Erosion Control, Geological, Geophysical, Heating, Human Factors, Hydraulics, Industrial, Logistics, Manufacturing, Marine, Mechanical, Nuclear, Operations Research, Developing Training Materials, Air Traffic Operations Analysis/Design/Development, Air Traffic Safety System Analysis/Design/Development, Air Traffic Management Analysis/Design/Development, Air Traffic Operations Training, Air Traffic Safety System Training, Air Traffic Management Training, Training	541330
CSD	Computer/Information Systems Development	Computer system development including Information Analysis/Business Intelligence, Database Analysis/ Design/Development, Computer Program Analysis/Design/Development, Computer System Analysis/Design/Development, Web Site Analysis/Design/Development, Graphic Design, Computer System Server Analysis/Design/Test, Developing Training Materials, Training, Information Assurance Analysis/Test, Enterprise Architecture, Information	541430, 541511, 541512
CSS	Computer Systems Support	Technology Systems Architecture, Network Analysis/Design/Test, Computer System Quality Assurance, Software Engineering, Graphic Design	518210, 519190, 541513, 541519

D&T	Documentation & Training	Documentation and training support including Analyze/Prepare/Edit Technical Documentation, Analyze/Prepare/Edit Business Documentation, Analyze/Prepare/Edit/Deliver Training, Analyze/Prepare/Edit/Deliver Computer Based Training	561410, 611420, 611430, 611512, 611710
M&R	Maintenance & Repair	Equipment maintenance and repair including General Equipment Repair, Specialized Equipment Repair	811212, 811213, 811219

NAICS

Code	NAICS Title
238210	Electrical Contractors and Other Wiring Installation Contractors
488111	Air Traffic Control Services
488119	Other Airport Operations
488190	Other Support Activities for Air Transportation
518210	Data Processing, Hosting and Related Services
519190	All Other Information Services
541211	Offices of Certified Public Accountants
541214	Payroll Services
541219	Other Accounting Services
541310	Architectural Services
541330	Engineering Services
541380	Testing Laboratories
541430	Graphic Design Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services
541613	Marketing Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541712	Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)
541720	Research and Development in the Social Sciences and Humanities
541990	All Other Professional, Scientific, and Technical Services
561110	Office Administrative Services
561210	Facilities Support Services
561410	Documentation Preparation Services
561499	Other Business Support Services
561611	Investigation Services
562910	Remediation Services

611420	Computer Training
611430	Professional & Management Development Training
611512	Flight Training
611710	Educational Support Services
811212	Computer and Office Machine Repair and Maintenance
811213	Communication Equipment Repair and Maintenance
811219	Other Electronic and Precision Equipment Repair and Maintenance

Notes:

NAICS Code 541330: Special \$27m size standard for Military and Aerospace Equipment and Military Weapons

NAICS Code 541712, Except Aircraft under the U.S. Industry Title: 1500 size standards in number of employees

For some NAICS Codes, AMS Clause 3.6.1-7 may not apply. Specifications will be at the contract level.

SECTION D - PACKAGING AND MARKING

D.1 GENERAL

The requirements of this Section D apply when there are deliveries/deliverables included in a contract or task order. All products delivered under contracts or task orders of this MOA will be packaged in accordance with best commercial practices. The ordering agency may include additional packaging and marking requirements, other than those enumerated in this section, on individual contracts or task orders.

D.2 PACKING, MARKING AND STORAGE OF EQUIPMENT

All packing, marking and storage expenses which are incidental to Contractor's shipping of the materials under this MOA will be made at the Contractor's expense (and not on a reimbursable basis).

D.3 EQUIPMENT REMOVAL

Unless otherwise specifically addressed in a contract or task order issued hereunder, the Contractor will be solely responsible for removing (at its expense, not on a reimbursable basis) within ninety (90) days after expiration or earlier termination of the applicable contract or task order, all of its personal property (e.g., equipment, supplies, etc.) which it has placed at government premises during the course of performance for the applicable contract or task order.

SECTION E – INSPECTION AND ACCEPTANCE

All quality requirements applicable to this effort are specified at Section I. The Government reserves the right to specify additional quality requirements in individual contracts or task orders issued hereunder.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

Subject to the Recertification language enumerated elsewhere, a Contractor that is currently an eFAST MOA holder will receive a modification to its original MOA that extends its period of performance through September 30, 2019 with an additional five-year option period. This will replace the original option periods.

A Contractor that is not currently an eFAST MOA holder will receive a new MOA award with the period of performance of the Date of Award through September 30, 2019 with an additional five-year option period.

The period of performance for MOA holders are as follows:

MOA holders with BPA number starting with DTFAWA10A:

Base period:	Date of award – 9/30/2014
Option period 1:	10/1/2014 – 9/30/2019
Option period 2:	10/1/2019 – 9/30/2024

MOA holders with BPA number starting with DTFAWA11A or DTFAWA12A:

Base period:	Date of award – 9/30/2016
Option period 1:	10/1/2016 – 9/30/2019
Option period 2:	10/1/2019 – 9/30/2024

MOA holders with BPA number starting with DTFAWA13A:

Base period:	Date of award – 9/30/2019
Option period 1:	10/1/2019 – 9/30/2024

The government may issue contracts or task orders, with options, for up to a five-year period at any point in time during the base or option periods of the MOA, as identified above. A contract or task order issued less than 5 years prior to the end date of the MOA may continue past the end date of the MOA. Modifications required after the end date of the MOA will be at the discretion of the Contracting Officer.

Program Year	Period of Performance
1	Date of Award – 9/30/10
2	10/1/10 – 9/30/11
3	10/1/11 – 9/30/12
4	10/1/12 – 9/30/13
5	10/1/13 – 9/30/14
6	10/1/14 – 9/30/15
7	10/1/15 – 9/30/16

8	10/1/16 – 9/30/17
9	10/1/17 – 9/30/18
10	10/1/18 – 9/30/19
11	10/1/19 – 9/30/20
12	10/1/20 – 9/30/21
13	10/1/21 – 9/30/22
14	10/1/22 – 9/30/23
15	10/1/23 – 9/30/24

F.2 PLACES OF PERFORMANCE

The performance scope for this MOA includes the 50 states of the United States of America, the District of Columbia, and all U.S. Territories either at Contractor’s facilities (offsite), or on government facilities (onsite). Places of performance will be specified in individual contracts or task orders. Regardless of place of performance, the Contractor must have the capability of providing services using personnel with minimal need for reimbursement of travel costs.

F.3 DELIVERY AND PERFORMANCE

All work performed under contracts of the MOA will be at the highest quality applicable and delivered according to a provided statement of objectives (SOO) or statement of work (SOW). The Contractor will deliver and perform according to the requirements of the contract or task order, and may be denied further work for substandard performance. Additional deliveries or performance requirements in contracts, other than those enumerated in this section, such as (1) optional clauses, (2) agency clauses, or (3) order specific clauses, may be included in individual contracts or task orders

Some contracts or task orders may have work containing a combination of contract types including but not limited to Firm-Fixed Price, Fixed Price Level of Effort, Cost Reimbursement, Time and Materials, and Labor Hours contracts. The Contracting Officer (CO) is responsible for identifying the applicable contract type(s), which will be stated in the contract or task order.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 GOVERNMENT CONTACTS FOR CONTRACT ADMINISTRATION

The FAA Office of Primary Responsibility for this MOA is AAQ-430.

Office of Acquisition and Contracting
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, DC20591

G.2 AUTHORITY

G.2.1 FAA Procuring Contracting Officer (PCO)

The FAA Procuring Contracting Officer (PCO) has the overall responsibility for the MOA. The PCO is authorized to take action on behalf of the Government to: (1) direct or negotiate any changes in the MOA; (2) modify or extend the agreement period; (3) otherwise change the terms and conditions of the MOA; and (4) issue contracts or task orders and their modifications.

It is the responsibility of the MOA holder to notify the PCO immediately if there is any appearance of technical or other direction that is, or may be, outside the scope of the MOA.

G.2.2 Ordering Contracting Officer (OCO)

The PCO will delegate duties described in Section G.2.1(4) to Contracting Officers, within FAA and other federal government agencies and assure orderly performance of contracts or task orders. The Contractor will direct all written inquiries, pertaining to specific contracts through the OCO. The PCO is available if the OCO is not available. Additionally, any contracting officer in the eFAST program office will be available to act on the behalf of the OCO's if the OCO is not available. The OCO may also be the Administrative Contracting Officer (ACO).

G.3 TECHNICAL REPRESENTATIVES

G.3.1 eFAST Contracting Officer's Representative (eFAST COR)

The MOA will have a dedicated eFAST Contracting Officer's Representative (eFAST COR) who will perform as the technical manager of the eFAST Program. The PCO may name such individual in a letter of delegation which will indicate the individual, title, and stipulate the rights, responsibilities, and limitations of his/her appointment. In any event, no such named individual has the authority to issue any direction under the MOA either technical or otherwise, which constitutes a change to the terms, conditions, price, or delivery schedule of the MOA. Only the PCO is authorized to alter the MOA in any manner.

- (1) The eFAST COR is authorized to give technical direction and review and recommend approval of:
 - (a) Technical matters not involving a change in the scope, price, terms or conditions of the MOA;
 - (b) Progress Reports;
 - (c) Inspection and acceptance of supplies/services; and
 - (d) Invoices.

- (2) The eFAST COR is not authorized to issue technical instructions that:
 - (a) Institute additional work outside the scope of the MOA;
 - (b) Constitutes a change to the MOA or contracts;
 - (c) Cause an increase or decrease in the estimated costs of contracts;
 - (d) Alters the period of performance; or
 - (e) Changes any of the other express terms or conditions of the MOA.

- (3) If provided verbally, technical direction will be issued or confirmed in writing by the CO.

G.3.2 Program Office Contracting Officer's Representative (Program Office COR)

The Contracting Officer will, upon contract award or thereafter, appoint a Contracting Officer's Representative (Program Office COR) in writing for a contract or series of contracts awarded to MOA holders. The Program Office COR is analogous to the Government's project manager, project officer, task manager, etc. The delegation letter will indicate the individual, title, and stipulate the rights, responsibilities, and limitations of his/her appointment.

In any event, no such named individual has the authority to issue any direction under the MOA either technical or otherwise, which constitutes a change to the terms, conditions, price, or delivery schedule of the MOA. The Program Office COR will also actively participate in annual contract evaluations.

- (1) The Program Office COR is authorized to review and recommend approval of:
 - (a) Technical matters not involving a change in the scope, price, terms or conditions of the MOA or the individual contract;
 - (b) Progress Reports;
 - (c) Inspection and acceptance of supplies/services; and
 - (d) Invoices.

- (2) The Program Office COR is not authorized to issue technical instructions that:
 - (a) Institute additional work outside the scope of the MOA or contract;
 - (b) Constitute a change to the MOA or contracts;
 - (c) Cause an increase or decrease in the estimated cost of the contract;
 - (d) Alter the period of performance; and
 - (e) Change any of the other express terms or conditions of the MOA.

G.4 INTERPRETATION OR MODIFICATION

No verbal statement or written statement by anyone other than the PCO, or his/her authorized representative acting within the scope of his/her authority, will be interpreted as modifying or otherwise affecting the terms of the MOA. All requests for interpretation or modification will be made in writing to the PCO.

G.5 APPLICABLE STANDARDS AND GUIDELINES

All work completed under contracts of the MOA will comply with, as a minimum, the latest versions of all applicable FAA and Department of Transportation (DOT) orders, Office of Management and Budget circulars, standards from the American National Standards Institute, and National Institute of Standards and Technology, including Federal Information Processing Standards publications. Specific contracts will reference applicable versions of standards or exceptions as necessary.

G.6 PAYMENT ADDRESS

DOT/FAA
Accounts Payable, AMZ-110
POB 25710
Oklahoma City, OK 73125

G.7 HOURS OF WORK

For informational purposes, the FAA observes a five (5) day work week. The Contractor will observe and schedule work hours of personnel as required in contracts or task orders or in writing by the Contracting Officer.

G.8 HOLIDAY AND GOVERNMENT AUTHORIZED LEAVE

- (1) For informational purposes, the Government observes holidays below:
 - (a) Federal holidays listed on the Office of Personnel Management (OPM) website: http://www.opm.gov/Operating_Status_Schedules/fedhol/.
 - (b) Any other day designated by Federal statute.
 - (c) Any other day designated by Executive Order.
 - (d) Any other day designated by Presidential proclamation.

The Government will not pay for any holiday unless actual work on such holidays has been authorized in writing by the contract or the Contracting Officer. When so approved, the work must actually be performed on the holiday, and no overtime/premium pay is applicable.

- (2) When the Federal Government grants excused absence to its employees, Contractor personnel may also be dismissed at the discretion of the Contracting Officer. However, the Contractor will not be reimbursed for the hours of excused absence. The Government will reimburse the Contractor only for the actual hours worked by its employees.

G.9 TELEWORK

Telework from a government site is not allowed unless specifically authorized by the Contracting Officer at the contract or task order level.

G.10 REPORTING REQUIREMENTS AND PROBLEMS

G.10.1 Contract Administration Reporting

The Contractor will submit monthly contract administration information to the Contracting Officer concerning the status of its active contracts (Attachment J-8) and a final summary report at the end of the contract performance, one form for each contract.

G.10.2 Program Reviews

The MOA holder will participate with the Government in program reviews, if conducted, at a time and location of the Government's choice. The FAA will provide advance notice of such meetings. Program reviews will be used to help monitor, and improve where necessary, contract performance. Associated costs with the attendance at these reviews will be at no direct cost to the Government.

G.10.3 Immediate Issue/Problem Reporting

The Contractor will bring actual or potential problems to the attention of the Contracting Officer or Program Office COR as soon as they are known. Oral reports of issues and/or problems will be followed by written narrative reports within five (5) business days.

G.11 WORK AT RISK

Unauthorized work performance will not be reimbursed by the Government.

G.12 CURRENT AND PAST PERFORMANCE INFORMATION

The Government may collect performance evaluations for individual contracts or task orders. The requiring office/Program Office COR will assess the Contractor's performance in areas such as quality, timeliness, cost control and business relations. Such ratings may have bearing on the Contractor's likelihood to receive future contracts or task orders.

G.13 CONTRACT CLOSE OUT

The Contractor agrees to work in partnership with the Contracting Officer to close out contracts or task orders as soon as possible after they are physically completed. Since this is primarily a services contract, it is anticipated the costs under non-labor CLINS are to be an insignificant amount to the extent that will allow for the provisional rates established to be used as the basis to negotiate final costs on non-fixed-price contracts issued under the MOA. However, the Contracting Officer for the individual contract or task order has the authority to require an audit

of final indirect cost rates, as provided in AMS 3.3.1-5, when determined necessary to protect the Government's interest.

(1) Upon the completion of a contract, the Contractor will communicate with the Program Office COR to determine that all work was completed and accepted.

(2) The Contractor will request property disposition for a contract involving Government Furnished Property and/or Contractor acquired property on behalf of the Government. The request will be made in writing and submitted to the Program Office COR. The request will include an inventory (description, quantity, location, value, condition) of property of disposition. The Program Office COR will respond and provide written disposition instructions to the Contractor.

(3) The Contractor will submit the following information and documents for each separate contract:

- (a) Contractor's assignment of refund rebates and credits.
- (b) Contractor's release.
- (c) Report of inventions and subcontracts, materials and software.
- (d) A list of all Government Furnished Equipment (GFE) and the intended time and place for return.
- (e) Final Invoice must be identified as "Final Invoice."

(4) The Contracting Officer will issue a modification to de-obligate any remaining funds and close out the contract.

G.14 PROTESTS AND DISPUTES

As a condition of award, the MOA holder agrees that no protest, dispute or any other legal action is authorized in connection with the issuance, or proposed issuance, of a contract, task order, or any other action under the MOA.

G.15 POINTS OF CONTACT

The MOA holder will designate a primary and an alternate point of contact (POC) who will interact with the Government concerning the MOA and resulting contracts.

G.16 STANDARD DOCUMENT FORMATS

The FAA may require the Contractor to submit documents using the standard formats or online forms provided by the FAA.

G.17 SMALL BUSINESS CREDITS

The contracting office that awards contracts or task orders will receive small business credits.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 CONTRACT TYPES

This is a Multiple Award/Master Ordering Agreement (MA/MOA) including but not limited to Firm-Fixed Price, Fixed Price Level of Effort, Cost Reimbursement, Time and Materials, and Labor Hours contracts.

H.2 FUNCTIONAL AREAS (FA) AND NAICS CODES

The MOA holder is pre-qualified to participate in the eFAST program. Only one (1) MOA may be awarded to a company. There is no limit to the number of MOA holders in each FA.

The MOA award document specifies the FA(s) awarded to the MOA holder.

The MOA holder is not required to support all FAs. MOA holders will technically qualify in FA(s) by demonstration of relevant experience. In order to be awarded an FA, the company must also meet the small business size standard for at least one of the NAICS codes in the FA.

The MOA holder may only respond to eFAST contract opportunities in FA(s) for which the MOA holder qualifies, whether as an individual MOA holder or as an MOA holder team with Subcontractor Team Agreements or Contractor Team Arrangements.

Should there be a predominate NAICS code for an individual contract or task order, the MOA holder must self-certify via the Business Declaration Form and SAM that it holds the NAICS code at time of award of the individual contract or task order to be awarded the individual contract or task order.

H.3 CONTRACTOR TEAMING

The MOA holder may form teams as follows:

- MOA holder with Subcontractor Team Agreements (STAs); or,
- Contractor Team Arrangements (CTAs).

(1) The MOA holder may form STAs when responding to eFAST procurement opportunities at the individual contract or task order level. The following will apply:

- (a) Unless the proposed subcontractor is already on the MOA holder's team, the MOA holder proposing an STA must provide the following documentation for each of its proposed subcontractor:
 1. A completed Attachment J-2 (Business Declaration Form)
 2. A current D&B Open Ratings report (within one (1) year from the date of report issuance). The minimum Open Ratings score a subcontractor must obtain is 80. No other past performance information will be accepted.

- (b) The MOA holder may add or remove STA team member(s), subject to approval of the Contracting Officer, by submitting all specified documents in paragraph (c) above. The MOA holder may propose subcontractors who are on the eFAST subcontractor list or another MOA holder, and Open Ratings reports are not required for these subcontractors.
- (c) The MOA holder will manage its STA team members. The MOA holder will be solely responsible for quality and timeliness of all work performed by its STA team member(s), and their performance is attributable to the team. AMS Clause 3.6.1-7 will be applied to individual contracts or task orders with STA participation. The FAA will review each contract or task order periodically to ensure compliance.
- (d) The MOA holder will flow down contract clauses applicable to its STA team member(s).

The AMS Clause 3.6.1-7 may be waived for one (1) full-time equivalent (FTE) and contracts under \$100,000 only at the discretion of the Contracting Officer. For all others, the FAA does not intend to grant waivers.

MOA holders may utilize the services of self-employed (1099) individuals. They are considered subcontractors. However, they will not be required to submit Open Rating reports.

A large business that accumulates a total subcontract value exceeding \$10 million under the eFAST program will be required to participate in the FAA's Mentor Protégé Program (Ref. AMS Clause 3.6.1-9).

(2) Contractor Team Arrangements (CTAs) will be in compliance with the AMS Policy 3.2.2.7.3 - Contractor Team Arrangements, and AMS Clause 3.2.2.7-8, Disclosure of Team Arrangements. The following will apply:

- (a) CTAs are exclusive for MOA holders and can only be formed after MOA award at the contract or task order level. A signed CTA agreement, completed Business Classification, and Functional Area Matrix must be provided as part of the CTA proposal for an individual contract or task order.
- (b) When CTAs are used, the Government will maintain "privity of contract" with both the CTA Team Lead and CTA team member(s). Only the CTA Team Lead is the awardee of a contract. The CTA Team Lead will be the Government's single point of contact and representative, for the entire CTA team in the matters of contract administration and other applicable activities.
- (c) MOA holders with STAs on a contract or task order will not be eligible to form a CTA, unless these subcontractors are also MOA holders.
- (d) The CTA must clearly identify all participants in the agreement, roles, responsibilities, and point of contact information.
- (e) AMS clause 3.6.1-7, Limitations on Subcontracting, will not be applied to CTAs. However, subcontracting outside the CTA will not be allowed although exceptions for 1099 resources may be approved on a limited basis at the discretion of the Contracting Officer.

- (f) CTAs can be established for individual or multiple contract or task order opportunities. There is no limit to the number of CTAs an individual MOA holder can be a part of.
- (g) Each CTA team member's labor rates may be used for their own resources to respond to eFAST contract or task order opportunities.
- (h) The CTA team will qualify to respond to a contract or task order opportunity based on the combination of all the FAs qualified by the CTA team.

H.4 OPEN SEASONS/ON RAMP

The FAA intends to consider an open-season/on-ramp at the option periods or any time during the life of the program if it is deemed to be in the best interest of the Government. If deemed eligible, companies whose original proposals were not accepted or MOAs were not renewed during the previous option period will be allowed to submit proposals during open seasons.

Additionally, any MOA holder who is interested in qualifying for other FAs (as specified in Section C of this MOA) will be allowed to submit proposals during open seasons. Any individual MOA holder who is interested in becoming a MOA holder team will be allowed to submit proposals during open seasons.

H.5 EXIT STRATEGY/OFF RAMP AT THE OPTION PERIOD AND RECERTIFICATION

(1) Any time during the life of the MOA, in the event of a merger or an acquisition of the MOA holder's company which changes the MOA holder's small business size status, the MOA holder/Contractor working on an active contract or task order may, at the discretion of the Contracting Officer, be prohibited from working on future eFAST contracts or task orders as a prime contractor. The Contracting Officer may require a transition plan for the work remaining on the contracts/order(s). Performance must continue until notified by the Contracting Officer.

(2) Prior to exercising the option period of the MOA, the FAA will review the MOA with the (not limited to) following considerations:

(a) The MOA holder has a participation requirement for the option period. The MOA holder/Contractor must have been awarded cumulatively at least \$100,000 in total contract value during the previous contract period(s) to be eligible for an option period. Alternatively, the MOA holder/Contractor must have submitted responsive proposals at least five (5) times during the base period or previous option period to be eligible for the option period.

(b) The MOA holder will be required to re-certify its business size status and any applicable socio-economic status before the exercise of any option periods. If a previously awarded small business re-represents itself as other than a small business at that time, an option will not be exercised. Simultaneously, if the Contractor is working on active contracts or task orders with option periods, the Contractor may be required to submit a transition plan for each contract, subject to the approval of the Contracting Officer, to transition work to another MOA holder of the Government's choice, or propose performing work as a subcontractor under another MOA

holder of the Government's choice. AMS Clause 3.6.1-7 Limitations on Subcontracting will not be applicable in this situation. Previously proposed labor rates will not be changed, unless the Contractor offers lower rates. The Contracting Officer may elect to continue performance on the contract(s)/order(s) if deemed to be in the best interest of the government.

(c) The Contractor must receive successful past performance evaluation as a condition for the exercise of the option period. The Contractor may be required to submit a current Open Ratings Report among the past performance information that the Government reviews.

(3) The MOA holder is required to inform the Contracting Officer of any pending merger or acquisition and the eventual merger or acquisition of the MOA holder's company.

(4) It is expected that some MOA holders will graduate out of the 8(a) status after the initial base period of performance. MOA holders may remain in the eFAST program as a small business during the option period (but out of the 8(a) category) as long as they meet the SBA small business size standards for the NAICS code(s) for which they qualify under the program.

H.6 CONTRACTS AND THEIR PROCESSING

H.6.1. Contract Overview

Pursuant to AMS 3.8.2.4, performance-based contracting techniques will be applied to contracts issued under this MOA to the maximum extent practicable.

Requirements may be simple or complex. All contract work must be initiated by the end user (requiring/program office).

The MOA holder may only propose for work under its specific qualified FA(s). To participate in another area, it may wish to team with a MOA holder with a broader portfolio of FA(s).

MOA holder's labor rates, by virtue of the competitive award process, will have already been determined to be fair and reasonable. However, the Contracting Officer reserves the right to request cost build-up data for proposed labor rates. The MOA holder's cost build-up data is subject to spot audit by the agency.

H.6.2. Procurement Action Determination

(1) In accordance with AMS Policy 3.6.1.3.4: Set-Asides to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals (8(a) Certified), each acquisition of services having an anticipated dollar value exceeding \$10,000, but not over \$100,000, is automatically reserved exclusively for SEDB (8(a)) vendors unless the Contracting Officer, with review of the cognizant Small Disadvantaged Utilization Specialist, determines there is not a reasonable expectation of obtaining offers from responsible SEDB (8(a)) concerns that are competitive in terms of market prices, quality and delivery. These procurements may be either competitive or noncompetitive.

In addition, other individual procurements outside the above specified range may be set-aside for competitive award among SEDBs that are 8(a) certified when appropriate.

(2) Contracts may be issued noncompetitively to MOA holders whenever circumstances warrant the exercise of any exception set forth in AMS Policy, 3.6.1.3.5: Non-Competitive Awards to SEDB [8(a)] Vendors, individual contracts may be noncompetitively awarded to SEDB (8(a)) vendors when the anticipated total value of the procurement (including all options) is at the AMS noncompetitive dollar threshold or below for other than procurements assigned manufacturing NAICS codes. Where a procurement exceeds the noncompetitive threshold, the procurement may be awarded on a noncompetitive basis to SEDB (8(a)) vendors if (1) there is not a reasonable expectation that at least two or more SEDB (8(a)) sources will submit offers that are in the Government's best interest in terms of quality, price and/or delivery; or (2) the award will be made to a concern owned by an Indian tribe or an Alaska Native Corporation.

(3) In accordance with AMS Policy, 3.6.1.3.6: Set-Asides to Service-Disabled Veteran Owned Small Businesses, where appropriate, procurements may be awarded noncompetitively or set-aside competitively for award among SDVOSBs.

(4) The Contracting Officer may use tiered evaluation techniques in order to target as priorities particular categories of contractors (e.g. 8(a), SEDB (8(a))) while allowing the opportunity for MOA holders in other categories to bid, if necessary.

(5) The Contracting Officer may make a contract award decision under one or more NAICS codes/FAs for requirements as a result of one of the following procurement actions:

- (a) Issue a directed award to an 8(a) small business up to the noncompetitive threshold; or
- (b) Issue a directed award to a SDVOSB with no dollar limit; or
- (c) Issue a directed award to an ANC (8(a)) small business with no dollar limit; or
- (d) Set aside for only 8(a) small businesses with no dollar limit; or
- (e) Set aside for only SDVOSBs with no dollar limit; or
- (f) Set aside for paragraphs (d) and (e) above with no dollar limit; or
- (g) Open competition to all MOA holders.

H.6.3. Contractor Requirements and Activities

Contract turnaround time frames typically will be tight, allowing minimal time for response and preparation activities by contractors and subsequent work start-up. Because of the diversity of technology, technical expertise, performance/skill levels and turnaround times associated with the Government's requirements, the Contractor must have personnel resources readily available with varying levels of expertise and experience. These resources, labor categories, and capabilities are typical of those found in Section B and Section C of this MOA.

The Contractor will ensure that all work is performed in accordance with the applicable contract and its SOW/SOO and delivery schedule. The Contractor will also ensure that contract cost and labor hour estimates are not exceeded during work performance. Reporting requirements, schedules and deliverables will be specified in individual contracts.

H.6.4. Contract or Task order Process

(1) Notification of New Contract or Task Order Requirements – New contract or task order requirements, which may be offered to one or more MOA holders for response, include a SOW/SOO describing the work to be performed, the schedule of performance, authorized travel, any government-furnished data, required deliverables, and any special considerations. Special requirements not mentioned in this MOA will be specified in individual contracts, if required. This notice issued by the Contracting Officer is a contract request for offer/request for proposal/request for quote (RFO/RFP/RFQ). A Functional Area will be identified for each contract or task order requirement and a predominate NAICS code(s) may be identified for each contract or task order requirement.

(2) MOA holder Response to RFO/RFP/RFQ – The MOA holder will submit, to the Contracting Officer, a proposal which will include a description of the work to be accomplished, the required inputs by the Government, the estimated effort (labor hours and categories), estimated travel, schedule for completion, complete listing of deliverables, personnel, and additional data deemed appropriate.

Additionally, the MOA holder must submit, under separate cover, any assumptions, conditions, or exceptions regarding any of the terms and conditions (T&Cs) of the RFO/RFP/RFQ, including the SOW. If no assumptions, conditions, or exceptions are submitted at the time of the proposal, it will be understood that the MOA holder proposes no assumptions and agrees to comply with all of the T&Cs set forth herein.

The basis of award will be a best value source-selection conducted in accordance with the FAA Acquisition Management System (AMS). An award will be made to the MOA holder whose proposal is judged to represent the best value to the Government. Best value will be based on an evaluation of all factors in relation to the stated evaluation criteria and will be determined by evaluating each proposal in the areas shown in the RFO/RFP/RFQ.

The Source Selection Official (SSO) will consider the final evaluation and use his/her best judgment to arrive at a best value decision. Therefore, the successful MOA holder may not have submitted the lowest price. While the government evaluation team and the SSO will strive for maximum objectivity, the evaluation process, by nature, is subjective and professional judgment is implicit throughout the entire process. The Government intends to select one MOA holder for the work. However, the Government reserves the right to make no award at all, depending on the quality of the proposals submitted and the availability of funds.

The FAA intends to award a contract without discussions with offerors. However, the Government reserves the right to conduct discussions and/or negotiations with any and/or all offerors, if later determined necessary by the Contracting Officer.

(3) Contract Awards – The Contracting Officer will evaluate proposals in accordance with the RFO/RFP/RFQ and make an award decision. Work will be initiated only by the issuance of fully executed contracts by the Contracting Officer to the Contractor designating (1) the tasks to be performed; (2) the schedule of performance; (3) authorized travel and ODCs; (4) any government furnished property; and (4) not to exceed funding ceiling amount for cost

reimbursement contracts. The Contractor will not be reimbursed for ODCs and travel unless the contract specifically authorizes such expenditures.

(4) ODCs – The Contractor will provide evidence or documentation (i.e. sales receipts) for purchases below.

(a) Purchases of \$10,000 or less. Competition is encouraged for purchases of \$10,000 or less on a single item. The Contractor should use sound business judgment and document its rationale for not seeking quotes or pricing from two or more sources.

(b) Purchases over \$10,000. Applicable AMS requirements for competition or single source procurement apply.

(5) Contract Termination – In the event the FAA terminates a contract within one (1) year of the contract award date, the FAA may make a contract award for the same requirement to another MOA holder who submitted a proposal responding to the original RFO/RFP/RFQ after review, evaluation, and negotiation.

H.6.5. Prior Concurrence With All Assigned Personnel

Prior to any person being assigned work on a contract, the Contractor must submit the proposed person's certified resume (via instructions provided by the Contracting Officer), signed by the individual, for the proposed labor category to the Contracting Officer/eFAST COR, who will review and concur or not concur on the qualifications, experience, and technical suitability of the individual to perform work under a contract.

At a minimum, resumes will contain the following:

- i. Contract role/responsibility and position
- ii. Education (in reverse chronological order with attendance dates, degree(s)/certification(s) received, major field(s) of study)
- iii. Relevant experience (in reverse chronological order with employer and title of position, starting and ending dates (month/year) and a concise description of experience related to the requirements of their proposed position); and
- iv. Certification that the information contained in the resume is correct and accurate (including signature of the individual and date signed)
- v. The start date proposed.

H.7 INVOICE SUBMISSION

Invoices will be submitted electronically to the appropriate office in Oklahoma City, the Contracting Officer, and the Program Office COR. Backup documentation such as time sheets are required for cost reimbursement and T&M contracts or task orders. Backup documentation (i.e. sales receipts) for ODCs must be submitted with invoices. Approvals for travel and/or ODCs must also accompany invoices.

H.8 CHANGES IN SKILL MIX

It is understood that the mix of labor categories under the contracts, as well as the distribution of the effort among these categories, may vary from the initial mix and distribution of effort that was estimated by the Government or proposed by the Contractor. Upon agreement between the Contractor and the FAA, the contract(s) may be modified to reflect the agreed adjustments, within the original scope of the contract(s).

The Contractor must submit resumes for new proposed individuals to perform work under the contract(s) via instructions provided by the Contracting Officer. All contractor personnel must be approved by the Contracting Officer before performing work under a contract or task order.

H.9 OPTION TO EXTEND THE TERM OF THE MOA

(a) The Government may extend the term of this MOA by written notice to the Contractor within 60 days, provided that the Government will give the MOA holder a preliminary written notice of its intent to extend at least 60 days before the MOA expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended MOA will be considered to include this option provision.

H.10 OVERTIME

Overtime is defined as time worked by a Contractor's employee in excess of the employee's normal work week. Overtime premiums will not be paid. Written approval for overtime must be obtained in advance from the Contracting Officer via the Program Office COR.

H.11 KEY PERSONNEL

Key personnel may be assigned to individual contracts or task orders. Any replacement of the key personnel positions on a contract or task order must be approved in advance by the Contracting Officer before assignment.

H.12 EMPLOYMENT RETENTION PLAN

(1) The Government has an interest in retaining experienced/qualified support services personnel familiar with the work environment subject of this MOA.

(2) The Contractor will develop an Employment Retention Plan which describes efforts to obtain and retain experienced staff, such as interviews and offers of employment. In addition, the Contractor will identify how they intend to retain qualified staff and control employee turnover, including replacements. The Contractor will maintain and adhere to the retention plan throughout the life of the MOA. The FAA may review the plan any time during the life of the MOA.

H.13 NATIONAL EMERGENCY

In cases of national emergency, certain systems/functions are considered mission essential and must be maintained/supported. In this event, the Contracting Officer may require that certain essential personnel report for duty or, may provide support on an on-call or as-needed basis.

H.14 PROMOTIONAL INFORMATION

The MOA holder may maintain promotional materials concerning the MOA and its team's capabilities. To protect the Government's interest in assuring accuracy and consistency in the promotion of the MOA, all promotional information, presentations, representations and/or publicity concerning the MOA by the MOA holder must be reviewed and approved by the eFAST COR prior to distribution, presentation, or publication. The submission will include a letter identifying the use, audience and/or distribution intended for the promotional information/materials.

H.15 EFAST PROGRAM CONTRACTOR SUPPORT

The Government intends to utilize a Contractor to provide contract/acquisition support for this MOA and resultant contracts. Contractor personnel will not be performing inherently governmental functions (e.g., negotiating on behalf of the Government, signing contractual documents, acting as eFAST COR, etc.).

Contractor employees may be required to sign Attachment J-7 (Non-Disclosure of Information Agreements), certifying that they will not disclose any procurement sensitive or proprietary business information obtained in the course of their duties and will use such information only for official purposes in the performance of contract support.

H.16 ACCESS TO GOVERNMENT PROPERTY AND FACILITIES

(1) As part of this effort, the Contractor may be working and attending meetings at government facilities and field facilities. Therefore, to the extent specified per and pursuant to the procedures specified per FAA AMS clause 3.14-2, Contractor Personnel Suitability Requirements, the Contractor may be granted ingress and egress to the facilities at all times during normal working hours to obtain information necessary for performance of the contracts.

(2) While Contractor personnel are at the government site, they are required to comply with all rules and regulations in effect at that site. Contractor personnel will comply with rules and regulations governing employee conduct with respect to health and safety, not only as they relate to themselves, but also to other government employees or agents of the Government. The Contractor will also exercise proper care of all property at the government site regardless of whether title to such rests with the Government or not.

(3) The facilities to which Contractor personnel will have access will remain in the Government's custody and will not be considered as property or facilities furnished to the Contractor.

H.17 CONFIDENTIALITY OF DATA AND INFORMATION

The Contractor and any of its subcontractors in performance of contracts under this MOA, may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions which restrict the Government's right to use and disclose the data and information, or which may be of a nature that its dissemination or use other than in the performance of contracts, would be adverse to the interests of the Government or other parties. Therefore, the Contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to:

- (1) Knowingly disclose such data and information to others without written authorization from the Contracting Officer, unless the Government has made the data and information available to the public; and
- (2) Use for any purpose other than the performance of contracts under the MOA that data which bears a restrictive marking or legend.
 - (a) In the event that the work to be performed under contracts of the MOA requires access to proprietary data of other companies, the Contractor will obtain agreement from such other companies for such use unless such data is provided or made available to the Contractor by the Government. Two copies of such company-to-company agreements will be furnished promptly to the Contracting Officer for information only. These agreements will prescribe the scope of authorized use of disclosure, and other terms and conditions to be agreed upon between the parties thereto. It is agreed by the Contractor that any such data, whether obtained by the Contractor pursuant to the aforesaid agreement or from the Government, will be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.
 - (b) Through formal training in company policy and procedures, the Contractor agrees to make employees aware of the requirement to maintain confidentiality of data and information, as required above, to the end that they will be disciplined in the necessity to refrain from divulging either the proprietary data of other companies or data that is obtained from the Government to anyone except as authorized. The Contractor will obtain from each employee, engaged in any effort connected with this MOA, an agreement, in writing, which will in substance provide that such employee will not, during his/her employment by the Contractor, or thereafter disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Official Use Only") received in connection with the work under contracts.
 - (c) The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of third party data or software by the Contractor, its employees, subcontractors, or agents.

Contractor personnel may be required to sign Attachment J-7 (Non-Disclosure of Information Agreements).

H.18 STANDARDS OF CONDUCT FOR CONTRACTOR PERSONNEL

The Contractor will provide personnel who are physically and emotionally competent to perform the work required by the MOA. All persons assigned to perform work under the MOA will at all times be under the control of the Contractor. The Contractor will be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and will be responsible for taking such disciplinary actions as necessary.

In addition to meeting legal and corporate requirements relating to standards of conduct matters, all personnel working on the MOA must adhere to the FAA Accountability Board standards and procedures relating to employee harassment and/or allegations of such behavior. These standards may pertain to the following areas: (or any additional areas as defined by the FAA Accountability Board): sexual harassment, sexual orientation, race, gender, national origin, and disability.

Upon learning that any person performing work under the MOA has been charged by a law enforcement authority for any offense other than a minor traffic offense, the Contractor will immediately advise the appropriate regional security office or the Contracting Officer. A traffic offense will be considered minor when the fine imposed is \$500.00 or less.

H.19 SAFETY AND ACCIDENT PREVENTION

In performing any work under this MOA on premises which are under the direct control of the Government, the Contractor will (a) conform to all safety rules and requirements as in effect on the date of the award of the MOA; and (b) take such additional precautions as the Contracting Officer may reasonably require for safety and accident prevention purposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and government personnel performing or in any way coming in contact with the performance of the contract on such premises. Any violation of such rules and requirements, unless promptly corrected as directed by the Contracting Officer, will be grounds for termination of this MOA.

H.20 SECURITY OF FEDERAL AUTOMATED INFORMATION SYSTEMS

The Contractor engaged in the requirements, design, development, operation and maintenance of computer, network, and/or communication systems operated by or on behalf of the FAA will comply with the security requirements outlined in OMB Circular A-130 Appendix III, Security of Federal Automated Information Resources, the DOT Information Systems Security Guide (DOT H 1350.250), DOT Network Security Guide (DOT H 1350.251), and FAA Security Orders including FAA Personnel Security Order 1600.1 and FAA Order 1370.82, Information Systems Security.

Contractor personnel are required to complete annual Information System Security LOB Awareness Training and any other security training required by the DOT/FAA. Documentation of completed training will be submitted to the Contracting Officer via email.

H.21 SECURITY PROVISIONS

Order 1600.72A, Contractor and Industrial Security Program will apply to all Contractors, subcontractors, consultants, or any other persons (not visitors) who have access to FAA facilities, sensitive unclassified information, and resources. See Attachment J-9 (Security Guidelines) for more details. This document will be updated periodically to reflect the current FAA security policy.

H.22 FACILITIES, SUPPLIES AND SERVICES

H.22.1 GOVERNMENT-FURNISHED PROPERTY

Government-furnished property (GFP) will be identified in individual contracts, as appropriate. ALL GFP is furnished "as is."

H.22.2 TRANSPORTATION OF GFP

The Contractor will be responsible for transporting all GFP after pickup at the F.O.B. point in the specifications, where risk of loss transfers to the Contractor.

H.22.3 VALIDATION OF GFP

The following procedures apply to the validation of GFP:

- (1) Within five (5) working days of receipt of any GFP, the Contractor will validate the accuracy of the materials and notify the Government of any discrepancies.
- (2) Validation will consist of the Contractor checking for physical and logical completeness and accuracy. Physical completeness and accuracy will be determined when all materials defined as Government-furnished minimums are provided. Logical completeness and accuracy will be determined when all materials defined as minimums and associated with a program, system, or work package are provided.
- (3) GFP errors or discrepancies will be consolidated and the Government notified in writing. Action to be taken by the Government on these identified problems will be determined by the Contracting Officer.
- (4) The Contractor will proceed with the requirements on the remaining materials pending government resolution. The Government will respond with a resolution of the errors after receipt of the written report.

H.22.4 HANDLING OF GOVERNMENT-FURNISHED ITEMS

The Contractor will protect from unauthorized disclosure any materials or information made available by the Government, or that the Contractor has access to by virtue of the provisions of the MOA, that the Government has not designated for public disclosure.

The material and information made available to the Contractor by the Government are the exclusive property of the Government. Any information or materials developed by the Contractor in performance of contract(s) are also the exclusive property of the Government.

Upon completion or termination of the contract(s), the Contractor will turn over to the Government all materials (copies included) that were furnished to the Contractor by the Government and all materials that were developed by the Contractor in the performance of contracts. A requirement to this effect will be included in subcontracts at any tier. The Contracting Officer may direct alternate disposition of GFI.

H.23 APPROVED ACCOUNTING AND TIME-KEEPING SYSTEMS

For cost reimbursable contracts issued under the MOA, the Contractor must have an adequate accounting system for determining costs applicable to the contract. By submitting a proposal, the Contractor self-certifies ownership of such system. A cost reimbursable contract will not be awarded until the FAA verifies that the Contractor has a certified accounting system.

For time-and-materials and labor hour contracts issued under the MOA, the Contractor must have an adequate time-keeping system for recording hours applicable to the contract. By submitting a proposal, the Contractor self-certifies ownership of such system. The FAA reserves the right to verify the adequacy of the Contractor system.

H.24 USE OF ELECTRONIC COMMERCE

This MOA will be implemented using electronic commerce to the fullest extent practicable. As time and technology allow, advances in electronic commerce are expected to be implemented by the Government. The Contractor agrees to actively cooperate with the Government in its use and upgrade of electronic commerce technologies. The Government will provide adequate notice and restraint in moving to new/additional technologies so as to afford the Contractor the opportunity to stay abreast of the changes.

All costs for electronic commerce upgrades on the Contractor's part to maintain compatibility with the Government will be at the Contractor's expense and will not be charged to the Government as a direct charge of any type.

H.25 REIMBURSABLE AGREEMENTS, OUTSIDE OF THE DEPARTMENT OF TRANSPORTATION

This MOA allows contracts to be issued to government agencies outside the DOT/FAA. This will be done on a limited basis and when deemed to be in the best interest of the Government.

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (JULY 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and Contractors may obtain the full text via the Internet at <http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

Unless enumerated elsewhere in the contract or task order, AMS Clause 3.5-13 Rights in Data-General (January 2009) will apply if data rights are required for the contract or task order.

- 1.13-1 Notice of Earned Value Management (January 2006)
- 1.13-2 Earned Value Management System (January 2013)
- 1.13-5 Integrated Master Schedule (January 2013)
- 1.13-6 Contractor Integrated Baseline Review (January 2013)
- 3.1.7-1 Exclusion from Future Agency Contracts (August 1997)
- 3.1.7-2 Organizational Conflict of Interest (August 1997)
- 3.1.7-4 Organizational Conflict of Interest (April 2012)
- 3.1.7-5 Disclosure of Conflict of Interest (March 2009)
- 3.1.7-6 Disclosure of Certain Employee Relationships (July 2009)
- 3.1.8-1 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (October 2009)
- 3.1.8-2 Price or Fee Adjustment for Illegal or Improper Activity (April 2010)
- 3.2.1.3-2 Right of First Refusal of Employment (September 2003)
- 3.2.2.3-1 False Statements in Offers (July 2004)
- 3.2.2.3-3 Affiliated Offerors (July 2004)
- 3.2.2.3-8 Audit and Records (July 2010)
- 3.2.2.3-9 Notice of Possible Standardization (July 2004)
- 3.2.2.3-11 Unnecessarily Elaborate Submittals (July 2004)
- 3.2.2.3-12 Amendments to Screening Information Requests (July 2004)
- 3.2.2.3-13 Submission of Information/Documentation/Offerors (July 2004)
- 3.2.2.3-14 Late Submissions, Modifications, and Withdrawals of Submittals (July 2004)
- 3.2.2.3-17 Preparing Offers (July 2004)
- 3.2.2.3-18 Prospective Offeror's Requests for Explanations (March 2009)
- 3.2.2.3-19 Contract Award (July 2004)
- 3.2.2.3-32 Waiving Facilities Capital Cost of Money (July 2004)
- 3.2.2.3-25 Reducing the Price of a Contract or Modification for Defective Cost or Pricing Data (October 2011)
- 3.2.2.3-27 Subcontractor Cost or Pricing Data (July 2004)

3.2.2.3-29 Integrity of Unit Prices (July 2004)
3.2.2.3-30 Termination of Defined Benefit Pension Plans (July 2004)
3.2.2.3-31 Facilities Capital Cost of Money (July 2004)
3.2.2.3-33 Order of Precedence (March 2009)
3.2.2.3-34 Evaluating Offers for Multiple Awards (July 2004)
3.2.2.3-36 Reversing or Adjusting Plans for Postretirement Benefits Other Than Pensions (PRB) (July 2004)
3.2.2.3-37 Notification of Ownership Changes (July 2004)
3.2.2.3-38 Requirements for Cost or Pricing Data or Other Information (July 2010)
3.2.2.3-39 Requirements for Cost or Pricing Data or Other Information --Modifications (July 2010)
3.2.2.3-40 Precontract Costs (July 2004)
3.2.2.3-50 Property Protection (March 2009)
3.2.2.3-51 Operations and Storage Areas (April 2010)
3.2.2.3-53 Cleaning Up and Roadway Maintenance (July 2004)
3.2.2.3-54 Preventing Accidents (July 2004)
3.2.2.3-55 Availability and Use of Utility Services (July 2004)
3.2.2.3-67 Special Precautions for Work at Operating Airports (July 2004)
3.2.2.3-68 Alternate I Safety and Health (July 2004)
3.2.2.3-72 Announcing Competing Offerors (July 2004)
3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 2011)
3.2.2.7-8 Disclosure of Team Arrangements (April 2008)
3.2.3-2 Cost Accounting Standards (October 2011)
3.2.3-3 Disclosure and Consistency of Cost Accounting Practices (October 2011)
3.2.3-5 Administration of Cost Accounting Standards (April 1996)
3.2.4-5 Allowable Cost and Payment (October 2012)
3.2.4-5 Alternate I Allowable Cost and Payment (March 2001)
3.2.4-6 Fixed Fee (January 2011)
3.2.4-8 Incentive Fee (April 1996)
3.2.4-9 Cost Contract--No Fee (April 1996)
3.2.4-10 Cost-Sharing Contract--No Fee (April 1996)
3.2.4-11 Allowable Cost and Payment-Facilities (October 1996)
3.2.4-11 Alternate I Allowable Cost and Payment-Facilities (October 1996)
3.2.4-12 Allowable Cost and Payment-Facilities Use (April 1996)
3.2.4-13 Predetermined Indirect Cost Rates (April 1996)
3.2.4-14 Incentive Price Revision--Firm Target (April 1996)
3.2.4-14 Alternate I Incentive Price Revision--Firm Target (April 1996)
3.2.4-15 Incentive Price Revision--Successive Targets (October 1996)
3.2.4-15 Alternate I Incentive Price Revision--Successive Targets (October 1996)
3.2.4-25 Single or Multiple Awards (April 1996)
3.2.4-26 Multiple Awards for Advisory and Assistance Services (April 1996)
3.2.4-27 Limitation of Price and Contractor Obligations (April 1996)
3.2.4-28 Cancellation of Items (April 1996)
3.2.4-28 Alternate I Cancellation of Items (April 1996)
3.2.4-30 Evaluation of Options Exercised at Time of Contract Award (April 1996)

- 3.2.4-31 Evaluation of Options (April 1996)
- 3.2.4-34 Option to Extend Services (April 1996)
- 3.2.4-36 Award Fee (January 2004)
- 3.2.5-1 Officials Not to Benefit (April 1996)
- 3.2.5-2 Independent Price Determination (October 1996)
- 3.2.5-3 Gratuities or Gifts (January 1999)
- 3.2.5-4 Contingent Fees (October 1996)
- 3.2.5-5 Anti-Kickback Procedures (October 2010)
- 3.2.5-6 Restrictions on Subcontractor Sales to the FAA (April 1996)
- 3.2.5-6 Alternate I Restrictions on Subcontractor Sales to the FAA (April 1996)
- 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (October 2010)
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)
- 3.2.5-13 Contractor Code of Business Ethics and Conduct (April 2010)
- 3.2.5-14 Display of Hotline Poster(s) (April 2008)
- 3.3.1-1 Payments (April 1996)
- 3.3.1-5 Payments under Time and Material Contracts (May 2001)
- 3.3.1-5 Alternate I Payments under Time-and-Materials and Labor-Hour Contracts (October 1996)
- 3.3.1-5 Alternate II Payments under Time-and-Materials and Labor-Hour Contracts (October 1996)
- 3.3.1-5 Alternate III Payments under Time-and-Materials and Labor-Hour Contracts (April 2012)
- 3.3.1-6 Discounts for Prompt Payment (May 1997)
- 3.3.1-7 Limitation on Withholding of Payments (May 1997)
- 3.3.1-8 Extras (May 1997)
- 3.3.1-9 Interest (September 2009)
- 3.3.1-10 Availability of Funds (May 1997)
- 3.3.1-11 Availability of Funds for the Next Fiscal Year (1996)
- 3.3.1-12 Limitation of Cost (April 1996)
- 3.3.1-12 Limitation of Cost (Facilities) (April 1996)
- 3.3.1-14 Limitation of Funds (April 1996)
- 3.3.1-15 Assignment of Claims (April 1996)
- 3.3.1-17 Prompt Payment (April 2012)
- 3.3.1-20 Providing Accelerated Payments to Small Business Subcontractors (October 2012)
- 3.3.1-21 Financing Payment Terms for Purchases of Commercial Items (August 1997)
- 3.3.1-22 Installment Payments (April 1996)
- 3.3.1-23 Invitation to Propose Payment Terms (April 1996)
- 3.3.1-27 Invoices for Equipment Delivered (March 1997)
- 3.3.1-29 Notice of Availability of Progress Payments Exclusively For Small Business Concerns (November 1997)
- 3.3.1-30 Progress Payments Not Included (November 1997)
- 3.3.1-32 Performance Based Payments (November 2000)
- 3.3.1-33 System for Award Management (August 2012)
- 3.3.1-34 Payment by Electronic Funds Transfer/System for Award Management (August 2012)
- 3.3.1-36 Availability of Funds- Option Periods under a Continuing Resolution (April 2008)

3.3.1-37 Limitation on Government's Obligations (October 2011)
3.3.2-1 FAA Cost Principles (October 1996)
3.3.2-2 Reimbursement for Travel and Subsistence (April 2010)
3.4.1-10 Insurance--Work on a Government Installation (July 1996)
3.4.1-11 Insurance - Liability to Third Persons (June 1999)
3.4.1-12 Insurance (July 1996)
3.4.1-13 Errors and Omissions (July 1996)
3.4.2-6 Taxes--Contracts Performed in U.S. Possessions or Puerto Rico (October 1996)
3.4.2-7 Federal, State, and Local Taxes--Fixed-Price, Noncompetitive Contract (April 1996)
3.4.2-8 Federal, State, and Local Taxes--Fixed Price Contract (April 1996)
3.5-1 Authorization and Consent (January 2009)
3.5-1 Alternate I Authorization and Consent (January 2009)
3.5-2 Notice and Assistance Regarding Patent and Copyright Infringement (January 2009)
3.5-3 Patent Indemnity (January 2009)
3.5-3 Alternate III Patent Indemnity (January 2009)
3.5-6 Royalty Information (January 2009)
3.5-6 Alternate I Royalty Information (January 2009)
3.5-7 Patents--Notice of Government Licensee (January 2009)
3.5-8 Refund of Royalties (January 2009)
3.5-9 Filing of Patent Applications--Classified Subject Matter (January 2009)
3.5-10 Patent Rights--Ownership by the Contractor (January 2009)
3.5-10 Alternate II Patent Rights--Ownership by the Contractor (January 2009)
3.5-10 Alternate III Patent Rights--Ownership by the Contractor (January 2009)
3.5-10 Alternate IV Patent Rights--Ownership by the Contractor (January 2009)
3.5-10 Alternate V Patent Rights--Ownership by the Contractor (January 2009)
3.5-12 Patent Rights - Ownership by the Government (January 2009)
3.5-12 Alternate II Patent Rights - Ownership by the Government (January 2009)
3.5-13 Rights in Data-General (January 2009)
3.5-13 Alternate I Rights in Data--General (January 2009)
3.5-13 Alternate II Rights in Data--General (January 2009)
3.5-13 Alternate III Rights in Data--General (January 2009)
3.5-13 Alternate IV Rights in Data--General (January 2009)
3.5-13 Alternate V Rights in Data--General (January 2009)
3.5-14 Representation of Limited Rights Data and Restricted Computer Software (January 2010)
3.5-15 Additional Data Requirements (January 2009)
3.5-16 Rights in Data--Special Works (January 2009)
3.5-17 Rights in Data--Existing Works (January 2009)
3.5-18 Commercial Computer Software License (January 2009)
3.5-20 Technical Data Declaration, Revision, and Withholding of Payment--Major Systems (January 2009)
3.5-21 Rights In Data - SBIR Program (January 2009)
3.5-22 Major System -- Minimum Rights (January 2009)
3.5-23 Rights to Proposal Data (Technical) (January 2009)
3.6.1-1 Notice of Total Small Business Set-Aside (January 2010)
3.6.1-3 Utilization of Small, Small Disadvantaged, Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns (March 2009)

- 3.6.1-7 Limitations on Subcontracting (October 2011)
- 3.6.1-8 Notification of Competition Limited to Eligible SEDB Concerns (January 2010)
- 3.6.1-9 Mentor Protégé Program (July 2012)
- 3.6.1-10 Evaluation of Contractor Participation in the FAA Mentor Protégé Program (January 1999)
- 3.6.1-11 Mentor Requirements and Evaluation (October 2011)
- 3.6.1-12 Notice of Service Disabled Veteran Owned Small Business Set-Aside (October 2011)
- 3.6.1-14 Notice of Partial Small Business Set-Aside (January 2010)
- 3.6.1-15 Post-Award Small Business Program Rerepresentation (April 2011)
- 3.6.2-2 Convict Labor (April 1996)
- 3.6.2-5 Certification of Nonsegregated Facilities (March 2009)
- 3.6.2-7 Preaward On-Site Equal Opportunity Compliance Review (July 2011)
- 3.6.2-9 Equal Opportunity (August 1998)
- 3.6.2-10 Equal Opportunity Preaward Clearance of Subcontracts (November 1997)
- 3.6.2-12 Equal Opportunity for Veterans (January 2011)
- 3.6.2-13 Affirmative Action for Workers With Disabilities (October 2010)
- 3.6.2-14 Employment Reports on Veterans (January 2011)
- 3.6.2-15 Evaluation of Compensation for Professional Employees (April 1996)
- 3.6.2-16 Notice to the Government of Labor Disputes (April 1996)
- 3.6.2-17 Payment for Overtime Premiums (April 1996)
- 3.6.2-28 Service Contract Act of 1965, as Amended (October 2010)
- 3.6.2-30 Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (April 1996)
- 3.6.2-31 Fair Labor Standards Act and Service Contract Act-Price Adjustment (April 1996)
- 3.6.2-33 Exemption from Application of Service Contract Act Provisions (for Contracts for Maintenance, Calibration, and/or Repair of Certain ADP, Scientific and Medical, and/or Office and Business Equipment--Contractor Certification) (April 1996)
- 3.6.2-35 Prevention of Sexual Harassment (August 1998)
- 3.6.2-39 Trafficking in Persons (January 2008)
- 3.6.2-40 Nondisplacement of Qualified Workers (April 2009)
- 3.6.2-41 Employment Eligibility Verification (September 2009)
- 3.6.3-3 Hazardous Material Identification and Material Safety Data (April 2009)
- 3.6.3-4 Recovered Material Content Certification (April 2009)
- 3.6.3-7 Waste Reduction Program (July 2008)
- 3.6.3-16 Drug Free Workplace (March 2009)
- 3.6.3-20 IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)
- 3.6.3-20 Alternate I IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)
- 3.6.4-10 Restrictions on Certain Foreign Purchases (January 2010)
- 3.7-1 Privacy Act Notification (October 1996)
- 3.7-2 Privacy Act (May 1997)
- 3.8.2-9 Site Visit (April 1996)
- 3.8.2-10 Protection of Government buildings, Equipment, and Vegetation (April 1996)
- 3.8.2-11 Continuity of Services (October 2008)
- 3.8.2-19 Prohibition on Advertising (October 1996)

3.8.2-22 Substitution or Addition of Personnel (October 2006)
3.8.4-5 Government Supply Sources (April 1996)
3.9.1-1 Contract Disputes (October 2011)
3.10.1-1 Notice of Intent to Disallow Costs (April 1996)
3.10.1-3 Penalties for Unallowable Costs (October 1996)
3.10.1-7 Bankruptcy (April 1996)
3.10.1-9 Stop-Work Order (October 1996)
3.10.1-9 Alternate I Stop-Work Order (October 1996)
3.10.1-10 Stop-Work Order--Facilities (June 1999)
3.10.1-11 Government Delay of Work (April 1996)
3.10.1-12 Changes--Fixed-Price (April 1996)
3.10.1-12 Alternate I Changes--Fixed-Price (April 1996)
3.10.1-12 Alternate II Changes--Fixed-Price (April 1996)
3.10.1-12 Alternate III Changes--Fixed-Price (April 1996)
3.10.1-12 Alternate IV Changes--Fixed-Price (April 1996)
3.10.1-12 Alternate V Changes--Fixed-Price (April 1996)
3.10.1-13 Changes—Cost Reimbursement (April 1996)
3.10.1-13 Alternate I Changes—Cost Reimbursement (April 1996)
3.10.1-13 Alternate II Changes—Cost Reimbursement (April 1996)
3.10.1-13 Alternate IV Changes--Cost-Reimbursement (April 1996)
3.10.1-13 Alternate V Changes--Cost-Reimbursement (April 1996)
3.10.1-14 Changes--Time and Materials or Labor Hours (April 1996)
3.10.1-17 Change Order Accounting (April 1996)
3.10.1-18 Notification of Changes (April 1996)
3.10.1-22 Contracting Officer's Representative (April 2012)
3.10.1-24 Notice of Delay (March 2009)
3.10.1-25 Novation and Change-Of-Name Agreements (October 2007)
3.10.1-26 Contractor Performance Assessment Reporting System (July 2011)
3.10.2-1 Subcontracts (Fixed-Price Contracts) (April 1996)
3.10.2-2 Subcontracts (Cost-Reimbursement and Ceiling Priced Contracts) (October 1996)
3.10.2-3 Subcontracts (Time-and-Materials and Labor-Hour Contracts) (April 1996)
3.10.2-6 Subcontracts for Commercial Items and Commercial Components (April 1996)
3.10.3-1 Definitions (April 2012)
3.10.3-2 Government Property - Basic Clause (April 2012)
3.10.3-2 Alternate I Government Property - Basic Clause (April 2004)
3.10.3-2 Alternate II Government Property - Basic Clause (April 2004)
3.10.4-1 Contractor Inspection Requirements (April 1996)
3.10.4-4 Inspection of Services--Both fixed price & Cost Reimbursement (April 1996)
3.10.4-5 Inspection- Time and Material and Labor Hour (April 1996)
3.10.4-6 Inspection of Research and Development--Fixed-Price (April 1996)
3.10.4-7 Inspection of Research and Development--Cost-Reimbursement (November 1997)
3.10.4-7 Alternate I Inspection of Research and Development--Cost-Reimbursement (November 1997)
3.10.4-8 Inspection of Research and Development (Short Form) (April 1996)
3.10.4-11 Inspection-Dismantling, Demolition, or Removal of Improvements (April 1996)
3.10.4-13 Higher-Level Contract Quality Requirement (April 2009)

- 3.10.4-14 Assignment of a Quality Reliability Officer (QRO) (April 1996)
- 3.10.4-15 Certificate of Conformance (April 1996)
- 3.10.4-16 Responsibility for Supplies (April 1996)
- 3.10.4-19 Government Industry Data Exchange Program (GIDEP) (January 2002)
- 3.10.4-20 Software Measures Proposal requirements (August 1997)
- 3.10.4-21 Requirements for Software Measures (April 2012)
- 3.10.4-25 Alternate Quality System Plan (April 2009)
- 3.10.4-26 Technical Data Quality Requirement for NAS Procurements (January 2004)
- 3.10.5-1 Product Improvement/Technology Enhancement (April 1996)
- 3.10.6-1 Termination for Convenience of the Government (Fixed Price) (October 1996)
- 3.10.6-3 Termination (Cost-Reimbursement) (October 2011)
- 3.10.6-3 Alternate II Termination (Cost-Reimbursement) (January 1998)
- 3.10.6-3 Alternate IV Termination (Cost-Reimbursement) (October 1996)
- 3.10.6-3 Alternate V Termination (Cost-Reimbursement) (October 1996)
- 3.10.6-4 Default (Fixed-Price Supply and Service) (October 1996)
- 3.10.6-5 Default (Fixed-Price Research and Development) (October 1996)
- 3.10.6-7 Excusable Delays (October 1996)
- 3.11-3 Capability to Perform a Contract for the Relocation of a Federal Office (April 1999)
- 3.11-3 Alternate I Capability to Perform a Contract for the Relocation of a Federal Office (April 1999)
- 3.11-6 Financial Statement (April 1999)
- 3.11-7 Freight Excluded (April 1999)
- 3.11-8 Estimated Weights or Quantities Not Guaranteed (April 1999)
- 3.11-9 Agreed Weight- General Freight (April 1999)
- 3.11-10 Net Weight - General Freight (April 1999)
- 3.11-11 Net Weight --Household Goods or Office Furniture (April 1999)
- 3.11-12 Supervision, Labor or Materials (April 1999)
- 3.11-13 Accessorial Services--Moving Contracts (April 1999)
- 3.11-14 Contractor Responsibility for Receipt of Shipment (April 1999)
- 3.11-15 Contractor Responsibility for Loading and Unloading (April 1999)
- 3.11-16 Contractor Responsibility for Returning Undelivered Freight (April 1999)
- 3.11-17 Charges (April 1999)
- 3.11-18 Multiple Shipments (April 1999)
- 3.11-21 Contractor Liability for Personal Injury and/or Property Damage (April 1999)
- 3.11-22 Contractor Liability for Loss of and/or Damage to Freight Other Than Household Goods (April 1999)
- 3.11-23 Contractor Liability for Loss of and/or Damage to Household Goods (April 1999)
- 3.11-26 Government Direction and Marketing (April 1999)
- 3.11-27 Contract Not Affected by Oral Agreement (April 1999)
- 3.11-28 Contractor's Invoices (April 1999)
- 3.11-34 F.O.B. Destination (April 1999)
- 3.11-48 F.O.B. Destination- Evidence of Shipment (April 1999)
- 3.11-50 No Evaluation of Transportation Costs (April 1999)
- 3.11-52 Freight Classification Description (April 1999)
- 3.11-53 F.O.B. Point for Delivery of Government Furnished Property (April 1999)

- 3.11-65 Submission of Commercial transportation Bills to the General Services Administration for Audit (April 1999)
- 3.13-3 Printing or Copying Double-sided on Postconsumer Fiber Content Paper (January 2012)
- 3.13-4 Contractor Identification Number—Data Universal Numbering System (DUNS) Number (August 2012)
- 3.13-5 Seat Belt Use by Contractor Employees (October 2001)
- 3.13-10 Contractor Attendance at FAA Sponsored Training (January 2003)
- 3.13-11 Plain Language (July 2006)
- 3.13-13 Contractor Policy to Ban Text Messaging While Driving (January 2011)
- 3.13-14 Reporting Executive Compensation and First-Tier Subcontract Awards (October 2012)
- 3.13-15 Confidentiality of Data and Information (October 2011)
- 3.14-1 Security Requirement-Classified Contracts (July 2002)
- 3.14-1 Alternate I Security Requirement-Classified Contracts (October 2010)
- 3.14-2 Contractor Personnel Suitability Requirements (October 2012)
- 3.14-3 Foreign Nationals as Contractor Employees (April 2008)
- 3.14-4 Access to FAA Systems and Government-Issued Keys, Personal Identity Verification (PIV) cards, and Vehicle Decals (April 2012)
- 3.14-5 Sensitive Unclassified Information (SUI) (August 2012)
- 3.17-1 American Recovery and Reinvestment Act-Reporting Requirements (July 2010)
- 3.17-2 Authority of the Inspector General and Comptroller General Relating to Contracts Using American Recovery and Reinvestment Act Funding (April 2009)
- 3.17-3 Whistleblower Protections under the American Recovery and Reinvestment Act (July 2010)

I.2 ORDERING

- (a) Any supplies and services to be furnished under this MOA shall be ordered by issuance of contracts or task orders by the individuals or activities designated in the Section C of this MOA. Such orders may be issued from date of award through September 30, 2024.
- (b) All contracts or task orders are subject to the terms and conditions of this MOA. In the event of conflict between a contract or task order and this MOA, the contract or task order shall control.
- (c) If mailed, a contract or task order is considered "issued" when the Government deposits the order in the mail. Contracts or task orders may be issued orally, by facsimile, or by electronic commerce methods.

I.3 3.1.9-1 ELECTRONIC COMMERCE AND SIGNATURE (JULY 2007)

- (a) The Electronic Signatures in Global and National Commerce Act (E-SIGN) establishes a legal equivalence between

- i. Contracts written on paper and contracts in electronic form;
- ii. Pen-and-ink signatures and electronic signatures; and
- iii. Other legally-required written records and the same information in electronic form.

(b) With the submission of an offer, the offeror acknowledges and accepts the utilization of electronic commerce as part of the requirements of this solicitation and the resultant contract.

(c) With the submission of an offer, the offeror understands the means of electronic commerce authorized under this contract are electronic mail and electronic bulletin boards.

(d) With the submission of an offer, the Contractor understands that the portions of the contract authorized for the usage of electronic commerce are all contract actions.

(e) The use of electronic signature technology is authorized under this solicitation and the resulting contract. Contractors may use the following means of electronic signature technology including PIN numbers or passwords, digital signatures, and smart cards.

(f) To ensure the authenticity, integrity, and reliability of the documents and data in the authorized system, the Contractor will ensure that only authorized personnel have access and that applicable security standards are fully followed and upheld. A listing of personnel authorized to have access will be provided to the Contracting Officer (CO) within 15 calendar days from the date of award, and an updated listing will be forwarded to the Contracting Officer whenever a change in authorized personnel has occurred.

(End of clause)

I.4 3.2.4-35 OPTION TO EXTEND THE TERM OF THE CONTRACT (APRIL 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of the contract, including the exercise of any options under this clause, shall be specified in each contract.

(End of clause)

PART III – LIST OF DOCUMENTS, EXHIBITS AND ATTACHMENTS

SECTION J - LIST OF DOCUMENTS, EXHIBITS AND ATTACHMENTS

- Attachment J-1 Reserved
- Attachment J-2 Business Declaration Form (online)
- Attachment J-3 General Labor Category Descriptions & Qualifications
- Attachment J-4 Labor Ceiling Rates (online)
- Attachment J-5 Technical Qualifications (online)
- Attachment J-6 Functional Area Matrix (online)
- Attachment J-7 Non-Disclosure of Information Agreement
- Attachment J-8 Sample Monthly Status Report
- Attachment J-9 Security Guidelines
- Attachment J-10 Reserved
- Attachment J-11 Section K (online)
- Attachment J-12 Delphi Vendor Entry Worksheet (online)
- Attachment J-13 Clause Matrix (Reserved)

Vendor Applicant Program (VAP) Contractor Background Investigation/Verification Security Process General Overview and Guidelines

Contractor personnel are not allowed to work on FAA contracts until the Security process has been initiated and an interim or final suitability determination is reached.

1. As soon as candidates are identified for a given position, on an existing contract, the contractor's VAP Point of Contact (POC) enters them in Vendor Applicant Program (VAP) (the online submission for FAA background investigation/verification). Proposed personnel and potential hires are not to be submitted.

2. Within 24 - 48 business hours, The FAA Personnel Security Specialists (PSS) in the Security Office will pull the VAP sheet and check the Office of Personnel Management's (OPM) website to see whether or not the candidate needs to fill out a security form (85/85P) through the Electronic Questionnaire for Investigations Processing (eQIP) system.

If the candidate needs to have a background investigation completed, they will be sent an invitation to complete an eQIP application. The VAP POC will be cc'd on this notification. This email invitation will have a link to the OPM website and will have instructions as well as required forms attached. If the company does not receive a cc: copy of the eQIP invitation email within 5-7 business days, then most likely the candidate already has the background investigation that the FAA requires and the contract company can expect to receive an email giving Final Suitability and informing the company that the contractor has been ID/badge approved within a few days.

3. If the candidate DOES receive the eQIP invitation, they have 15 days to access the system and fill out the Security forms (85, 85P). When they have completed the appropriate security form, they need to print out the required signature pages and the OF 306 Declaration for Federal Employment Form. These forms can be uploaded into eQIP, scanned and uploaded into an email to the PSS who sent their initial eQIP invitation, or they can be faxed to the number provided in their eQIP invitation email. The candidate will then need to release the online eQIP form so that the PSS can review the submitted security information.

4. The candidate will proceed to the Security Service Center (SSC) at the FAA Headquarters building located at 800 Independence Ave S.W. (Room 109) Washington D.C. 20591 to be electronically fingerprinted. If the candidate is not located in the Washington D.C. Metro area, they can go to a local police department to be fingerprinted and can Fed Ex the prints to the address provided to them in their email invitation. (NOTE: The candidate may be charged a nominal fee by police departments and/or other fingerprinting facilities).

5. Once the eQIP has been completed, all forms have been received by the appropriate FAA Security Office, and Fingerprints (FP's) have been taken and transmitted by the Security Service Center (SSC) or PSS, the candidate must wait until they are notified by their company regarding their suitability status. Approximately 2 weeks after the eQIP step is completed (this step includes fingerprinting and additional hard-copy paperwork as described above), the company will receive an email granting (or denying) the contractor ISD. A favorable Interim Suitability Determination means that the contractor

can support an FAA contract and may begin the FAA ID badge process.) The VAP POC and the Contract Representative (COR) will both be notified of the ISD. It is the **company's** responsibility to inform the candidate that they have been cleared to support an FAA contract and can proceed with the badging process. (See the instructions for the ID badging process below).

Final Suitability will be granted to candidates who already have an investigation on record that meets the FAA requirements and only after the Security office has verified that they have had no break in service longer than 2 years. As with the ISD, the VAP POC and the Contract Representative (COR) will be notified when Final Suitability has been granted. It is the **company's** responsibility to inform the candidate that they have been cleared to support an FAA contract and can proceed with the badging process. (See the instructions for the ID badging process below).

ONLINE PIV APPLICATION:

If the applicant can get behind the FAA firewall there is an online form located at

<http://idms.faa.gov/1681>.

This online form can be completed electronically and the applicant will need to choose a sponsor (the sponsor for contractors is usually the COR for the contract) and read through the training material. Upon completion of the form and the training the PIV Sponsor will receive an email asking them to approve the applicant. Once the sponsor approves the request, an email is automatically sent to the applicant instructing them to go to an FAA badge office to complete the Enrollment. (See Enrollment instructions below).

PAPER APPLICATION:

If the applicant cannot get on the FAA network, there is a paper Form 1681 ID Application (attached to the ISD/Final Suitability email) that can be completed. The applicant will complete the top section and hand-carry or scan/email to the PIV Sponsor to have it signed in the center section. The form will then be brought with the applicant to an FAA badging office.

Both of these processes require two forms of government issued, non-expired ID to complete the enrollment. A list of these forms of ID can be found at:

http://employees.faa.gov/org/staffoffices/ash/id_badge/media/acceptable_PIV_documents.pdf

At the time of enrollment a photo and biometrics will be taken and a temporary 30-day yellow badge will be given to the applicant. The permanent badge takes approximately a week to 10 days to arrive. Once the card arrives a final email will be sent to the applicant indicating their card has arrived. The applicant will then proceed back to the FAA badge office where they enrolled and turn in their yellow card so they can Activate their permanent PIV card.

Please note that there are **THREE** steps to the PIV Card - ID Badging process:

Application: Completed either online or in paper form (as described above). Must be approved by a PIV Sponsor.

Enrollment: You have received an email stating you have been approved and/or have completed a paper 1681 that has been signed by a PIV Sponsor. (NOTE: This is when you will need your TWO forms of ID).

Activation: You have received an email stating that your PIV card has arrived. Go to the Security Service Center, **return the Yellow Badge** and Activate your PIV Card.

Security Service Center
800 Independence Ave SW
Room 109

Hours: Monday through Friday: 8:00 AM until 3:00 PM
Phone: 202-267-7423

TERMS AND DEFINITIONS

Vendor Applicant Program (VAP):

The VAP is an FAA based program which allows companies who have been awarded an FAA contract or are on an eFAST MOA, to enter their employees (contractors) for background investigation so they can obtain an FAA ID badge. This program also allows companies to remove contractors from their contract and to run reports to see all of their employees who have been processed for FAA badges.

Personnel Security Specialist (PSS):

The FAA Security Specialists who will work with the companies and the candidates to complete the background investigation/verification and provide all notifications of suitability or non-suitability.

Contract Representative (COR):

The FAA personnel who process and grant FAA contracts to companies. The COR is usually the PIV Sponsor for contractors once they are badge approved.

Interim Suitability Determination (ISD):

ISD is granted based on the completion of the following steps:

1. eQIP has been completed and released.
2. All applicable signature forms and the Form 306 Declaration for Federal Employment have been received by the Personnel Security Division.
3. All forms have been favorably reviewed.
4. Fingerprints (FP) have been taken either electronically and transmitted, or FP cards have been completed (ink) and scanned and transmitted by the FAA Security office and the fingerprints have come back with NO record or any records have been favorably adjudicated.

ISD means that the individual can support an FAA contract and is approved to be processed for an FAA ID badge.

Final Suitability Determination:

Final suitability is granted when the following has been verified:

1. The FAA performs an OPM check and finds that the candidate has an investigation already on record that meets the FAA's requirements.
2. The candidate has an investigation on records that meets requirements and there is NO break in service longer than 2 years.
3. The subject has already been cleared for an FAA contract and is just switching to a new company.
4. An FAA initiated investigation has been completed and favorably adjudicated. (this will be seamless if there are NO issues; however, a subject may receive ISD and then a Final

Suitability if issues are developed during the investigation but are favorably adjudicated when the background investigation is closed.

Break In Service:

When a contractor has not been supporting a National Contract for more than two years.

Example: When a contractor has a NACI (or higher level) investigation that is dated 12/01/2008 and is being processed for an FAA badge currently (i.e. 2013). The PSS may request a work history to ensure that the candidate has been supporting a National Contract between December 2008 and the present date. If the candidate has NOT been supporting a national contract during that time, they will be required to complete an updated NACI investigation.

National Contract:

When the FAA asks if a candidate has been supporting a National Contract, they are asking if the candidate has been in support of another Federal or Military Agency, such as DoD, DHS, etc.

PIV Card

Personal Identification Verification card: This is a card that is issued to all contractors that have a minimum of a National Agency Checks with Inquiries (NACI) and require an FAA ID badge for access to FAA facilities and/or FAA systems.

PIV Sponsor:

Approved FAA employee who has been trained as a PIV Sponsor. For contractors, the PIV Sponsor is usually the COR for the contract.

**FAA eFAST MOA
ATTACHMENT J-3
GENERAL LABOR CATEGORY DESCRIPTIONS & QUALIFICATIONS**

Management series

Description: Management covers program and project management functions. The Program Manager is the most senior of the series and has responsibility for more than one project or has responsibility for a very large project. The Technical Project Manager provides normal project management functions including technical leadership, quality assurance, and decision-oriented recommendations. The Administrative Project Manager covers contracts and situations that require no technical leadership and provides status and progress reporting while providing an administrative connection between onsite contractor staff and a contractor's home office. This mapping defines the educational requirements for the management series in each functional area.

Qualifications:

1. In the project management categories, the educational requirement is identical to the non-support series in the functional area that are designated as primary labor categories.
2. The Project Control Analyst experience must be relevant to project control. The experience must be similar or identical to the following: project schedule, project plan, critical path and dependency analysis, resource allocation, baseline management, status monitoring, and related project management activities.
3. For the Program Manager and Technical Project Manager categories, Project Management Professional (PMP) or equivalent project or program management certification is required.

Program Manager (required degree + 15 relevant years)

Technical Project Manager (required degree + 10 relevant years)

Administrative Project Manager (required degree + 10 relevant years)

Task Leader (required degree + 5 relevant years)

Project Control Analyst (required degree + 2 relevant years)

Scientist/Engineer/Systems Analyst series

Description: This series covers engineers, professional licensed engineers, scientists, and NAS systems analysts. The series is intended to provide services in support of NAS systems rather than business oriented IT systems. There are NAS support systems that are administrative in nature that have an active interface to the NAS that may require some of these skills to maintain and engineer the interface. The series is also intended to provide engineering service in support of Air Transportation Support activities for operational locations including facility maintenance, modification, and remediation as well as various levels of equipment repair. R&D support service resources may be specified from this labor category series.

Qualifications: Engineering, math, and science degrees are required.

When supporting tasks that are Air Traffic Operations, Air Traffic Safety System, Air Traffic Management, Air Traffic Operations Training, Air Traffic Safety System Training, Aviation Safety, Technical Operations, System Operations or Air Traffic Management Training, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)

Senior II (required degree + 15 relevant years)

Senior Special Certification (required degree + certification + 10 relevant years)

Senior (required degree + 8 relevant years)

Intermediate II (required degree + 5 relevant years)

Intermediate I (required degree + 3 relevant years)

Associate (required degree + 1 relevant year)

Computer Scientist/Systems Analyst series

Description: This series provides computer engineering and computer systems analysis under ES computer science and software engineering under CSD and CSS. The major difference between the domains is typically the real time, safety critical, safety of flight orientation of the ES domain and the administrative systems domain of CSD and CSS. These domains are related within the FAA and do overlap. For clarity, a computer scientist working in ES domains primarily focus on physical multiple sensor and communications systems, real time and safety of flight while the software engineer working in CSS would focus on database related workflow or administrative system.

Qualifications: Engineering, math, and science degrees are required.

When supporting tasks that are Information Technology Systems Architecture, Enterprise Architecture, or Network Analysis/Design/Test, for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)

Senior II (required degree + 15 relevant years)

Senior Special Certification (required degree + certification + 10 relevant years)

Senior (required degree + 8 relevant years)

Intermediate II (required degree + 5 relevant years)

Intermediate I (required degree + 3 relevant years)

Associate (required degree + 1 relevant year)

Information Technology Analyst series

Description: This series provides information technology services in facilities planning, operations and support; storage systems analysis, design/test, and administration; server system analysis, design/test and administration; database analysis, design/test, administration; website analysis, design/test, and administration; web application analysis, design/test and administration; LAN analysis, design/test and administration; user support planning, operations and administration; and related IT systems functions.

Qualifications: Information systems, business systems, management information systems, IT Management, other IT degrees are required. Engineering, math, and science degrees are acceptable substitute degrees.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

System Security/Information Assurance Analyst series

Description: The security series provides NAS systems security engineering under ES and IT systems security in compliance with the NIST standards under CSD and CSS. This labor category covers all security related specialty engineering functions under engineering services and all information assurance functions under computer systems development and computer systems support.

Qualifications: Educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of ES, the degree and experience requirement is identical to the Scientist/Engineer/Analyst or the Computer Scientist/Systems Analyst. When supporting tasks that fall within the scope of CSD and CSS, the degree and experience requirement is identical to the Computer Scientist/Systems Analyst.

In the System Security/Information Assurance Analyst labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Technical Writer

Description: This series provides support to read and analyze highly technical materials and to create presentations of that information. This may be specifications, drawings, user manuals, presentations, reports, or training documents. The series is intended for use on NAS systems under ES and on IT systems under CSD.

Qualifications: The educational requirement is identical to the non-support series in the functional area. When supporting tasks that fall within the scope of ES, the degree and experience requirement is identical to the Scientist/Engineer/Analyst or the Computer

Scientist/Systems Analyst. When supporting tasks that fall within the scope of CSD, the degree and experience requirement is identical to the Computer Scientist/Systems Analyst.

In the Technical Writer categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Writer/Editor

Description: This series is to provide non-technical writing support. The writer may prepare documents as part of Business operations, or as part of D&T. The editor is focused on the same areas as the writer and can be applied in each area. This category includes the creation of content for web pages.

Qualifications: Education, English, journalism, history, political science or equivalent degrees are required.

In the Writer/Editor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

Senior Ph.D. (required degree + 10 relevant years)
Senior II (required degree + 15 relevant years)
Senior Special Certification (required degree + certification + 10 relevant years)
Senior (required degree + 8 relevant years)
Intermediate II (required degree + 5 relevant years)
Intermediate I (required degree + 3 relevant years)
Associate (required degree + 1 relevant year)

Acquisition/Procurement/Contract/Analyst series

Description: This series provides expertise ranging from senior level certified acquisition experts advising the implementation and management of major acquisitions, to more administrative processing of routine contractual actions. This series is unique in that it resides in BAM, but requires insight and knowledge of all other functional areas.

Qualifications: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is

required.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Business/Financial/Management/Analyst series

Description: The business/financial/management/analyst series is focused on the coordination, accounting, planning and administration functions. The management analyst provides business management functions such as budgeting, financial analysis and planning and control of funding and allocation of funding. These functions include business process analysis to describe and create defined business and operations controls and processes.

Qualifications: A 4-year course of study leading to a bachelor's degree with a major in any field that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)
- Senior Special Certification (required degree + certification + 10 relevant years)
- Senior (required degree + 8 relevant years)
- Intermediate II (required degree + 5 relevant years)
- Intermediate I (required degree + 3 relevant years)
- Associate (required degree + 1 relevant year)

Training/Training Material Specialist series

Description: The training and documentation series appear only in D&T. These are specialist in creating and delivering training documentation. These are specialist in education, in teaching, and in creating structured lesson plans and formal training programs. These are not the technical experts who generate the more technical portion of the documents. They are covered in ES and CSD.

Qualifications: Training Material Specialist labor categories, education, English, journalism, history, or political science degrees are required.

In the Trainer/Training Material Specialist labor categories for the Senior and Senior with Special Certification Levels, any combination of degree, certification and relevant experience will be considered if the relevant experience requirement is satisfied.

- Senior Ph.D. (required degree + 10 relevant years)
- Senior II (required degree + 15 relevant years)

Senior Special Certification (required degree + certification + 10 relevant years)

Senior (required degree + 8 relevant years)

Intermediate II (required degree + 5 relevant years)

Intermediate I (required degree + 3 relevant years)

Associate (required degree + 1 relevant year)

Technical Support series

Description: Technical support varies widely. In ATS, technical support includes everything from modification of facilities, to testing sites, remediation of sites, and similar technician activity. In BAM, technical support includes graphical artist specialists. In CSD, technical support includes graphical design. For ES, technical support means technicians to support the engineering efforts. These may be test technicians, installation technicians, support technicians, etc. In CSD, technical support is help desk, computer installation, copier support, telephone support, etc. In equipment maintenance, the technical support is an equipment repair technician and includes depot through field repairs.

Qualifications:

Level IV (HS + 10 relevant years)

Level III (HS + 6 relevant years)

Level II (HS + 3 relevant years)

Level I (HS + 0 relevant year)

Administrative Support series

Description: This series is office oriented, clerical, coordinating, in an administrative role. Typical functions include: telephone answering, desk staffing, copying, data entry, regular cyclical report generation, distribution, pre-defined task execution. BAM is the only one functional area that supplies administrative support.

Qualifications:

Level IV (HS + 10 relevant years)

Level III (HS + 6 relevant years)

Level II (HS + 3 relevant years)

Level I (HS + 0 relevant year)

Subject Matter Expert (SME)

The SME is not anticipated. The SME is not a senior expert with a special certification or a senior expert with a Ph.D. The expert is uniquely qualified and the need for the expertise as well as the supporting cost data is part of documenting the rationale for this category.

Introduction of New Service (IONS)

A new or improved service not currently available under any of the eFAST labor categories that has the potential to provide more economical or efficient means for the Government. It may be a service existing in the commercial market not yet introduced to the Federal Government or a service that has been improved. As determined by the Government, there are no similar services available under an existing function area. IONS must be unique as its need and supporting cost data are part of documenting the rationale for this category.

Notes:

1. Non-support series: Labor categories other than Technical Support & Administrative Support
2. A college degree must be from a U.S. accredited institution.
3. HS = high school diploma or GED

FA Code	Functional Area
ATS	Air Transportation Support
BAM	Business Administration & Management
R&D	Research & Development
ES	Engineering Services
CSD	Computer/Information Systems Development
CSS	Computer Systems Support
D&T	Documentation & Training
M&R	Maintenance & Repair

Allowable Substitutions:

1. A Master's degree in an appropriate discipline will be considered equivalent to two (2) years of relevant experience. A doctoral or Ph.D. degree in an appropriate discipline will be considered equivalent to four (4) years of relevant experience.
2. Eight (8) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree.
3. Four (4) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to an Associate's degree.
4. Six (6) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree, when combined with a certification equivalent to Project Management Professional (PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect(MCA), Microsoft Certified Master(MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSD, or Certified Professional Contract Manager (CPCM).
5. Three (3) years of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to an Associate's degree, when combined with a certification equivalent to Project Management Professional (PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect(MCA), Microsoft Certified Master(MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSD, or Certified Professional Contract Manager (CPCM).

6. Five (5) years for non IT Analyst Series, and four (4) years for the IT Analyst Series, of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to a Bachelor's degree, when combined with a relevant certification equivalent to Project Management Professional(PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect (MCA), Microsoft Certified Master (MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSA, Certified Professional Contract Manager (CPCM), or Certified Professional Logistician (CPL).

7. Two (2) years for non IT Analyst Series, and one (1) year for the IT Analyst Series, of relevant experience over and above the minimum experience requirements for the position will be considered equivalent to an Associate's degree, when combined with a relevant certification equivalent to Project Management Professional(PMP), Information Technology Infrastructure Library (ITIL) Expert, Information Technology Infrastructure Library (ITIL) Master, Certified Information Systems Security professional (CISSP), Cisco Certified Architect (CCA), Cisco Certified Internetwork Expert (CCIE), Cisco Certified Network Professional (CCNP), Microsoft Certified Architect (MCA), Microsoft Certified Master (MCM), Microsoft Certified IT Professional (MCITP), Microsoft Certified Professional Developer (MCPD), MCSA, Certified Professional Contract Manager (CPCM), or Certified Professional Logistician (CPL).

8. In the support labor categories, an appropriate Bachelors' degree will be considered equivalent to two (2) years of relevant experience. In the support labor categories, an appropriate Associate's degree will be considered equivalent to one (1) year of relevant experience.

9. An accredited bachelor's or Master's degree not listed or not considered equivalent will be counted as one (1) year of relevant experience; an accredited Ph.D. degree not listed or not considered equivalent will be counted as (2) two years of relevant experience.

10. Relevant experience is experience directly reflecting the work, task or project being evaluated. The nature of the activities, analyses and work products must be very similar or identical to those of the intended project.

11. General experience is any experience.

12. There is no education substitution for Ph.D. categories.

13. Certification is official recognition of professional level expertise. Certification is official recognition by a trade association, industry organization, an industry or trade governance organization, an educational institution, a government agency or department, or a large corporation with a market dominant product. Certification denotes an advanced level of specific expertise commensurate with advanced educational degrees. Certification may result from work experience, education, training or a combination of these.

14. Relevant training is training that directly adds knowledge and skills that support the activities, analyses and work products of the intended project.

15. Unless otherwise specified, the term “degree” is defined as bachelor’s degree.