

**LOGISTICS SUPPORT SERVICES
STATEMENT OF WORK
04 SEP 2008**

C-1. GENERAL

C-1.1 Background: The implementation of the FAA's NAS plan and other Capital Improvement Projects (CIP) has caused a burgeoning workload in FAA logistics offices. The purpose of this contract is to provide support to logistics offices to facilitate completion of that work. This SOW provides for Logistics Support Services (LSS) in various professional disciplines located at various FAA work sites throughout the United States. This contract does not provide for Contractor employees to perform inherently governmental duties such as obligating appropriated funds or executing contractual documents. (See Section H, Personal Services).

C-1.2 Major Disciplines: Support services are required by this SOW in the following major disciplines:

C-1.2.1 Acquisition Management (See C-2.2)

C-1.2.2 Real Estate and Real Estate Appraisal Support Services (See C-2.3)

C-1.2.3 Space Management Specialist Support Services (See C-2.4)

C-1.2.4 Material Management Support Services (See C-2.5)

C-1.2.5 Environmental/Hazardous Material Support Services (See C-2.6)

C-1.2.6 Administrative Logistician (See C-2.7)

C-1.2.7 GIS/GPS Spatial Analyst (See C-2.8)

C-1.3 Definitions: The following definitions are provided:

C-1.3.1 National Airspace System (NAS) - The equipment and facilities used by the FAA throughout the United States and its territories for operational air traffic control.

C-1.3.2 Capital Improvement Plan (CIP) - A plan published by the FAA, generally on an annual basis, that reflects current system enhancements, modernization, and expansion requirements for facilities, equipment, and other capital needs of the agency.

C-1.3.3 Contracting Officer - The FAA Contracting Officer (CO) assigned to this contract.

C-1.3.4 Contracting Officer's Technical Representative (COTR) - The Government employee assigned by the CO in writing who is delegated certain responsibilities for day-to-day technical administration of the contract. A COTR will be assigned for each work site and will serve as the primary point of contact between the FAA and Contractor personnel.

C-1.3.5 Field Office - The field office is the place of business set up by the Contractor to perform work under this contract. The field office is normally located at an FAA Service Center, Regional Office, Center or Headquarters office. Work at FAA locations is considered off-site for the purpose of this contract because it is off the Contractor's site. Work on-site, if any, is that work performed at the Contractor's facilities.

C-1.3.6 Field Office Contracting Officer (FCO) – The FCO is a contracting officer at the work location of the Contractor personnel for whom the Contractor personnel is providing support services. The FCO could be a contracting officer or a Real Estate Contracting Officer (RECO).

C-1.3.7 Phase I Environmental Audit - The initial environmental assessment necessary to identify potential environmental issues for real estate in accordance with 40 CFR 300.420.

C-1.3.8 PRISM – The FAA's computerized contracting system.

C.1.4 APPLICABLE DOCUMENTS

C-1.4.1 Government Documents: The following documents of the current issue in effect on the date of this solicitation form a part of this SOW to the extent specified herein. In the event of a conflict between this SOW and an applicable document, the applicable document will govern.

C-1.4.1.1 FAA Acquisition Management System

C-1.4.2 Documents cited above may be obtained on the Internet at:
(<http://fast.faa.gov/>)

C-2 SCOPE

C-2.1 General: The LSS Contractor shall provide support personnel at field offices to assist in Acquisition Management, Real Estate/Appraisal Services, Space Management, Material Management, Hazardous Material Management, Logistics Services, and Measurement Sciences. The Contractor shall supervise its employees located at field offices through a site supervisor as specified later in this SOW. All LSS Contractor furnished support services shall be in accordance with current applicable laws and regulations including the applicable documents cited above.

C-2.1.1 Hours of Work/Federal Holidays: The LSS Contractor shall establish working hours consistent with the FAA facility where the work is performed.

C-2.1.1.1 The FAA normally observes a five-day workweek, with hours of operation of **8:00 A.M. to 4:30 P.M.** The normal workday is 8 hours, plus 1/2 hour for lunch. The contractor shall observe and schedule work hours of personnel as designated in individual orders issued under this contract.

C-2.1.1.2 The Government observes only the holidays listed below:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Inauguration Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	
Any other day designated by Federal statute	
Any other day designated by Executive Order	
Any other day designated by Presidential proclamation	

When any such day falls on Saturday, the preceding Friday is observed and when any such day falls on Sunday, the following Monday is observed. The Contractor will not generally be required to work on Federal holidays or other days when the FAA work site is closed. The Contractor will not be paid for days not worked.

C-2.1.1.3 The Government has the right to request overtime on a case-by-case basis. It is the Contractor's decision whether to work in instances where the FAA Regional or Center Administrator has granted administrative leave to FAA Government employees because of severe weather, yet the work site remains open. This is sometimes a consideration when the FAA is Co-located in a building with other agencies. Should the Contractor elect not to work under that circumstance based on company policy or if the FAA facility is closed due to severe weather or other unexpected situations, the FAA will not be billed for the time not worked. The Contractor shall obtain approval from the COTR for work hours outside these parameters.

C-2.1.2 Alternate Work Schedules: The Contractor is neither required nor prohibited from participating in alternate work schedule systems utilized at the different field offices, consistent with meeting contract requirements. Alternate work schedules for the convenience of the Contractor and its employees will not be utilized if there is an additional cost to the Government (i.e. overtime premium or other pay differentials). Alternate Work Schedules must be coordinated with and approved by the CO/COTR.

C-2.1.3 Travel: The LSS Contractor may be required to perform travel in management of the contract, for formal training, and performance of work under the contract. The Contractor is responsible for arranging all required travel. Reimbursements will be made in accordance with existing Federal travel regulations and the Reimbursement of Travel Costs clause contained in this contract (See Section H). Travel must be coordinated with the COTR and approved by the CO.

C-2.1.4 Office Furnishing/Equipment/Supplies/Services: The Government will provide the Contractor with office space, furnishings, equipment, and supplies for all Contractor personnel assigned at field offices. 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. The Government will not provide office space/furnishings/equipment/supplies for Contractor personnel not located at a field office (i.e. located at the Contractor's facilities).

C-2.1.5 Misuse of FAA Computer Network: The Contractor must adhere to all FAA intranet, internet, network policies and orders. Misuse of FAA provided computer equipment and/or computer network by contract personnel will not be tolerated, and will result in a determination by the CO/FAA Management as to appropriate corrective action for each infraction. All contract personnel using FAA computer resources or accessing the FAA network shall agree to the "Rules of Behavior" prior to receiving requested access. Depending upon the nature and severity of the infraction, corrective actions can range from loss of privileges (i.e., loss of access to the Internet and FAA email) to removal from support under this contract. Further, these determinations are not subject to appeal. And, these provisions do not preclude the imposition of any applicable civil or criminal penalty resultant from an infraction.

C-2.1.6 FAA Unique Requirements – These requirements may be unique to the FAA, but they are applicable to all positions under this statement of work. The FAA has utilized the FAA Acquisition Management System (AMS) since April 1, 1996, thus individuals will be required to become proficient in its use in performing the required functions. Individuals are required to possess computer literacy in electronic file management, typical office Windows software applications such as word processing, spreadsheet, database management, electronic mail, explorer software to access/utilize the Internet, and possess the ability to archive data on multiple types of electronic media.

C-2.1.7 Communications Skills: Contractor personnel should be able to effectively communicate with other individuals at all levels within organizations and with differing economic, social, cultural or educational backgrounds. They should have skill in oral and written communications and ability to exercise tact in dealing with others in a courteous and diplomatic manner.

C-2.1.8 Contractor Authority: The Contractor has no authority to perform inherently governmental duties such as obligating appropriated funds, or executing any contractual documents (See Section H, Personal Services)

C-2.1.9 Minimum Experience/Education Requirements: All personnel employed in support of this contract are required to meet specified minimum experience and/or education requirements for their respective position, as described in this statement of work. Such minimums are specified for each labor category, and the FAA reserves the right to review the qualifications of each proposed support personnel under this contract to ensure all stated minimum qualifications established for the position are met for the position designated in the task. The Contractor shall, in advance of employees reporting to the work site, 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. The CO or COTR will identify to the program manager any qualifications requiring verification or questioned for action or resubmission. The FAA may hold negotiations with the Contractor after receipt of the response to a task request and the Contractor's proposed personnel submission(s). **The minimum experience and or education requirements for all key personnel shall be submitted with the initial proposal.**

C.2.1.10 Removal of Contractor Personnel: The Contracting Officer 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.

C.2.1.11 The Contracting Officer may at any time require 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 CO before filling vacant positions. Attachment I displays the estimated levels of support that may be required at the beginning of contract performance. However the levels of support and the skills to be utilized may be changed anytime during contract performance. This information does not constitute a guarantee to the Contractor that these levels of Contractor personnel will be ordered during the life of this contract.

C-2.2 Acquisition Management

C-2.2.1 General: The Contractor shall provide personnel at field offices to perform acquisition management services as specified within the scope of the contract in support of the National Airspace System (NAS)

C-2.2.2 Personnel Qualifications: The Contractor shall provide entry, intermediate and senior level personnel to serve as contract specialists in the acquisition process. These individuals shall be experienced and qualified in either the Federal Government acquisition process or in acquisition processes generally utilized in the commercial business environment, commensurate with their skill level. Individuals will be required to possess a bachelor's degree, or have successfully completed 24 hours of college level business courses or have 2-4 years of equivalent acquisition related work experience.

C-2.2.3 Training: The following approved course listing contains the courses which have traditionally satisfied Federal Acquisition Regulation mandatory training for each career level. The FAA is no longer subject to the Federal Acquisition Regulations thus much of the information provided in these courses is not directly applicable to the way the FAA currently does business. The material covered by the courses however does provide for an understanding of acquisition related theories and principals utilized in both Federal and commercial acquisition. Individuals who have taken these courses or the commercial equivalent of these courses are considered to have met the requirements for the stated level of expertise. It should be understood that individual Contractor employees will be expected to adapt their previous training and experience to the way the FAA does business as stated in the FAA Acquisition Management System and any future training will be that most appropriate to the AMS. Appropriate work experience may be substituted for any course if approved by the CO prior to employees being assigned to the contract. Approving experience as a substitution for the required courses is at the sole discretion of the Government and is not subject to the clause of the contract entitled Disputes. If the CO approves substitution of experience for the required courses and the Contractor subsequently requests that the employee be provided those courses, such training shall be provided under the provision of paragraph C-5.3.1.

C-2.2.3.1 Entry Level: Contractor employees shall have satisfactorily completed training in the following courses or their equivalents within two years of being assigned to work on the contract in this area. No other work experience is necessary.

CON 100 Shaping Smart Business Arrangements
CON 110 Mission Support Planning
CON 111 Mission Planning Execution
CON 112 Mission Performance Assessment
CON 120 Mission Focused Contracting

C-2.2.3.2 Intermediate Level: Contract employees shall have satisfactorily completed, the requirements above, the following course, and have at least two years of experience in Federal and/or commercial acquisition procedures.

CON 216 Legal Considerations in Contracting

C-2.2.3.3 Senior Level: Contract employees shall have satisfactorily completed, in addition to the requirements above, the following course, and must have at least four years extensive experience in Federal and/or commercial procedures.

CON 217 Cost Analysis and Negotiation Techniques

C-2.2.3.4 Currency Training: All Acquisition Management Contractor personnel will be required to achieve 80 continuous learning points of skills currency training every two years, which will be reimbursed in accordance with SOW paragraph C-5.3.2.

C-2.2.4 Task List: The Contractor may perform a wide variety of functions encompassing the entire spectrum of the acquisition process in accordance with the referenced documents above and any other agency or locally developed policies and procedures. Contractor employees shall be required to exercise a high degree of initiative and independent judgment in accomplishing the assigned duties. Following is a representative list of the types of tasks the Contractor will be required to perform in the area of Acquisition Management. Tasks shall normally be accomplished, by the lowest level employee qualified to perform the work

C-2.2.4.1 Reviews procurement requests, together with related specifications, plans, statements of work or purchase descriptions to determine if they are complete. Provides information to enable the FCO to determine proper contract approach, firm fixed price, cost-plus fixed fee, time and materials, etc.

C-2.2.4.2 Prepares and develops for FCO's signature, solicitation documents, such as Screening Information Requests, Request for Proposals, Requests for Offers, and Request for Quotes, as well as the appropriate contract award documents, including purchase orders.

C-2.2.4.3 Performs analysis of quotes, offers and proposals received. Provides information for the use of the FCO in the negotiation process.

C-2.2.4.4 Provides information to the FCO for determinations on responsiveness and responsibility, contract cost and pricing, proposals, Government performance evaluation and past performance.

C-2.2.4.5 Prepares final contract documents, for award by a FCO and prepares supporting documents relating to award decisions.

C-2-2.4.6 Provides information to assist the FCO in resolving problem areas in contract performance. Records data on Contractor performance for FCO's use in evaluating Contractor's performance.

C-2.2.4.7 Prepares amendments of solicitations or contract modifications to reflect the Government's requirement.

C-2.2.4.8 Monitors the progress of deliveries, initiating follow-ups and reports findings of the factors causing delivery delays or otherwise affecting ordering terms and conditions to a FCO.

C-2.2.4.9 Distributes delivery and purchase orders and prepares responses to Contractor inquiries.

C-2.2.4.10 Prepares cost and price analysis in accordance with applicable regulations and manuals.

C-2.2.4.11 Recommends potential negotiation objectives using audit reports, technical analysis reports and pricing reports from other Government agencies or commercial entities for a FCO to use.

C-2.2.4.12 Prepares spreadsheets and pricing reports/memos in an easily understood, responsive and timely manner.

C-2.2.4.13 Analyzes prospective Contractor's financial statements and prepares a report for use by the FCO regarding the financial responsibility of a prospective Contractor (financial pre-award survey).

C-2.2.4.14 Analyzes salary and wage data submitted with proposals using pricing indices such as the Consumer's Price Index and the Producer's Price Index, etc.

C-2.2.4.15 Analyzes delivery delinquencies and performance discrepancies and recommends actions to implement resolution.

C-2.2.4.16 Prepares contract files for closeout including reviewing files for incomplete deliveries, determining requirements for close out audit, initiate actions for post completion inquiries, completing Government furnished property records, etc.

C-2.2.4.17 Prepares documentation for administrative contract actions including modifications, exercise of options, etc.

C-2.2.4.18 Prepares and develops data and materials required for presentations, meetings, and technical reviews including follow-up actions. Provides and/or

participates in presentations/briefings as required and actively participates in meetings and technical reviews.

C-2.2.4.19 Provides cost-estimating services for alterations/construction and systems furniture and other furnishings.

C-2.2.5 Contract Personnel Effectiveness: In performance of all tasks under the contract the Contractor shall comply with the following standards of effectiveness:

C-2.2.5.1 Effectively communicates with FCO's, other staff personnel outside the organization, including other regional, national FAA offices and other agencies, private companies and citizens, in a professional and courteous manner.

C-2.2.5.2 Keeps the Government advised on project status, potential problems, changes and other project activities.

C-2.2.5.3 Ensures all correspondence, including "control" correspondence, is completed in a concise and accurate manner which is grammatically correct, and is accomplished in a timely and responsive manner.

C-2.2.6 Special Tasks

C-2.2.6.1 Performs special tasks not delineated in the previous paragraphs, but that would be appropriate for individuals with the stated personnel qualifications and which are neither inherently Governmental functions nor performed as personal services.

C-2.3 Real Estate

C-2.3.1 General: The Contractor shall provide personnel at field offices to perform real estate and real estate appraisal services as specified within the scope of the contract.

C-2.3.2 Personnel Qualifications: The Contractor shall provide real estate specialists meeting the following specified qualifications. These individuals shall be trained, experienced and qualified in the Federal Government real estate process commensurate with their skill level. They will also need to know AMS/Federal Real Estate Laws, Executive Orders, and regulations which apply to real property. Individuals will be required to possess a bachelor's degree or have successfully completed 24 hours of college level business courses, or have 2-4 years of equivalent Real Estate related work experience. Personnel assigned to a Junior Level position will be required to complete FAA Basic Real Estate Course (Course # 01320) within two years of being assigned under the contract. Senior Level personnel will, in addition to the Basic Real Estate Course, be required to complete the FAA Advanced

Real Estate Course (Course # 01200003) within two years of being assigned to an Senior Level position under the contract.

C-2.3.2.1 Junior Level Realty Specialist is a position that requires individuals with knowledge and experience to perform technical and administrative real estate activities.

C-2.3.2.1.1 Ability to use established procedures to conduct market surveys to help make competitive range determinations. Ability to research data obtainable from source records and reference material. Ability and expertise necessary to develop pre-negotiation strategies.

C-2.3.2.1.2 Knowledge and understanding of real estate practices, precedents, policies and procedures to process and complete assigned phases of real estate work.

C-2.3.2.1.3 Ability to make equitable and reasoned decisions, independently. Ability to answer inquiries by telephone or mail to prospective lessee, lessors, grantees, or grantors, representatives from local, state or other governmental agencies.

C-2.3.2.1.4 Ability to furnish general information based upon prior experience, such as details of sites, types of lands advertised, or restrictions imposed in certain areas.

C-2.3.2.1.5 Ability to draft leases, licenses, permits, acquisitions and supplemental agreements.

C-2.3.2.1.6 Ability to maintain real estate files and records, and ensure that real estate records are properly maintained in accordance with AMS.

C-2.3.2.1.7 Ability to recognize and recommend the best method of acquisition, which is most advantageous to the Government.

C-2.3.2.1.8 Knowledge required to perform lease administration such as preparation of rate and cost adjustments. Ability to add/delete utility meters/accounts as required and to research and resolve utility payment issues.

C-2.3.2.1.9 Be able to develop a working knowledge of acquisitions and financial systems (i.e. PRISM) and be able to resolve payment issues with the appropriate accounting office.

C-2.3.2.1.10 Must be able to learn and use appropriate real estate tracking data base systems, including the Real Estate Management System (REMS) and the Real Estate Tracking System (RETS), and other office automation applications to manage and track real property.

C-2.3.2.1.11 Be able to determine and describe the expected condition or build-out of the property or space at the time of delivery to the user.

C-2.3.2.2 Senior Level Realty Specialist: Shall meet the requirements for and be able to perform the tasks listed for a Junior Level Realty Specialist, the following requirements specific to the Senior Level, and have the knowledge and experience necessary for carrying out the entire scope of activities dealing with leasing, licensing, or other methods of acquiring real property.

C-2.3.2.2.1 Ability to initiate action to obtain surveys and easements, which lead to purchase or lease of real property. Ability to initiate appraisals through contract as situation dictates.

C-2.3.2.2.2 The ability to complete, a lease versus purchase analysis for Acquisitions.

C-2.3.2.2.3 Knowledge of prevailing laws and regulations; knowledge of coordination procedures for coordinating transactions with appropriate operating or supporting organizations to assure timely, legal and effective accomplishment of transactions.

C-2.3.2.2.4 Ability to recommend redirection of effort in response to correspondence from lessors regarding problems incidental to FAA occupancy of land or space.

C-2.3.2.2.5 Knowledge and experience of a wide range of real estate principals, practices and statutes pertinent to space management and the acquisition of real property. Must be able to read and understand legal land descriptions.

C-2.3.2.2.6 Ability to effectively deal with a broad spectrum of individuals and groups at the highest supervisory, professional and political levels.

C-2.3.2.2.7 Must be decisive on matters with widespread impact, be able to identify alternatives, and be able to pursue two or more significant projects concurrently. Must be able to use creative problem solving to identify and implement innovative solutions to issues involving property acquisition, management, and disposal.

C-2.3.2.2.8 Must be able to perform work, which requires extensive walking, stooping, bending, kneeling, reaching and stretching. Also driving an automobile, canvassing search areas, walking through fields, and vacant lots, hiking up rocky trails to mountain-top sites, climbing steep stairs/ladders to building roofs, crawling under structures, lifting and other physical demands.

C-2.3.2.2.9 Must be able to tolerate a work environment, which may involve risks and discomforts due to extreme variety of climate from tropical to sub-zero and from arid to humid.

C-2.3.2.2.10 Must have a working knowledge of environmental policies impacting real property acquisition, and ensures compliance with environmental principles and regulations.

C-2.3.2.2.11 Understands and adheres to applicable security requirements.

C-2.3.2.2.12 Ensures the most effective space layout of personnel for administrative operations is utilized.

C-2.3.2.2.13 Develops/monitors schedules and/or costs relating to real estate acquisition projects.

C-2.3.2.3 Real Estate Appraiser. Must possess the following qualifications:

C-2.3.2.3.1 Must be licensed or certified in performing commercial appraisals in one of the state(s) where appraisals are performed.

C-2.3.2.3.2 Must demonstrate the ability to perform all types of real estate appraisals with a demonstrated proficiency at or above the minimum standards set forth by the Appraisal Institute.

C-2.3.2.3.3 Must possess proficient narrative writing skills.

C-2.3.2.3.4 Must be proficient in the use of financial calculators and computers.

C-2.3.2.3.5 All requirements for Realty Specialists are also requirements for the Real Estate Appraiser.

C-2.4 Space Management

C-2.4.1 General: The Contractor shall provide space management specialists to perform space management services as specified within the scope of this contract. In addition to meeting the specified general space management personnel

qualifications, these individuals shall be trained, experienced and qualified in the Federal Government space management process commensurate with their skill level.

C-2.4.2 General Space Management Personnel Qualifications:

C-2.4.2.1 Individuals shall (1) possess a bachelor's degree in a discipline such as architecture or civil engineering (or a related field) or (2) have successfully completed at least 24 classroom hours of relevant college level technical courses such as interior design, AUTOCAD training, or the building codes.

C-2.4.2.2 Individuals are required to possess computer literacy in electronic file management, typical office Windows software applications (such as word processing, spreadsheet, database management, electronic mail, and Explorer software to access/utilize the Internet), and possess the ability to archive data on multiple types of electronic media.

C-2.4.2.3 Individuals must be able to effectively communicate with other individuals at all levels within organizations and with differing economic, social, cultural, or educational backgrounds. They shall have skill in oral and written communications and the ability to exercise tact and deal with others in a courteous and diplomatic manner.

C-2.4.2.4 Individuals must be able to perform work which requires occasional walking, stooping, bending, kneeling, reaching and stretching. Driving an automobile, light lifting, and other physical demands are also occasionally required.

C-2.4.3 Space Management Specialist Qualifications (Senior and Junior):
Individuals must possess the following qualifications commensurate with their level of experience. A Senior Level Specialist has all of the following knowledge and skills, normally achieved through five or more years of specific associated job experience, and is operating in an FAA environment that requires the individual to utilize them fully and independently in the performance of his work, including the ability to pursue two or more significant, unusual or complex projects concurrently. A Junior Level Specialist has substantial knowledge and skills in the following areas, normally achieved through less than five years associated job experience, and is operating in an FAA environment that requires the individual to utilize them, with minimal supervision, on more routine and less complex projects:

C-2.4.3.1 Comprehensive knowledge of theories, principles, practices and techniques of office space/building management, space planning, space layout and architectural/interior design. Skill in applying advanced or innovative space

planning and design theories. Ability to modify standard practices to meet unusual requirements.

C-2.4.3.2 Experience and proficiency with the use of computer aided design (the FAA uses AUTOCAD) and cost estimating programs to develop graphic representations of interior designs and office layouts and present them in a persuasive manner. Skill in developing hand drafted drawings and renderings. Skill in interpreting and using architectural and engineering drawings, blueprints and other technical data.

C-2.4.3.3 Experience with systems furniture design, components, installation and inspection techniques related to various manufacturers, including, but not limited to, Federal Prison Industries (UNICOR).

C-2.4.3.4 Expertise in developing, analyzing and determining an organization's space requirements, workstation requirements, support space characteristics, adjacencies, furniture selection and necessary supporting construction from both a functional (acoustics, power and lighting, communications (voice and data), etc.) and an aesthetic (color, materials, etc.) approach. Skill in developing multiple, alternative space layouts in response to customer needs.

C-2.4.3.5 Basic knowledge of the principles of building construction and mechanical systems necessary to assess and plan space solutions to user needs within practical limitations. This level of knowledge is required in such systems as heating, ventilating and air conditioning and plumbing. Practical knowledge of applicable building fire protection, life safety and security codes and standards.

C-2.4.4 Task List: Following is a representative list of the types of tasks the Contractor will be required to perform in the area of Space Management. In each following sub-category, the Contractor may be required to prepare and develop data and materials required for presentations, meetings, and technical reviews including follow-up actions, as well as provide and/or participate in such presentations, meetings and reviews.

C-2.4.4.1 Space Planning – Coordinate and validate, with program division offices, information on staffing and special requirements when modifications to existing space, acquisition of new or additional space, or release of space is required. Provide information in sufficient detail for the Government to evaluate requirements and available options.

C-2.4.4.2 Space Design – Develop drawings, to scale, of proposed floor plan layouts and block diagrams of space. Finalize drawings and obtain necessary approvals. Utilize AUTOCAD in this process. Coordinate interior finishes and furnishings with occupant for approval by the Government.

C-2.4.4.3 Space Review – Perform space utilization reviews which would

include physical measurements of the existing space, prepare "as is" drawings, and include recommendations for improving space utilization as well as alterations needed to upgrade use of space.

C-2.4.4.4 Space Implementation – Monitor progress of procurement and installation of furniture, workstations, and components for adherence to approved designs, project schedules and customer requirements. Coordinate with appropriate in-house and contracted personnel to assure related construction support work necessary for proper installation of furniture is executed in a timely manner.

C-2.4.4.5 Drawings – Prepare drawings and layouts on Government furnished Computer Aided Design (AUTOCAD) system and maintain filing system for drawings.

C-2.4.4.6 Estimates - Prepare or review cost estimates for system furniture, furnishings, construction, and renovation of space.

C-2.4.4.7 Performs special tasks not delineated in the previous paragraphs but that would be appropriate for individuals with the stated personnel qualifications and which are neither inherently governmental functions, nor personal services.

C-2.5 Materiel Management:

C-2.5.1 General: The Contractor shall provide personnel at field offices to perform materiel management support services as specified within the scope of the contract. Material Management Specialists (Senior and Junior) must have a high school diploma or the equivalent thereof and possess the following qualifications commensurate with their level of experience. A Senior Level Specialist has all of the following knowledge and skills, normally achieved through five or more years of specific associated job experience and is operating in an FAA environment that requires the individual to utilize them fully and independently in performing the following tasks. The Senior Level Specialist must be familiar with and experienced in utilizing FAA Materiel Management systems listed in the following task list. A Junior Level Specialist has substantial knowledge and skills in the following areas, normally achieved through three or more years associated job experience and is operating in an FAA environment that requires the utilization of more generalized abilities in performing the less complex of the following tasks.

C-2.5.2 Personnel Qualifications: Provide qualified materiel management specialists. These individuals shall be highly experienced and well qualified in the Federal Government logistics process. Practical on-the-job experience

is the primary means of career training and development.

C-2.5.3 Task List: The Contractor shall perform a wide variety of functions encompassing the entire spectrum of logistics materiel management. Contractor employees shall be required to exercise a high degree of initiative and independent judgment. Following is a representative list of the types of tasks the Contractor will be required to perform in the area of logistics management.

C-2.5.3.1 Property Management Support. Review and process Personal Property Documents in the Automated Inventory Tracking System (AITS).

C-2.5.3.2 Project Materiel Support. Monitor processes required in the establishment or modification of facilities in the National Airspace System (NAS) from the time of requirements determination until materiel is placed in-use or other disposition is achieved. Process In-Service documentation and related capitalization documentation/correspondence.

C-2.5.3.3 Excess Property Disposition. Review and process documentation for the disposal of personal property, including both accountable and non-accountable equipment, furniture, and supplies. Provide technical guidance in the Report of Excess property per regulatory requirements to property custodians. Verify documentation requirements and assist Government personnel in the receipt of documentation of surplus material.

C-2.5.3.4 Develop, track and provide input on Acquisition Logistics MIL-HDBK-502, Logistics Management Information (LMI), MIL-PRF-49506, Logistics Support Analysis (LSA), and Provisioning Technical Documentation (PTD) milestones for assigned system/equipment acquisition programs.

C-2.5.3.5 Prepare and develop data and materials required for presentations, meetings, and technical reviews including follow-up actions. Provide and /or participate in presentations/briefings as required and actively participate in meetings and technical reviews.

C-2.5.3.6 Review draft procurement packages and report on inclusion of required logistics elements in sufficient detail to support the acquisition to meet life cycle support requirements.

C-2.5.3.7 Develop recommendations for addition/revisions to include all appropriate logistics requirements in final procurement packages.

C-2.5.3.8 Report on maintenance concepts and maintenance planning data

as to compatibility with existing FAA standard provisioning policies and procedures. Identify areas of non-conformance/differences and develop recommendations for corrections/revisions or to support nonstandard maintenance requirements.

C-2.5.3.9 Identify adequate repair sources for components added to the supply system as exchange on repair.

C-2.5.3.10 Recommend input for guidance to private industry concerning the preparation of PTD or LMI to aid private industry in meeting appropriate delivery schedules.

C-2.5.3.11 Review supply support/initial provisioning documentation for accuracy in data. Utilize knowledge/experience of similar equipment to validate failure data used in determining correct

C-2.5.3.12 Review cost estimates for adequacy of support requirements for life cycle support of assigned system/equipment. Provide comments and recommendations. Utilize available cost estimating models.

C-2.5.3.13 Analyze design reviews, reliability demonstrations and maintainability demonstrations to insure that logistic support requirements have been addressed in consideration of minimized life cycle cost. Develop evaluations, reports and recommendations for increased emphasis on logistics requirements.

C-2.5.3.14 Planning and Supply Support. Tasks include:

C-2.5.3.14.1 Review acquisition/planning documents associated with major NAS acquisitions (e.g., procurement requests, integrated logistics support plans (ILSPs), Contractor data deliverables, project implementation plans (PIPs), etc.), to insure that they are comprehensive and contain all required supply support related planning provisions. Recommend responses to these documents, which identify and specify deficiencies and omissions.

C-2.5.3.14.2 Review NAS change proposals to determine supply support related impacts and subsequently monitor approved changes to insure that they contain planning information, which adequately addresses these impacts.

C-2.5.3.14.3 Attend National Airspace Integrated Logistics Support Management Team (NAILSMT) meetings, Procurement Readiness Reviews (PRRs), In Service Reviews (ISRs), and others in which supply support issues and concerns are addressed.

C-2.5.3.14.4 Develop, utilize, and maintain models used to analyze levels of repair, calculate sparing requirements or compute life cycle cost for new NAS equipment.

C-2.5.3.15 Special Tasks

C-2.5.3.15.1 Perform special tasks not delineated in the previous paragraphs, but that would be appropriate for individuals with the stated personnel qualifications and which are neither inherently governmental functions nor performed as personal services.

C-2.6 Environmental/Hazardous Material Support Specialist

C-2.6.1 General: Hazardous Materials Management Specialists (HMMS) may perform various hazardous materials management program functions in support of the NAS Plan. HMMS personnel shall perform at a high level of professional expertise in accomplishing assigned duties.

C-2.6.2 Personnel Qualifications: The Contractor shall provide highly experienced and well-qualified hazardous material specialists. Practical on-the-job experience is the primary means of career training and development, which may be supplemented by appropriate formal training. Hazardous Materials Management Specialists must possess a bachelors degree in an applicable field and have five or more years experience or they may substitute ten or more years of relevant experience. A Masters Degree will equate to one year of relevant experience in the applicable field.

C-2.6.2.1 Requires knowledge of Federal and State regulations, hazardous materials management, personnel protection and safety, standard operating procedures for hazardous materials handling, field methods, industry standards, and skill in presenting material both in written form and oral form.

C-2.6.2.2 Requires technical writing skills, an understanding of contracting processes and management, and knowledge of Federal and State environmental regulations.

C-2.6.2.3 Requires an understanding of program data needs, computer database applications and project development schedules and procedures. Incorporate schedules into databases and update as project progress reports and data submissions are received.

C-2.6.2.4 Requires knowledge and training for radon monitoring.

C-2.6.2.5 Requires knowledge of PCB management and regulations.

- C-2.6.2.6 Requires knowledge of the Resource Conservation and Recovery Act (RCRA) and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and experience in conducting property assessments.
- C-2.6.2.7 Requires knowledge of property maps, legal property descriptions, and real estate records and transactions.
- C-2.6.2.8 Requires knowledge of National Environmental Protection Act (NEPA) regulations and an ability to prepare technical reports.
- C-2.6.2.9 Requires knowledge of the Asbestos Hazard Emergency Response Act of 1986 (AHERA) regulations.
- C-2.6.3 Task List: The Contractor may perform the following representative tasks that may be required under the contract. The Contractor may be required to prepare and develop data and materials required for presentations, meetings, and technical reviews including follow-up actions. Provide and/or participate in presentations/briefings as required and actively participate in meetings and technical reviews.
- C-2.6.3.1 Hazardous Materials Management Program Administration:
- C-2.6.3.1.1 EPA and State Regulatory Agency Reporting – Provide input for annual and biannual reports as required by Federal and State regulations, as identified for PCB's, hazardous materials, hazardous waste manifests, and associated agency regulatory reporting.
 - C-2.6.3.1.2 DOT and FAA Reporting – Provide input for annual reports, FEDPLAN reports, hazardous materials, program reports, and agency information requests for the Department of Transportation (DOT) and FAA.
 - C-2.6.3.1.3 Education Support – Prepare educational and informational materials for regional and sector distribution.
 - C-2.6.3.1.4 Worker and Community Right-to-Know – Compile and distribute material safety data sheets (MSDS's) to field and station personnel. Provide educational and informational materials for assuring compliance to worker and community right-to-know legislation.
 - C-2.6.3.1.5 Records – Track document submissions, and organize data submissions for the Hazardous Materials Management Program.

C-2.6.3.1.6 Confined Space: Issues confined space permits and maintains expired permits in accordance with Occupational Safety and Health Administration (OSHA) regulations. Performs air monitoring as required by OSHA 29 Code of Federal Regulations 1910.146, including equipment calibrations. Assists with training pursuant to confined space entry regulations.

C-2.6.3.2 Hazardous Materials Contract Management

C-2.6.3.2.1 Data Bases – Prepare, update, edit, and review various hazardous materials program data bases. Current databases include underground fuel storage tanks, electrical equipment, above ground storage tanks manifest tracking system, project tracking, recycling, air emissions, wells, septic systems, asbestos and spills.

C-2.6.3.2.2 Waste Sampling Contract – maintains and updates records for hazardous materials/waste analysis contracts. Identify sampling and analysis needs, methods and scheduling for agency sampling and contract analysis.

C-2.6.3.3 Specifications, Task Orders, contracts, and Data Submissions:

C-2.6.3.3.1 Hazardous Materials Project Specifications – Be able to write draft project specifications and contract task orders to be utilized in acquiring support for special projects that are part of the hazardous materials program.

C-2.6.3.3.2 Review of Plans and Specifications – Provide a technical review of Contractor submitted plans and specifications for hazardous materials projects. Also review Contractor data submittals for accuracy, sufficiency, data content and conformance with contract specifications.

C-2.6.3.3.3 Asbestos management – Assist the Government in preparing project specifications, perform asbestos surveys, provide delegated contract administration responsibilities and air monitoring for various asbestos projects, as identified.

C-2.6.3.3.4 Radon Management – Assist the Government in preparing project specifications, perform radon surveys, and provide delegated contract administration responsibilities and air monitoring for radon projects, as identified.

C-2.6.3.3.5 PCB Management – Prepare project specifications, perform PCB sampling, prepare and maintain an electrical equipment data base, and provide program manager with data regarding PCB tasks as identified.

C-2.6.3.4 Environmental Assessments:

C-2.6.3.4.1 Provide Superfund Amendments and Reauthorization Act (SARA), Section 120(h) real estate assessments for identified FAA excess property. Assessment includes: a site visit, sampling, a site assessment literature search, property record search, and reporting and data documentation.

C-2.6.3.4.2 Real Estate and Property Record Searches – Provide information regarding current and past property ownership for specific properties. Searches are intended to identify ownership and responsibilities for hazardous materials and substances on former or existing FAA properties.

C-2.6.3.4.3 Prepare National Environmental Protection Act (NEPA) environmental assessments, Finding of No Significant Impact (FONSI's) and other environmental documents as necessary.

C-2.6.3.5 Fuel Spills – Prepare reports, perform site visits, and coordinate remediation of fuel spills. Requires knowledge of State and Federal oil spill regulations.

C-2.6.3.6 Special Tasks

C-2.6.3.6.1 Performs special tasks not delineated in the previous paragraphs, but that would be appropriate for individuals with the stated personnel qualifications and which are neither inherently governmental functions nor performed as personal services.

C-2.6.3.7 Recycling Tasks

C-2.6.3.7.1 Promote recycling, educate work-force on recycling procedures, coordinate and implement pollution prevention measures, conduct field inspections to review recycling and solid waste handling procedures. Coordinate and promote Earth Day events. Plan and estimate costs for the recycling program. Record, analyze and report solid waste and recycling tonnages; then calculate recycling ratio. Support preparation of the RCRA and other environmental reports related to recycling. Work and coordinate with the following support staff personnel (hazardous material, materiel, solid waste, construction management, custodial) to ensure smooth operation of recycling efforts. Requires knowledge of State and Federal solid waste/recycle regulations.

C-2.7 Administrative Logistician

C-2.7.1 General: The Contractor shall provide personnel at field offices to perform administrative logistician services as specified within the scope of the contract in support of the National Airspace System (NAS)

C-2.7.2 Personnel Qualifications: The Contractor shall provide qualified personnel to serve as administrative logisticians in support of Acquisition Management; Real Estate and Space Management; Material Management and Environmental Support; and Hazardous Material Support functions as described in this document. These individuals shall be experienced and qualified in performing administrative support functions commonly associated with logistics. Individuals are required to possess computer literacy in electronic file management, typical office Windows software applications such as word processing, spreadsheet, database management, electronic mail, explorer software to access/utilize the Internet, and possess the ability to archive data on multiple types of electronic media. These individuals should be able to effectively communicate with other individuals at all levels within organizations and with differing economic, social, cultural or educational backgrounds. They should have skill in oral and written communications and ability to exercise tact in dealing with others in a courteous and diplomatic manner. As a minimum Administrative Logistician personnel shall have a high school diploma or the equivalent thereof and possess a minimum of five years of logistics experience in one of the fields described above in this paragraph.

C-2.7.3 Task List: The Contractor may perform a wide variety of duties encompassing the full spectrum of administrative activities associated with logistics functions. These duties are the less complex and more routine activities associated with any of the Logistics support functions addressed in this contract. The administrative logistician may perform any of the tasks listed for, or in support of, the other logistics disciplines in this contract to the extent that the task is primarily administrative and does not require knowledge or experience beyond what would normally be required of an administrative position. It is the intent of the Government that tasks shall normally be accomplished by the lowest level employee qualified to perform the work. The following are administrative tasks normally performed in this position and are representative of tasks that may be required.

C-2.7.3.1 Prepare, finalize and file correspondence. Research file data. Organize and/or copy paper and/or electronic data. Input electronic data. Perform special tasks that would be appropriate for individuals with the stated personnel qualifications and which are neither inherently governmental functions nor performed as personal services.

C-2.8 GIS/GPS Spatial Analyst

C-2.8.1 General: The Contractor shall provide qualified personnel capable of

applying the measurement sciences of geodesy, surveying, photogrammetry and remote sensing to acquire and manage data for a wide range of human endeavors.

C-2.8.2 Personnel Qualifications: The GIS Spatial Analyst must have mastered the concepts of mathematics, physics, geography, and computer science to design tools and techniques for analyzing, displaying and communicating spatial data. Required expertise includes knowledge in information science, engineering, geodesy, geographic information systems, surveying, remote sensing, cadastre, cartography, and photogrammetry. A related bachelors degree with courses in geography, environmental science or related fields is required, and may be supplemented by additional education and/or professionally recognized certifications. These individuals should be able to effectively communicate with other individuals at all levels within organizations and with differing economic, social, cultural or educational backgrounds. They should have skill in oral and written communications and ability to exercise tact in dealing with others in a courteous and diplomatic manner.

NOTE: A Master's or Doctoral degree in one of the above disciplines including or supplemented by the additional credits as shown may be substituted if the applicant holds a Bachelor's degree in another field. Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis, if approved by the CO.

C-3. SITE SUPERVISION

C-3.1 The Contractor is responsible for providing adequate supervision of its employees at all field offices. The office will be staffed with a full-time site supervisor at field offices containing fifteen (15) or more Contractor personnel. At smaller field offices, a Contractor employee may have the responsibilities of a site supervisor as an additional duty. That employee should divide their time between supervision and other duties in a reasonable manner that assures the supervisory duties are performed adequately before additional duties are assumed. The site supervisor will be responsible for all quality assurance as specified in the Contractor's quality assurance plan. Full-time Site Supervisors shall be paid at the rate for Site Supervisors established in Schedule B of the contract. The Site Supervisors performing this responsibility as an additional duty shall be paid at the Site Supervisor rate established in Schedule B of the contract or the established rate for their normal responsibilities under the contract, whichever is greater. The Site Supervisor is the point of contact between the Contractor and the FAA COTR. (Full Time Site Supervisors are considered to be Key Personnel in accordance with AMS 3.8.2-17)

C-3.2 Personnel Qualifications: Full-time site supervisors shall as a minimum have a bachelors degree, have successfully completed 24 hours of

college level management or business courses, and have a minimum of 3 years of managerial experience in private industry or the Government. Site supervisors who are not full-time supervisors will be required to meet the qualifications for their specific job category. All site supervisors shall also have the following skills/qualifications.

C-3.2.1 Possess a working knowledge of Federal logistics programs.

C-3.2.2 Be skilled at getting work accomplished through the efforts of others.

C-3.2.3 Ability to communicate effectively orally and in writing.

C-3.2.4 Flexibility to supervise personnel with technical skills in a wide range of logistics disciplines.

C-3.2.5 Ability to assign and prioritize the work of subordinates.

C-3.3 Responsibilities: The site supervisor will be responsible for the following:

C-3.3.1 Receives, reviews, signs, and accepts or rejects Work Assignments from the COTR. Justify to the Government the rationale for not accepting work.

C-3.3.2 Resolve delivery date problems.

C-3.3.3 Assign work to individual employees.

C-3.3.4 Monitor to insure work is completed timely and correctly.

C-3.3.5 Resolve discipline problems with the Contractor's employees.

C-3.3.6 Request overtime when needed.

C-3.3.7 Resolve any other disputes with the COTR.

C-3.3.8 Attend meetings pertaining to contract performance as required by the CO/COTR.

C-4. PROJECT MANAGEMENT

C-4.1 The Contractor shall assign a full-time Project Manager (PM) to manage the contract. The PM is considered as Key Personnel as addressed in AMS 3.8.2-17.

C-4.2 Personnel Qualifications: The PM shall as a minimum have a bachelors

degree, have successfully completed 24 hours of college level management or business courses, and have a minimum of 5 years of project management or managerial experience in either private industry or the Government. The PM shall also possess the following qualifications:

C-4.2.1 Be highly experienced in project management of projects of the magnitude of this contract.

C-4.2.2 Have a working knowledge of Government logistics operations.

C-4.2.3 Possess effective management, organization, and problem solving skills.

C-4.3 Responsibilities: The PM shall:

C-4.3.1 Manage the program for the Contractor.

C-4.3.2 Be the primary point of contact for the CO, COTR or Government program manager to resolve problems under the contract. Shall designate a representative as acting PM whenever absent.

C-4.3.3. Ensure reports and other deliverables are delivered timely.

C-4.3.4 Maintain appropriate staffing levels including filling vacancies within 20 work days after the vacancies occur or provide a written statement to the CO and COTR stating the reason(s) for not meeting the placement criteria with stated corrective actions to timely meet future employee placements.

C-4.3.5 Travel as necessary to the various field offices in order to effectively manage the contract.

C-4.3.6 Attend meetings pertaining to contract performance as required by the CO.

C-5. EMPLOYEE DEVELOPMENT PROGRAM

C-5.1 General: The Contractor shall develop a comprehensive employee development plan for both on-the-job and formal training. The Contractor's Program Manager shall administer this plan.

C-5.2 Formal Training: The Contractor shall develop a training program for its employees to utilize commercial and governmental source training on a reimbursable basis. The Contractor will submit a training plan on a quarterly basis to the CO and designated representative for approval. Request for training that is an emergent requirement or training that is requested by the

Government can be submitted during the year, as requirements become known. Only that training that is approved in advance by the CO or designated representative may be charged under this contract.

C-5.3 Training Categories: Training falls into the following categories:

C-5.3.1 Training required meeting minimum qualifications for the position. This training shall be accomplished before the employee is assigned to the contract unless otherwise stated in the specific Discipline description.

C-5.3.2 Training required to maintain currency in the position. This training may be charged to the contract if approved in advance by the CO. The cost of training that may be charged includes tuition, travel and per diem as required, and hours actually spent in training.

C-5.3.3 Training which would make the employee more efficient in completing work under the contract. This is training that is not required to meet minimum qualifications nor maintain currency but would improve the employee's efficiency or provide a unique knowledge, of benefit to the Government, in performing assigned work. This training may be charged to the contract if approved in advance by the CO. The cost of training that may be charged includes tuition, travel and per diem as required, and hours actually spent in training.

C-5.3.4 Training that is to the primary benefit of the Contractor or the employee and does not have a direct benefit to the Government. This training may not be charged to the contract. Training that is provided for the purpose of allowing a Contractor employee to qualify for a higher level position is not chargeable to the contract as it is considered individual development for that employee and not a direct benefit to the Government.

C-5.3.5 Training may be made available by the Government through computer based training, workshops, or training sessions provided by Government personnel. Contractor personnel may attend these sessions on a space available basis if approved in advance by the CO. Whether or not any cost associated with the training can be charged to the contract depends upon the purpose of the training as described in the preceding paragraphs.

C-5.3.6 On-The-Job Training: The Contractor's training program will address on-the-job training and will include a plan for increasing skills of its employees. The plan will also include orientation training for new employees as well as desk procedures to standardize performance and facilitate new employees' becoming productive with a minimum of

orientation.

C-6. WORK LOCATIONS

C-6.1 General: The work under this contract will be performed at field offices established at various FAA work locations throughout the United States except for some of the work that requires temporary travel.

C-6.2 Locations: The FAA work locations as listed below are not necessarily comprehensive:

C-6.2.1 FAA National Headquarters (HQ), Washington, D.C.

C-6.2.2 Mike Monroney Aeronautical Center (AMC), Oklahoma City, OK

C-6.2.3 FAA William J. Hughes Technical Center (ACT), Atlantic City, NJ

Western Service Area

C-6.2.4 Alaska Region (AAL), Anchorage, AK

C-6.2.5 Northwest Mountain Region (ANM), Renton, WA

C-6.2.6 Western Pacific Region (AWP), Los Angeles, CA

Central Service Area

C-6.2.7 Great Lakes Region (AGL), Chicago, IL

C-6.2.8 Central Region (ACE), Kansas City, MO

C-6.2.9 Southwest Region (ASW), Fort Worth, TX

Eastern Service Area

C-6.2.10 Eastern Region (AEA), New York, NY

C-6.2.11 New England Region (ANE), Boston, MA

C-6.2.12 Southern Region (ASO), Atlanta, GA

C-6.3 Other Work locations within any region established to support specific

projects.

C-7. COMMUNICATIONS

C-7.1 The Contractor will maintain communications with its employees at the various field offices via electronic mail. The Contractor will provide at its home office an electronic mail system that is compatible with the system the FAA provides its employees at the field offices.

C-8. QUALITY CONTROL PROGRAM:

C-8.1 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 SOW. 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 within 45 days after contract award. The Plan shall be updated as changes occur and shall be submitted for review and acceptance by the CO.

C-8.2 Progress Report. The Contractor shall submit quarterly progress reports to the FAA. These reports, in contractor format, shall outline progress of work in the reporting period for each work site, as described in the attached Contract Data Requirements List (CDRL) (A008). A copy of each progress report shall be submitted to the on site COTR, and one copy to the Contracting Officer. These progress reports shall be submitted not later than 15 calendar days after the end of the calendar month for which a report is due.

C-9. QUALITY ASSURANCE:

C-9.1 The Government will monitor and evaluate the Contractor's performance under this contract. When an observance indicates 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.

C-10. ORIENTATION PLAN:

C-10.1 To ensure a smooth transition in the change of work effort from the current contract, the Contractor shall begin the 30-day orientation period (Phase-In) 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.

C-11. PHASE-IN

C-11.1 January 30, 2009 through February 28, 2009 will be the phase-in portion of the contract. The Contractor will use that time for staffing field offices and implementing those operating procedures under the contract described in the required Orientation Plan. 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.

C-12. PHASE-OUT

C-12.1 Should the FAA award a follow-on contract to this contract, the Contractor agrees to cooperate with the FAA and the follow-on Contractor to insure a smooth transition to the new contract. 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.

C-13 DELIVERABLES AND PERFORMANCE OBJECTIVES:

Deliverables and Performance Objectives	SOW/SIR Ref.	Performance Threshold	Method of Surveillance
1. The Contractor shall provide a Personnel Management Plan at time of Proposal submission and an updated plan 30 days after contract award	Section L	100% Compliance	Technical Evaluation
2. The Contractor shall provide a Quality Control Plan at time of Proposal submission and an updated plan 45 days after contract award	C-8.	100% Compliance	Technical Evaluation/ COTR Monitoring
3. The Contractor shall be able to provide the described professional services in accordance with each individual task order	C-2.2 through C-4.	100% Compliance	Customer Complaint(s) & Periodic Inspection
4. The Contractor shall provide non-disclosure statements for all employees 45 days after contract award and for each new employee placed into employment	Section L (CO to supply forms)	100% Compliance	Periodic Inspection
5. The Contractor shall provide an Orientation Plan at time of Proposal submission.	C-10.	100% Compliance	Technical Evaluation/ COTR Monitoring
6. Employee Development Plan	C-5.	100% Compliance	Annual Review

C-13.1 Data Requirements: The Contractor shall also provide various reports and data as prescribed by the Contract Data Requirements List (CDRL), Attached to this document. The reports and data are scheduled deliverables, but may not limit requests for intermittent data submittals.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1						LSSC Program Positions									10/6/2008
2	PROJECTED POSITIONS BY DISCIPLINE AND LOCATION														
3															
4	DISCIPLINE	AAL	ACE	ACT	AEA	AGL	AMC	ASO	ASW	AWP	ANM	ANE	HQ	TOTAL	
5	Contract Specialist Entry						2	1	2					5	
6	Contract Specialist Intermediate						4	2						6	
7	Contract Specialist Senior	1		1		4	8	1		3	3			21	
8	Realty Specialist Junior								2					2	
9	Realty Specialist Senior	6			4	3	1	7	5	3	7	1		37	
10	Space Management Junior						1							1	
11	Space Management Senior			6			2	2						10	
12	Real Estate Appraiser													0	
13	Material Management Specialist Junior		1		2	1	1			0				5	
14	Material Management Specialist Senior		2	3	2	3	2	7	4	1	8	1		33	
15	Hazardous Material Management Specialist			1										1	
16	Administrative Logistician		1		1				1					3	
17	GIS/GPS Spatial Analyst			1										1	
18	Project Manager												1	1	
19	Site Supervisor	1	1	1	1	1			1	1		1		11	
20	Full Time Site Supervisor						1	1			1			0	
21	TOTALS	8	5	13	10	12	22	21	15	8	19	3	1	137	
22															
23															
24	AAL - Anchorage, AK	Site Supervisor is #7													
25	ACE - Kansas City, MO	Site Supervisor is #8													
26	ACT - Atlantic City, NJ	Site Supervisor is #11													
27	AEA - New York City, NY	Site Supervisor is #14													
28	AGL - Chicago, IL	Site Supervisor is #9													
29	AMC - Oklahoma City, OK	Full Time Supervisor													
30	ASO - Atlanta, GA	Full Time Supervisor													
31	ASW - Fort Worth, TX	Site Supervisor is #14													
32	AWP - Los Angeles, CA	Site Supervisor is #7													
33	ANM - Seattle, WA	Full Time Supervisor													
34	ANE - Boston, MA	Site Supervisor is #7													
35	HQ - Washington, DC	Project Mgr Serves as Site Supervisor													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1						LSSC Locally Funded Positions									10/6/2008
2	PROJECTED POSITIONS BY DISCIPLINE AND LOCATION														
3															
4	DISCIPLINE	AAL	ACE	ACT	AEA	AGL	AMC	ASO	ASW	AWP	ANM	ANE	HQ	TOTAL	
5	Contract Specialist Entry														
6	Contract Specialist Intermediate						1							1	
7	Contract Specialist Senior						1			1				2	
8	Realty Specialist Junior				2				1					3	
9	Realty Specialist Senior	2	1		1	1		1		1	1	1	1	10	
10	Space Management Junior													0	
11	Space Management Senior			2										2	
12	Real Estate Appraiser													0	
13	Material Management Specialist Junior										1			1	
14	Material Management Specialist Senior													0	
15	Hazardous Material Management Specialist													0	
16	Administrative Logistician								1		1			2	
17	Project Manager													0	
18	Site Supervisor													0	
19	GIS/GPS Spatial Analyst			1										1	
20	TOTALS	2	1	3	3	1	2	1	2	2	3	1	1	22	
21															
22															
23	AAL - Anchorage, AK	AGL - Chicago, IL				AWP - Los Angeles, CA									
24	ACE - Kansas City, MO	AMC - Oklahoma City, OK				ANM - Seattle, WA									
25	ACT - Atlantic City, NJ	ASO - Atlanta, GA				ANE - Boston, MA									
26	AEA - New York City, NY	ASW - Fort Worth, TX				HQ - Washington, DC									

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Attachment 3

Page 1 of 9

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item		E. Contract/PR No.		F. Contractor			
1. Data Item No. A001		2. Title of Data Item Contractor Personnel Access Status			3. Subtitle		
4. Authority		5. Contact Reference AMS 3.14-2 Contractor Personnel Suitability Requirements			6. Requiring Office AMC-700		
7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required NA			10. Frequency QRTLTY	11. As of Date (AOD)	
12. Date of First Submission See Blk 14.	13. Date of Subsequent Submission ASREQ			15. Distribution			
14. REMARKS: The Contractor shall submit quarterly reports providing the following information to the CO with a copy to the SSE on or before the 5 th day following each report period with the following information: A complete listing by full name (in alphabetical order with the social security number and identifying whether they are a prime or sub contract employee) of all contractor personnel who had access to an FAA facility, sensitive information and/or resources anytime during the report period. (social security number shall be omitted from CO copy of report). Electronic copies will be distributed to the CO, and AMC-700. Due Dates: 12/05/08 04/05/09 07/05/09 10/05/09 And following this pattern for the life of the contract.				a. Addressee	b. Draft Copies	c. Final Copies Reg. d. Final Copies Repro	
				AMC-700		1	
				AMQ-340		1	
				16. Total			
G. Prepared By		H. Date	I. Approved By			J. Date	
17. Price Group NA			18. Estimated Total Price NA				

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item	E. Contract/PR No.	F. Contractor		

1. Data Item No. A002	2. Title of Data Item Contractor Personnel Employment Changes		3. Subtitle	
4. Authority	5. Contact Reference AMS 3.14-2 Contractor Personnel Suitability Requirements		6. Requiring Office AMC-700	
7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency MTHLY
12. Date of First Submission ASREQ		13. Date of Subsequent Submission ASREQ		11. As of Date (AOD)

14. REMARKS: The Contractor shall submit to the SSE on or before the 5 th day of each month, any employment changes made during the reporting period. i.e. terminations (to include name, SSN, hire date) and name changes. Lists should be in alphabetical order and have the name of Contractor and the contract number. Provide an electronic copy of this list to AMC-700, and the CO. No submittal is required for months in which no changes occurred.	15. Distribution			
	a. Addressee	b. Draft Copies	c. Final Copies	
			Reg.	Repro
	AMC-700		1	
AMQ-340		1		
16. Total				

G. Prepared By:	H. Date:	I. Approved By:	J. Date:
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17. Price Group NA	NA
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item		E. Contract/PR No.		F. Contractor		
1. Data Item No. A003		2. Title of Data Item Contractor Employee Termination Notification			3. Subtitle	
4. Authority		5. Contact Reference AMS 3.14-2 Contractor Personnel Suitability Requirements			6. Requiring Office AMC-700	
7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency ASREQ	11. As of Date (AOD)	
12. Date of First Submission See Blk 14	13. Date of Subsequent Submission ASREQ		15. Distribution			
14. REMARKS: The Contractor shall notify the CO by electronic mail within (1) one day after any employee identified as Contractor personnel is terminated from performance on this contract.				a. Addressee	b. Draft Copies	c. Final Copies Reg. Repro
				AMQ-340		1
				16. Total		
G. Prepared By:		H. Date	I. Approved By:			J. Date
17. Price Group			18. Estimated Total Price			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category (Check appropriate one)	
		TDP <input type="checkbox"/>	TM <input type="checkbox"/> Other [X]
D. System/Item	E. Contract/PR No.	F. Contractor	

1. Data Item No. A004	2. Title of Data Item Contract Employee Clearance Form	3. Subtitle
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4. Authority	5. Contact Reference AMS 3.14-4 Access to FAA Systems and Gov't Issued Keys	6. Requiring Office AMC-700
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7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required	10. Frequency ASREQ	11. As of Date (AOD) See Block 14
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12. Date of First Submission See Block 14	13. Date of Subsequent Submission ASREQ	15. Distribution
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14. REMARKS: The Contractor shall be responsible for ensuring final clearance is accomplished for all departing contract personnel. A Contract Employee Clearance Form (AC 3370-2) will be completed by the contractor and copies distributed to the CO and AMC-700 after completion.	a.	b. Draft Copies	c. Final Copies Reg.	Repro
	Addressee			
	AMC-700		1	
AMQ-340		1		
16. Total				

G. Prepared By:	H. Date:	I. Approved By:	J. Date:

17. Price Group NA	18. Estimated Total Price NA
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one)		
			TDP <input type="checkbox"/>	TM <input type="checkbox"/>	Other [X]
D. System/Item		E. Contract/PR No.	F. Contractor		

1. Data Item No. A005		2. Title of Data Item New Hire Status Report		3. Subtitle	
4. Authority		5. Contact Reference AMS 3.14-2 Contractor Personnel Suitability Requirements		6. Requiring Office AMC-700	
7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Initial - OTIME Then MTHLY	11. As of Date (AOD)

12. Date of First Submission See Blk 14	13. Date of Subsequent Submission ASREQ	15. Distribution			
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14. REMARKS: The Contractor shall submit an electronic initial Personnel Status Report to the CO with the contract employee alphabetical listing as of 11/01/08 providing the following information: Name, Routing Symbol, Building, Room No., Phone Extension, DOT ID Card No., and Government-Issued Key No(s). An electronic report for the Monthly New Hires with related information shall be submitted to the CO on or before the 5 th day of the following month.	a. Addressee		b. Draft Copies	c. Final Reg.	Copies Repro
	AMC-700			1	
	AMQ-340			1	
16. Total					

G. Prepared By	H. Date	I. Approved By	J. Date

17. Price Group NA	18. Estimated Total Price NA
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No.	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
D. System/Item	E. Contract/PR No.	F. Contractor		

1. Data Item No. A006	2. Title of Data Item Contractor Hours Activity Tracking		3. Subtitle	
4. Authority		5. Contact Reference SOW Para. C-13.1 Data Requirements		6. Requiring Office AMQ-340
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Every 4 Weeks
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission As required		11. As of Date (AOD)

14. REMARKS: To gather data on activities and their costs, the Contractor shall forward backup documentation to the CO, AMQ-340 reflecting the total number of contractor hours of support provided under the contract, by employees by site, for the preceding month. This electronic report will be due within 5 business days of the end of each month.	15. Distribution			
	a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
	AMQ-340		1	
16. Total				

G. Prepared By	H. Date	I. Approved By	J. Date
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17. Price Group	18. Estimated Total Price
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No. Not Separately Priced	B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]		
D. System/Item	E. Contract/PR No.	F. Contractor		

1. Data Item No. A007	2. Title of Data Item Quarterly Progress Reports		3. Subtitle	
4. Authority		5. Contract Reference SOW Para. C-8.2 Quality Control Program		6. Requiring Office AMQ-340
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Quarterly

12. Date of First Submission See Blk 14	13. Date of Subsequent Submission As required		15. Distribution	
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14. REMARKS: To monitor progress of work performed under this contract, the contractor shall provide a quarterly report detailing effort performed by contractor personnel under this contract. The report will be by work site and will describe work completed, work in progress, and information on timeliness of completion of the work. This electronic report will be due within 15 calendar days after the end of each quarter. (First report will be due 105 days after contract award and will continue on a quarterly basis thereafter) Report will be in contractor format.				a. Addressee		b. Draft Copies		c. Final Copies Reg. Repro			
				AMQ-340				1			
				16. Total							

G. Prepared By:	H. Date	I. Approved By	J. Date
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17. Price Group	18. Estimated Total Price
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CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No. Not Separately Priced		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]		
D. System/Item		E. Contract/PR No.	F. Contractor		
1. Data Item No. A008		2. Title of Data Item Annual Status Reports		3. Subtitle	
4. Authority		5. Contact Reference SOW Para. C-13.1 Data Requirements		6. Requiring Office AMQ-340	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Monthly	11. As of Date (AOD)
12. Date of First Submission See Blk 14	13. Date of Subsequent Submission As required		15. Distribution		
14. REMARKS: Contractor will monitor and report the levels of hours utilized by job category, number and type of contract employees by site, and track the number of changes by job category and site location. This information will be used to better understand the flow of contractor personnel and plan for future contract requirements. (First report will be due 30 days after conclusion of the base contract period and will continue annually thereafter) Report will be in contractor format.			a. Addressee	b. Draft Copies	c. Final Copies Reg. d. Copies Repro
			AMQ-340		1
			16. Total		
G. Prepared By		H. Date	I. Approved By		J. Date
17. Price Group			18. Estimated Total Price		

CONTRACT DATA REQUIREMENTS LIST (CDRL)

A. Contract line Item No Not Separately Priced		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]		
D. System/Item		E. Contract/PR No.	F. Contractor		

4. Data Item No A009		5. Title of Data Item Employee Development Plan		3. Subtitle	
4. Authority		5. Contact Reference SOW Para. C-5 and C-13.6 Data Requirements		6. Requiring Office AMQ-340	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Monthly	11. As of Date (AOD)

12. Date of First Submission See Blk 14	13. Date of Subsequent Submission As required	15. Distribution			
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14. REMARKS: Contractor shall prepare an Employee Development Plan to project and monitor the completion of training required for each employee to meet the requirements and remain current under this contract. (First copy of this plan will be due 6 months after contract award and will continue annually thereafter) Plan will be in contractor format.	a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
	AMQ-340		1	
16. Total				

G. Prepared By:	H. Date	I. Approved By	J. Date
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17. Price Group	18. Estimated Total Price
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