

MIKE MONRONEY AERONAUTICAL CENTER

**PERFORMANCE WORK STATEMENT (PWS)
FOR
ADMINISTRATIVE SUPPORT SERVICES**

**FEDERAL ORGANIZATIONS
SUPPORTED AT THE
THE MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA**

March 2007

SECTION 1 -- Description of Services/General

1.0 Scope of Work:

The contractor shall furnish all personnel, management, supervision, transportation, equipment, materials and subcontract items or services as necessary to perform various administrative support services as stated in specific performance work statements for each individual task order(s). These orders will be issued against the contract to the contractor based on requirements that are requested by various organizations located at or supported by the FAA Aeronautical Center (AC). Specific requirements will include the types of services and/or skills listed in Attachment 2 and 3. It is possible that a number of services may require a combination and or variations of specified skills. On-site contractor supervision must be identified at the task level for all services provided under this Performance Work Statement (PWS). Work ordered under this contract is to be performed using facilities and materials provided by the Government as indicated below to the extent available. In the event that Government resources are not available to meet requirements cited on an individual task order, contractor acquired materials; services, equipment or temporary facilities may be included on the Contractor's proposal for that task order as Subcontract items.

- 1.1 **Excluded Services:** Services supporting the Civil Aerospace Medical Institute are covered by other contracts and excluded from this PWS. Services administrative in nature that are provided as an element of technical or other support contracts are excluded from this PWS.

2.0 Requirements:

- 2.1 **Personnel:** Contractor personnel shall be capable of providing administrative assistance services as outlined in each individual task order. Contractor personnel shall possess the experience, knowledge, and skills to successfully perform each task order requirement.
- 2.2 **Program Management:** The Contractor shall establish and maintain program management practices throughout the period of performance. The Contractor shall assign a Program Manager (PM) and provide an Alternate Program Manager contact that will be responsible for all aspects of the contract. The Government will have visibility into the Contractor's organization and techniques used in managing the program. The Program Manager and Alternate Program Manager shall be responsible for the performance of the work specified in accordance with the terms and conditions of this contract. The Program Manager shall have full authority to act for the Contractor. The Program Manager shall possess the knowledge, skills, experience, and sufficient authority to lead, manage, plan and sustain activities on a daily basis.
- 2.3 **Program Management Availability:** The Program Manager or Alternate Program Manager shall be on-site at the Mike Monroney Aeronautical Center during normal working hours and be available within two (2) hours to meet with the Federal Aviation Administration (FAA) Contracting Officer (CO), the designated Technical Representative (COTR) and

key Government personnel (Security, upper management, etc.) to discuss contractual matters. The Program Manager or Alternate Program Manager shall be able to read, write, speak and understand English fluently and possess the requisite managerial and communication skills.

2.4 Contractor Personnel: The Contractor shall provide a written Program Management Plan and a Supervisory Management Plan at time of Proposal. An update to this plan, if required, and shall be submitted to the COTR/CO thirty (30) calendar days after contract award. The plan shall address hiring, obtaining security clearances, training, certifications, retention, organizational structure, and any cross-utilization approach. Additionally, each person employed by the Contractor on this contract shall complete an Agreement of Nondisclosure (Attachment 5) and submit it to the COTR/CO forty-five (45) calendar days after contract award. The Contractor shall provide a completed non-disclosure form for each employee hired and placed into employment with the Government 15 days after placement.

2.5 Key Personnel: In accordance with the AMS 3.8.2-17 **Key Personnel and Facilities** (July 1996), Section H, **do not propose subcontractor employees as Key Personnel.** Both the Program Manager and Assistant Program Manager must be an employee of the **prime** contractor.

2.6 Supervision Of Contractor Employees. . The Contractor shall provide sufficient day-to-day contractor supervision of each employee and each current task order to insure successful performance. Each employee shall be aware of his/her contract Program Manager or on site task manager. At no time shall Contractor personnel be supervised by any government employee. The Contractor shall submit a Supervisory Plan with their proposal with an update thirty (30) days after contract award and as necessary based on staffing levels for current task orders.

The Contractor is solely responsible for hiring, selecting/non-selecting, upgrading/promoting, work assignment, work related awards or discipline, approving work schedules/absences, labor-management issues, career planning, or compensation for all employees working or with potential to work under this PWS. Any suspected or actual incident of an FAA personnel being involved in these processes must be reported to the Contracting Officer.

2.7 Labor Categories. The Contractor shall provide qualified, experienced, and skilled employees for each individual task order issued under this contract for each labor category listed in Attachment 2 and 3. The contractor shall fill any vacancies within 10 working days after the vacancies occur or task request(s) are officially submitted or provide a written statement to the Contracting officer (CO) and COTR giving the reason(s) for not meeting the placement criteria and stating corrective actions to timely meet future employee placements.

2.8 Employee Qualifications. The Contractor shall provide qualified, experienced, and skilled employees for each individual task order issued under this contract. Individuals will be accepted for assignment to contract tasks based collectively on the required qualifications stated in the contract, as required by the respective task statement, conforming to industry/government standards and related to the inherent requirements of the work to be

done [e.g. ability to communicate, requisite social behavior, personal hygiene, work nights, etc.] In the event that any individual working on a specific task does not confirm the required qualifications with performance, they will be disqualified for work under the respective task and, based on nature of the disqualification, other work under the contract by written notice from the Contracting Officer. The contractor has the responsibility to notify his employees of the qualifications for the particular task to which they are assigned.

- 2.8.1 Qualifications: The Contractor shall assign employees that possess the qualifications required to perform the contract and task order in accordance with this PWS. The hourly rate billed by the Contractor for an employee who does not meet the required qualifications may be unilaterally adjusted downward to a wage rate that the CO determines to be appropriate. If the Contractor has already received payment, the CO may make adjustments on the next invoice or require repayment by the Contractor.
- 2.8.2 Employee Skill Level. The Contractor shall provide personnel assigned to a task under this contract that are fully competent to perform assigned skills. Contractor personnel will not be instructed on-the-job or in classes at government expense in basic or generic skills/techniques under this contract. Instruction in organization or site-specific procedures will be provided by a hosting organization for each task order
- 2.8.3 Work Site Access: The Contractor shall, in advance of employees reporting to the work site, shall furnish to the Contracting Officer, one summary resume' for each position to be filled or replaced on the respective task; giving the proposed employees' education/training, experience, skill levels, affiliations and other characteristics that relate to requirements/qualifications of the work to be done on the task order. The Contractor shall provide any and all factual data (dates, certification, etc.) to the CO with submission of each employee's resume. Any qualification information questioned or requiring verification will be identified to the contractor for action and be resubmitted. Concurrence of the Contracting Officer is required for employees to work during verification or revision of their qualification resume.
- 2.8.4 Removal of Contractor Personnel: The Government may withdraw a previously issued approval or assignment of Contractor personnel to this contract and direct that the individual be removed from the contract based upon the individual not meeting Government expectations or requirements for personal, professional, or performance standards.
- 2.8.5 Changes to Staffing Levels: The Government may at any time direct the Contractor to either increase or decrease the numbers of assigned Contractor employees in any particular contract labor category, or assigned to the contract as a whole. Funding availability changes in workload levels, or changes in workload technical requirements may cause such changes. The Contractor shall obtain prior approval from the COTR before filling vacant positions.
- 2.10 Contractor Employees: The Contractor shall conduct business in accordance with the Code of Federal Regulations Title 5, Vol. 3 Employee Code of Conduct. The Contractor shall not employ persons on this contract if such employee is identified to the Contractor by the CO as a potential threat to the health, safety, security, and/or general well being or operational mission of the instillation and its population. Contractor shall provide the

Government at time of contract award a list of Contractor employees/ names and position titles, with updates to this list as required. All contract employees depending on particular condition, occasion or place, or job assignment shall require professional, suitable attire. The selection, assignment, reassignment, transfer, supervision, management and control of Contractor employees in performance of this PWS and each task order shall be the responsibility of the Contractor; however, the Contractor shall comply with the requirements set forth in this PWS and FAA MMAC regulations concerning conduct of employees as referenced herein. Some Task Orders may require a Task level Quality Control Plan that must be submitted to the COTR/CO at time of task order proposal.

- 2.11 Use of Federal Employees: The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.
- 2.13 Quality Control Program: The Contractor shall establish and maintain a Quality Control Plan to ensure the requirements of this contract are provided as specified. The contractor shall provide a Quality Control Plan describing the inspection system for the requested services listed in the PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The written Quality Control Plan shall be required when proposals are submitted. The CO will notify the Contractor of acceptance or required modifications to the Plan. The Contractor shall make appropriate modifications (at no additional cost to the Government) and obtain acceptance of the Plan by the CO before the start of the performance period. The Plan shall be updated as changes occur and shall be submitted for review and acceptance by the Government.
- 2.14 Quality Assurance: The Government will monitor and evaluate the Contractor's performance under this contract. When an observance indicated defective performance, the COTR will notify the CO and the Contractor. Any action taken by the CO as a result of surveillance will be according to the terms of this contract. Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the CO. The services to be performed by the Contractor during the period of this contract will at all times and places be subject to review by the CO or authorized representative(s). Other Government personnel may from time-to-time observe Contractor operations. These personnel will not interfere with Contractor performance.
- 2.15 Performance Task Meetings: The Contract Manager may be required to meet with the COTR and the CO during the performance of this contract. Meetings will be as often as necessary as determined by the CO. Written minutes will be taken by the Government and signed by the COTR, CO and Contract Manager; if written minutes are taken and the contractor non-concurs with the minutes, they shall so state any areas of non-concurrence in writing to the CO within 10 calendar days of receipt of the signed minutes. The minutes will be included in the contract file.
- 2.16 Employee Meetings and Training: In Accordance With AMS 3.13-10, Contractor personnel may be included in FAA sponsored specialized training provided/purchased for Government purposes (i.e.: change in mission, procedures, and equipment), on a space available basis or at a prorated cost to the contractor at the discretion of the user organization and subject to workloads, cost and other Government considerations. The

determination to attend additional functions shall be made at the sole discretion of the Government. The Contractor shall submit the Support Contractor Authorization (FAA Sponsored Training) form (Attachment 6) to the COTR and CO for approval prior to attending any FAA sponsored training. Employee time in space available and contractor paid training will not be charged to the contract unless specified and funded in the applicable task order and negotiated and approved by the CO.

- 2.17 Travel: Travel may be required of the contractor for this task. Any and all travel shall be coordinated and approved by the COTR and performed in accordance with GSA Federal Travel Regulations and applicable contract clauses. Itineraries and estimated costs are required and submitted to the COTR for approval prior to travel. Reimbursement for travel shall not exceed the rates and expense types allowed by the FAATR and GSA Travel Regulations to a government employee traveling under similar circumstances. Other than biweekly travel may be approved when cost advantageous to the Government and/or required to meet mission requirements. Work-time in travel status—In keeping with Department of Labor regulations [39 CFR 785.39] the FAA “will consider as work-time that time spent in travel away from home outside of regular working hours (Monday through Friday 0600-1800), as a passenger on an airplane, train, boat, bus or automobile” under this PWS. The Contractor shall complete a Travel Authorization Form (See Attachment 4) submitted to the COTR and CO for approval. The Contractor shall obtain approval for all travel from the CO prior to performance
- 2.18 Place of Performance: Workstations located at the Mike Monroney Aeronautical Center in Oklahoma City, Oklahoma will be made available to the Contractor employees as needed for each individual task order. However, if an individual task order states place of performance other than the MMAC, workstations will be provided at the designated place of performance.

3.0 General Information:

- 3.1 Physical Security. Most work will be performed within secure facilities. Some contract employees may be issued Government keys to facilitate contract performance. The Contractor shall be responsible for safeguarding all Government property provided for contractor use or under contractor control. Whenever a work area is to be unattended for a period of time, Government facilities, equipment, and materials shall be secured. Government property totally under the contractor's control (in-possession, in-travel, etc.) will be totally the contractor's responsibility. The Contractor shall provide the COTR/CO a listing of government-provided property per employee and maintain said property list.

The Contractor shall establish and implement methods of ensuring that all keys and identification (ID) cards or vehicle decals issued to the Contractor by the Government are not lost or misplaced and not used by unauthorized persons. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedure covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report the occurrences of lost or duplicate keys to the CO. The Contractor shall prohibit the use of Government issued keys by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of

persons other than Contractor's employees engaged in performance of assigned work in those areas, or personnel authorized entrance by the CO.

3.1.1 Security Requirements: The Contractor shall comply with all contractual security requirements listed in the contract.

3.2 Hours of Operations. During all applicable Periods of Performance, the Contractor shall provide services Monday through Friday, during the operating hours of 0600-1800. The Contractor shall observe the same Federal holidays and mandatory time-off periods as the FAA MMAC Government Personnel. The Contractor shall optimize the personnel staffing and manning to match the PWS and each task order requirements and performance criteria between the operating hours of 0600-1800. Organizational hours of support may change over the course of the contract and the Contractor shall support this dynamic environment. The Contractor shall support all PWS task requirements. In doing so, this shall include work to be performed weekends and evenings in order to accommodate "scheduled" activities. The Contractor shall provide overtime, as required and authorized by the CO to cover unforeseen workload increases or unanticipated workload surges. The Contractor or any Contractor employee shall not be authorized to take any type of work home from MMAC for any reason. Contractor employees may be authorized to makeup missed work hours at the discretion of the Government with COTR and CO approval.

Observance of Legal Holidays and Facility Closures. Contractor shall normally not be required or allowed to work when their assigned facility is on holiday or closed. During such periods, the contractor will not be compensated for labor hours without 1) advanced direction by the CO or COTR or 2) the work being a response to a Government emergency. Following is a list of U.S. Federal holidays and reasons for facility closures:

- a. New Year's Day, January 1
- b. Martin Luther King's birthday, the third Monday in January
- c. President's Day, the last Monday in February
- d. Memorial Day, the last Monday in May
- e. Independence Day, July 4
- f. Labor Day, the first Monday in September
- g. Columbus Day, the second Monday in October
- h. Veteran's Day, November 11
- i. Thanksgiving Day, the fourth Thursday in November
- j. Christmas Day, December 25
- k. Any other day/time designated by Federal statute, executive order, or Presidential Proclamation
- l. Adverse weather conditions or national emergencies may require the Center to close.

3.3 Overtime Directed by the Government. Overtime may be necessary on occasion as requested by the CO or COTR. Overtime will be authorized and funded separately under the Over and Above CLIN only when approved by the CO and only when absolutely necessary to meet work requirements, not failure to meet schedules or availability of contractor personnel.

- 3.4 Overtime Requested by the Contractor. In the event the Contractor deems overtime necessary to meet work requirements, the Contractor shall submit a written request to the CO and COTR for the approval of overtime. The request shall identify in detail what service requires overtime, how many work-hours are required, and for what segment of the organization the work is being performed. The Contracting Officer shall approve all requests by the contractor for overtime in writing before any overtime is allowed.
- 3.5 Employee Identification. Contract personnel shall be issued a contractor identification card identifying them as a contractor employee. The identification cards shall be worn at all times while performing services under this contract.
- 3.6 Disclosure: The Contractor shall not publish or disclose in any manner any information, without the CO's written consent, the details of any information received about the FAA MMAC or DOT.
- 3.7 Threats or Hazards: If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.
- 3.8 Conservation of Utilities: The Contractor shall instruct employees in utility conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which shall include the following: (A) Lighting shall be used only in areas where and when work is actually being performed; (B) Mechanical equipment controls for heating, ventilation, and air-conditioning systems shall not be adjusted by the Contractor or by Contract employees unless authorized; (C) Water faucets or valves shall be turned off after the required usage has been accomplished; (D) Government telephones, computer, and other government equipment shall be used for official Government business.
- 3.9 Environmental Protection and Safety: The Contractor shall be knowledgeable of and comply with all applicable federal, state, and local laws, regulations and requirements regarding environmental protection. In the event environmental laws or regulations change during the term of this contract, the Contractor is required to comply as such laws come into effect.
- 3.10 Orientation Plan: To ensure a smooth transition in the change of work effort from the current contract, the Contractor shall begin the 30-day orientation period as required by the solicitation/contract. The purpose of this orientation is to: (1) Observe work accomplished by current employees; (2) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Soliciting personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the contracting and personnel offices; (3) Obtain security clearances, if required; (4) Complete training requirements and accomplish necessary training of Contractor employees; (5) Complete the development of necessary work plans/procedures; (6) Complete the development of quality control plans and procedures; (7) Include this orientation period in the phase-in schedule presented to the Government.
- 3.11 Phase-in Plan. It is essential to the Government that services currently being performed are continued without interruption. Consequently, it is imperative that transition from

incumbent contractor to follow-on contractor be accomplished in a well-planned, orderly and efficient manner to bringing the new work force to full contract performance. The Contractor shall be allowed access to the facilities to familiarize supervisors, key personnel and staff with equipment, reporting, work scheduling and procedures. However, such access will not interfere with the production efforts of current contract personnel. To preclude such interference, arrangements for access to the Government facilities will be made with the CO. Access will be limited to the following categories of personnel: (1) Contractor supervisory and clerical personnel; (2) Contractor equivalent of a Government supply clerk.

3.12 Phase-Out Activities. If there is a change in Contractor or if the operation reverts to in-house, the incumbent Contractor shall provide familiarization to the Government or the follow-on Contractor, whichever the case may be. During the phase-out familiarization period, the incumbent shall be fully responsible for all current task order services. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor shall cooperate to the extent required to permit an orderly change over to the successful Contractor. With regard to the successor Contractor's access to incumbent employees, a recruitment notice may be placed in each facility. At the conclusion of any performance period, including option periods or extensions, the services provided under this contract may be awarded to another contractor. The contractor in place shall be required to assist in the phase-in activities.

3.13.1 PRIVACY AND SECURITY: Clearance: A Level 1 or level 5 security clearance is required for all contractors on this task unless designated differently on the individual task order (see CLA.4554 Section I). Work at Federal Aviation Administration (FAA) owned or leased facilities shall be performed only while under escort of an authorized FAA employee. Contractor shall comply with all applicable DOT, FAA and local security directives while performing work under this contract. In lieu of an escort, the Government shall require all persons working in this contract to provide personal background data on Government furnished forms to AMC-700 for initiation of the appropriate personnel security investigation prior to being permitted access to FAA facilities, information, or property. If Government property is involved, the contractor shall comply will all DOT, FAA, and local directives and any special requirement directed by the contracting Officer regarding accounting, control, and physical security of such property and provide and audit trail on acquisition, storage and use of Government of contractor purchased Government property, supplies, and equipment.

The Privacy Act will pertain to all data and tasks. All contractor personnel shall be required to take appropriate actions to prevent disclosure of information.

4.0 SECTION --DEFINITIONS

4.1 STANDARD DEFINITIONS

4.1.1 Quality Assurance. Those actions taken by the Government to assure services meet the requirements of the PWS.

- 4.1.2 Quality Control. Those actions taken by the contractor to control the performance of services so that they meet the requirements of each tasks PWS.
- 4.1.3 Contracting Officer (CO). The person authorized to act on behalf of the Government to negotiate and award contracts and modifications thereto, and to administer contracts through completion or termination. Except for certain limited authority delegated by the CO to a technical representative, the CO is the only individual with the authority to direct the work of the contractor.
- 4.1.4 Contracting Officer Technical Representative COTR). The authorized Government representative(s) acting within the limits of written delegated authority for management of specific projects or functional activities. Separate tasks or subtasks may have specific COTRs with specific delegations. Copies of CO delegations and the location of applicable executive delegations will be provided to the contractor.

5.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

- 5.1 General. The Government shall provide, without cost, available facilities, equipment, materials and/or services listed below.
- 5.1.1 Property. No formal GFP is contemplated under this contract. In the event that GFP is to be transferred to the contractor, the transfer will be included in the controlling Task Order(s).
- 5.1.2 Facilities. The host Government organization shall provide available facilities at the Mike Monroney Aeronautical Center (MMAC), 6500 South MacArthur Boulevard, Oklahoma City, Oklahoma 73169, or other Government leased/owned facilities for performance under this contract.
- 5.1.2.1 The on-site management staff shall be provided suitable, unfurnished, facilities at the MMAC. Contractor shall provide internet/telephone systems and any and all office furniture/office machines deemed necessary for successful performance.
- 5.1.2.2 Contractor employees shall be provided a suitable work stations (e.g., desk, chair, etc.) required to perform the services for each task at the Government task location.
- 5.1.3 Equipment. The Government shall furnish the contractor employee access to appropriate equipment required to perform services for each task at Government facilities.
- 5.1.4 Materials. The Government shall furnish the following:
- 5.1.4.1 Basic reference manuals and any revisions, updates, and changes thereto for use by the contractor.
- 5.1.4.2 Available administrative supplies required in the performance of tasks.
- 5.1.4.3 Services. Utilization of Government information systems and internal mail distribution systems will be provided to the extent that contract performance requires their use.

Systems must not be used for contractor or individual employee purposes. Contractor personnel may use available initial emergency medical services and concessions located in Government facilities.

6.0 SERVICE DELIVERY SUMMARY:

SDS Number and Performance Objective	PWS Ref.	Performance Threshold	Method of Surveillance
SDS #1 The Contractor shall provide a Program Management Plan at time of Proposal submission and an updated plan 30 days after contract award	2.4	100% Compliance	
SDS #2 The Contractor shall provide a Quality Control Plan at time of Proposal submission and an updated plan 45 days after contract award	2.13	100% Compliance	
SDS#3 The Contractor shall be able to provide administrative support services in accordance with each individual task order	2.1 2.8	100% Compliance	Customer Complaint(s) & Periodic Inspection
SDS #4 The Contractor shall provide a government property list to the COTR/CO which is updated as required	3.1	100% Compliance	
SDS #5 The Contractor shall provide non-disclosure statement for all employees 45 days after contract award and for each new employee placed into employment on MMAC	2.4	100 % Compliance	Periodic Inspection
SDS #6 The Contractor shall provide a Supervisory Plan at time of Proposal submission and an updated plan 30 days after award	2.4	100 % Compliance	
SDS #7 The Contractor shall provide a Recruit/Retainment Plan at time of Proposal submission and an updated plan 30 days after award	2.7 2.8-2.82	100% Compliance	
SDS #7 The Contractor shall provide a Phase-In/Phase-out Plan at time of Proposal submission and an updated plan 30 days after award	3.10-3.12	100% Compliance	

7.0--CONTRACTOR FURNISHED ITEMS AND SERVICES

- 7.1 General. The contractor shall furnish personnel, services management and supervision to perform each task.
- 7.2 In the event that contractor acquired facilities, equipment or materials are required due to non-availability of Government resources, such resources will be ordered under Task Orders as Materials/Subcontracts/Other Direct Costs items at actual or market prices.

8.0--LABOR CATEGORIES (See Attachment 2 and 3 to PWS)

- 8.1 Levels of Expertise and Competence. All labor categories require the best combination of expertise and competence available to perform the duties described in the Service Contract Act Directory of Occupations issued by the DOL and the work/skills defined in this PWS or Task Order work statements that are obtainable at prevailing or negotiated wage rates.
- 8.2 Scope. The scope of this PWS is not meant to exclude administrative tasks or specific efforts under a task that may require unique/temporary combinations of expertise, competence and/or responsibility that are available, but not at established contract wage rates and would otherwise entail continual contract modifications. Therefore, categories of premium qualification (for matching wage premiums) are defined to cover such requirements whenever they arise. All defined labor categories may be modified by the premiums below for a specific position or task element in an individual Task Order when required by the work to be performed (not based on a specific individual doing the work).
 - 8.2.1 Expertise Premium. Unique or upper level expertise that is definable and apparent in the labor market, but not differentiated in Government labor definitions (e.g., an Inspector with aviation certification, an Administrative Assistant with experience in forensic toxicology, etc.). Expertise gained through performance under this PWS does qualify for premium.
 - 8.2.2 Task Lead Premium. Smaller tasks or subtasks that can best be supervised by working supervisor, rather than a full-time supervisor, will have a designated position perform supervisor duties on a part time (based on number involved) basis for the priced premium. No more than 4 hours per week supervision.
 - 8.2.3 Functional Lead Premium. Geographic separation or functional responsibilities often dictate that a secondary level of supervision be provided to contract performance. This lower level premium may be applied to designated positions for elements of large tasks or combinations of smaller tasks. No more than 12 hours per week supervision.
 - 8.2.4 Task Supervisor I and II (full time). These personnel will be providing supervision as a full time job of forty hours per week. This category of employee will be considered on-site supervisors for the contractor's personnel. Shall provide cross task supervision for all areas. Level will be dependent upon Task, and personnel supervised.