

**Automatic Identification Technology-6 (AIT-6)
Government Ordering Guide**

19 May 2020

Army Contracting Command



Foreword

These mandatory ordering procedures cover all the information needed to use the Automatic Identification Technology (AIT-6) contract to obtain hardware, software, and services worldwide. The contract is structured as a multiple-award Indefinite Delivery Indefinite Quantity (IDIQ) contract vehicle, using delivery/task orders for acquisition of specified systems.

Questions regarding these guidelines and procedures for placing orders against the contracts should be directed to Contracting Officer's Representative (COR) John Wloshinski, john.s.wloshinski.civ@mail.mil, 703-806-0272, Product Lead Automated Movement and Identification Solutions (PL AMIS). Questions of a contractual nature should be directed to the Procuring Contracting Officer (PCO), Army Contracting Command – Rock Island (ACC-RI) (see point of contact information below). These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the AIT-6 IDIQ contract(s).

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CHAPTER 1 – GENERAL INFORMATION

I. Overview. The objective of the AIT-6 acquisition is to provide a state-of-the-art, common, integrated structure for logistic identification, tracking, locating, and monitoring of commodities and assets. In addition, Item Unique Identification (IUID) marking, data collection, storage information, retrieval methods, information processing, and transmission of transponder data will greatly enhance systems within the Department of Defense (DoD), United States Coast Guard (USCG), other Federal Agencies, North Atlantic Treaty Organization (NATO), Coalition Partners, other Foreign Military Sales (FMS), and contractors in support of DoD activities. The AIT technology will provide standardization and interoperability among Government users of AIT components purchased from this Contract.

The AIT-6 acquisition will result in multiple-award indefinite delivery, indefinite quantity (ID/IQ) contracts. North American Industry Classification System (NAICS) code 334111, Electronic Computer Manufacturing (size standard is 1,000 employees) was selected for AIT-6. The contract will be a three (3) year base IDIQ, with two (2) 12-month option periods for Supply and Service Support. This contract will be Firm-Fixed Price, with reimbursable other direct costs (ODC) and travel CLINs. The total ceiling value of the IDIQ contract is \$48.1 million, with \$1.3 million estimated to be the service portion of the contract. Performance is both the continental United States (CONUS) and outside the continental United States (OCONUS).

II. Purpose. This IDIQ Ordering Guide establishes mandatory procedures for ordering against the AIT-6 IDIQ contract(s). All applicable terms, conditions, requirements, ceilings, periods of performance, types of task orders (TO) or delivery orders (DO), ordering procedures, options, competition thresholds, basis for award of TOs/DOs, funding, quality assurance, and metrics are provided in this guide. This guide does not replace the mandatory elements of the Federal Acquisition Regulation (FAR) and its supplements. In the event of a conflict between this guide and the mandatory elements of the FAR and its supplements, the FAR and its supplements take precedence.

III. Applicability. This Ordering Guide is applicable to all Contracting Officers within the Army, DoD, USCG, and other Federal agencies. Ordering will be open to the Army, DOD, USCG, other Federal Agencies, NATO, Coalition Partners, other FMS, and authorized Government contractors supporting DoD activities.

IV. Scope. The Mission of PD AMIS is to provide a single point of contact for procurement and technical expertise across the suite of AIT enabling technologies that support focused logistics, Total Asset Visibility (TAV), and the integration of global supply chains. The AIT-6 IDIQ contract(s) will provide hardware, software, documentation, and incidental services to authorized users worldwide. Incidental services include training, warranty, and technical engineering services (TES). All Radio Frequency Identification (RFID) hardware integrated solutions with AIT will

conform to the standards and the DoD Interoperability Guidelines, except Satellite technology and the real-time locating systems (RTLS).

In addition, future requirements involving mesh technology, Low Frequency added to the existing ISO18000-7 transponders, Wireless Mesh Networked Active RFID Interrogators, Active RFID wireless network Interrogator, Active RFID Smart Interrogator (to include incorporated small form factor PC), Turn-Key Satellite based In-Transit Visibility (ITV) Solutions, and hardware and software delivery and installation, as well as performance of associated training and warranty services, will be required at CONUS and OCONUS Government sites. Performance of TES will be required at CONUS and OCONUS Government sites, and the Contractors' facilities.

V. Decentralized IDIQ Contract. The AIT-6 IDIQ contract(s) is decentralized for ordering purposes. Any Federal warranted Contracting Officer can place Delivery Orders and/or Task Orders against this contract.

VI. Ordering Period. The AIT-6 IDIQ contract(s) provides for a three-year ordering base period from time of contract award, plus two 12-month option periods for ordering. All ordering after the Base Period is subject to the Government exercising the options in the Contract. Also, any period during which there is a suspension of performance as a result of a bid protest shall not constitute part of the Ordering Period.

Hardware, software, documentation, consumables, training, and TES may be ordered for 36 months from the date of contract award, and for an additional 24 months, if both options are exercised.

Base Period	Date of Award thru 3 years After Date of Award (36 months)
Option Period 1	12 months
Option Period 2	12 months

VII. Period of Performance (POP) for Task Orders/Delivery Orders (TO/DOs). Task Orders and Delivery Orders (TO/DO) can be awarded throughout the Contract Base and Option Periods. Period of Performance for each TO/DO must be defined at time of award. The POP for Task Orders can include one base year and additional option periods. However, no TO/DO awarded POP can extend beyond one year (12 months) past the life of the basic AIT-6 IDIQ contract(s) or the option period(s), if exercised.

VIII. Program Ceiling. AIT-6 IDIQ contract(s) will include a total ceiling value of \$48.1 million, which will be inclusive of all awarded contracts. The contractor shall report to the ACC-RI Contracting Officer the orders placed on a quarterly basis. Moreover, the contractor will report in their Monthly Contract Status Reports the total value of all task, delivery, and credit card orders.

IX. Authority to Place TOs/DOs. All Federal Contracting Officers are delegated procurement authority to place TOs/DOs against an AIT-6 IDIQ contract. All Contracting Officers seeking to place orders against an AIT-6 IDIQ contract shall agree to comply with the terms and conditions of the contract and Ordering Guide.

Questions regarding the Ordering Guide shall be addressed to:

Contracting Officer: Brian Schou, 309-782-5748, brian.j.schou.civ@mail.mil
Contract Specialist: John Kerch, 309-782-5830, john.d.kerch.civ@mail.mil

X. Fee for Use. There is no fee to use the contract by any activity or agency delegated authority to solicit, award and administer TOs/DOs under the AIT-6 IDIQ contract(s). There are no exceptions.

XI. Prime Contractor. Contract holder(s) will be known upon contract award. Contract numbers, business size, and contract effective date(s) will be known upon contract award. Contract(s) can be reviewed at <https://usarmyamis.army.mil/Contracts.html> after contract award. A contractor POC will be listed on the site for any questions that a contracting agency may have.

XII. Protests. The Government Accountability Office (GAO) will entertain a protest filed on or after May 27, 2008, for TOs/DOs valued at more than \$10M for agencies other than DoD, NASA, and the USCG, or TOs/DOs valued at more than \$25M for DoD, NASA, and the USCG. Procedures for protests to GAO are found at 4 CFR Part 21(GAO Bid Protest Regulations).

CHAPTER 2 – ROLES AND RESPONSIBILITIES

I. Contracting Officer (KO). ACC-RI individual, who is duly appointed and designated with specific authority to enter into, administer, and terminate contracts, and to make related determinations and findings on behalf of the U.S. Government. This KO is the only individual authorized to make any changes to the basic AIT-6 IDIQ contract(s). The KO's detailed responsibilities include, but are not limited to:

- Administering the AIT-6 IDIQ contract(s) and issuing contract modifications to the AIT-6 IDIQ contract(s).
- Serving as the POC for IDIQ customers for scope questions and making in-scope/out-of-scope determinations.
- Establishing administrative procedures for placing orders.
- Making changes to this IDIQ/Ordering Guide.
- Establishing and maintain central contract files and databases, as appropriate.
- Gathering quarterly usage data from the Contractor for all Services
- Tracking and reporting contract level metrics.
- Monitoring the effect of protests on metrics and fair opportunity.

- Reviewing Monthly Contract Status Reports.
- Monitoring the AIT-6 IDIQ contract ceiling by reviewing TOs/DOs and TO/DO modifications submitted by DPCOs.
- Closing out the AIT-6 IDIQ contract(s).

II. Delegated Procuring Contracting Officer (DPCO). A warranted DPCO can place orders against an AIT-6 IDIQ contract. The DPCO responsibilities and common duties are listed below:

- Serving as the local contracting focal point for coordination and awarding TOs/DOs for customers.
- Ensuring TO/DO requirements are within the AIT-6 IDIQ contract scope.
- If the Performance Work Statement (PWS) is not performance-based, obtaining approval from the designated authority, as specified in DFARS 237.170-2, through the DPCO's approval chain, not the KO's approval chain.
- Coordinating the DD Form 2579 through the Small Business Administration (SBA) Local Procurement Center Representative (SBA PCR).
- Keeping contractor submission requirements to a minimum.
- Using streamlined procedures, including oral presentations, to place TOs/DOs.
- Establishing the Task Order Requests/Delivery Order Requests (TORs/DORs) time IAW established milestone procedures. The length of time between release of the TORs/DORs and submission of Task Order Proposals/Delivery Order Proposals (TOPs/DOPs) shall be commensurate with the complexity of the requirement.
- Submitting packages requiring Technical Engineering Services (TES) for a technical review of proposed contractor hours and costs.
- Ensuring the Contractor Manpower Reporting (CMR) requirement is part of the TOR/DOR requirements package, and that the requirement is included in the Performance Work Statement/Statement of Work/Statement of Objective (PWS/SOW/SOO) of the resultant TO.
- Performing all TO/DO administrative functions, including, but not limited to, modifications, cure notices, terminations, etc.
- Notifying the KO regarding any significant issues, including, but not limited to, terminations, fraud allegations, or Organizational Conflicts of Interest (OCIs).
- Ensuring Quality Assurance Surveillance Plans (QASPs) and TO/DO metrics are part of the TOR/DOR, and that the requirements are included in the award.
- Coordinating TORs/DORs with the ordering agency's Principal Assistant Responsible for Contracting (PARC) at the appropriate threshold, and obtaining approvals prior to execution.
- Issuing TORs/DORs.
- Receiving TOPs/DOPs; convening evaluation boards; conducting negotiations; and writing Task Order/Delivery Order Decision Documents (TODD/DODD).
- Awarding the TO/DO and providing a copy of the award (and any subsequent modifications) to the IDIQ KO and the Program Management Office (PMO).

- Appointing a Contracting Officer's Representative (COR) IAW FAR 1.602-2, Army Regulation (AR) AR 70-13 and ACC Pamphlet 70-1.
- Monitoring TO/DO metrics.
- Authorizing contractor travel.
- Preparing a Contractor Performance Assessment Report (CPAR), if required.
- Closing out TOs/DOs.

III. Defense Contract Management Agency (DCMA). DCMA shall participate in contract administration, if the DPCO determines DCMA participation is appropriate. DCMA roles include, but are not limited to, the inspection and acceptance of supplies on TOs/DOs at origin, quality assurance, and Earned Value Management System (EVMS) surveillance, if required by a TO/DO.

IV. Contracting Officer's Representative (COR). John Wloshinski, john.s.wloshinski.civ@mail.mil, 703-806-0272, is the AIT-6 IDIQ COR. The DPCO shall appoint a COR at the TO/DO level, when required by FAR 1.602-2(d), AR 70-13 and ACC PAM 70-1. Different CORs are assigned for the AIT-6 IDIQ contract(s) and the TOs.

A COR shall be appointed prior to the award of task orders, as required by FAR 1.602-2(d) and ACC PAM 70-1. The appointment letter shall include a detailed description of COR responsibilities. The appointment letter will include a description of the requirement, instructions for maintaining COR qualifications, and the COR's roles and responsibilities, such as:

COR at IDIQ Level:

- Assisting the KO and customer in developing the Performance Requirement Summary (PRS), PWS/SOW/SOO, QASP, surveillance checklists with measureable outcomes, etc.
- Preparing CPARS bi-annually for contractor's performance,
- Recommending to the KO whether the AIT-6 IDIQ contract(s) is still needed and providing information and documents to exercise the option(s).

COR at Task Order Level:

- Providing day-to-day surveillance of contractor performance.
- Preparing TO/DO performance reports.
- Assisting the DPCO and customer in developing the PRS, PWS/SOW/SOO, QASP, surveillance checklists with measurable outcomes, etc.
- Ensuring reports under the Contractor Manpower Reporting System are loaded on the prescribed web sites IAW the terms of the basic AIT-6 IDIQ contract and TO/DO.
- Authorizing contractor travel.
- Reviewing invoices in comparison to actual performance accomplished.
- Interfacing with contractor personnel.
- Submitting CPARS input annually for services with an aggregate value of >\$1M.

The DPCO should consider the nomination submitted by the requiring activity that identifies a Government employee who is technically qualified and has completed the mandatory training to become a COR. The COR nomination letter should outline the authority sought from the KO/DPCO. Task order COR delegations should require CORs to ensure that contractor performance is properly documented, and that required reports are provided to the contracting activity for contract administration, monitoring and official contract file documentation. The CORs shall use the measures and standards set forth in the PRS and QASP to assess contractor performance, thereby ensuring the quality of services/supplies required by the TO/DO is met.

V. IDIQ Contractor. The contractor is highly technically qualified and has satisfied the full competition and past performance requirements of the IDIQ award process. Duties include:

- Ensuring performance and deliverables meet the requirements set forth in the basic AIT-6 IDIQ contract and individual TOs/DOs.
- Performing work and providing the services/supplies in accordance with the terms and conditions of the TOs/DOs and prescribed levels of quality control.
- Segregating cost data by TO/DO and within each TO/DO pursuant to the terms of the TO/DO.
- Submitting a TOP/DOP IAW the request from the DPCO.

- Submitting Technical and Cost proposal for all requests for quotations or requests for proposals.
- Collecting and reporting data for the Contractor Manpower Reporting requirement.

VI. Task and Delivery Order Ombudsman.

The ombudsman is responsible for reviewing complaints from the contractor(s) and ensuring that the contractor is afforded a fair opportunity to be considered, consistent with applicable procedures and established guidelines. The designated ombudsman for the AIT-6 IDIQ contract(s) is:

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Army Contracting Command – Rock Island (ACC-RI)
1 Rock Island Arsenal
Bldg 60 Rock Island, IL 61299
(309) 782-1717
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VII. Requiring Activity.

A requiring activity is defined as any organizational element within the Army and other DoD and Federal Agencies that has a requirement appropriate for AIT-6. The requiring activity is responsible for:

- Defining requirements and justifying to the DPCO that the requested work is within the scope of the AIT-6 IDIQ.
- Justifying all Brand Name requirements.
- Preparing Task Order Requirements packages.
- Funding the work to be performed under AIT-6 TOs/DOs.
- Nominating a qualified TO COR.
- Assisting the DPCO and customer in developing the PRS, PWS/SOW/SOO, QASP, surveillance checklists with measureable outcomes, etc

CHAPTER 3 – REQUIREMENTS PROCESS.

I. Acquisition Planning. DPCOs need to comply with their local policies and regulations regarding acquisition planning.

II. Competition in Contracting Act (CICA) Bundling and Contract Consolidation.

If a TO/DO is bundled, an analysis shall be completed by the DPCO following the DOD Benefit Analysis Guidebook located at:

<https://www.dau.edu/tools/t/DoD-OSBP-Benefit-Analysis-Guidebook>.

The AIT-6 IDIQ contract is not a consolidated requirement. If a TO/DO is a bundled or consolidated requirement, the designated authority must provide a determination IAW FAR 7.107-2(a) and AFARS 5107.107-2 prior to the TOR/DOR being sent to the contractor(s).

III. Designated Categories of Local Foreign Business are applicable to the country in which each task order is located, and are as follows:

a. Afghan First – In accordance with DFARS provision 252.225-7023 and DFARS clause 252.225-7024.

b. Central and South Asian (CASA) First - Applicable when the TO/DO is located in any one of the CASA countries, which include Afghanistan, Pakistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. The Afghan First policy listed above takes precedence over this CASA First policy, which does not have a corresponding DFARS clause. The CASA First policy encourages offerors to utilize CASA supplies and services (including subcontracting) when the TO/DO is in one of the CASA countries.

c. Other Host Nation Firms - Applicable when the TO/DO is not located in any one of the countries listed above. Offerors are encouraged to utilize firms from the host country where the TO/DO performance occurs for supplies and services (including subcontracting).

IV. North American Industry Classification System (NAICS) Selection. NAICS code 334111, Electronic Computer Manufacturing, size standard 1,000 employees was selected for AIT-6. If there is another NAICS code that may be used, it must be identified at the TO/DO level. Ordering offices may use any appropriate NAICS code that relates to the individual task areas required at that time.

V. Product and Service Codes (PSC). PSC Code 5895, Miscellaneous Communication Equipment was selected for AIT-6. If there are other codes that may be used, they must be identified at the TO/DO level. Ordering offices may use any appropriate PSC code that relates to the individual task areas required at that time.

The U.S. General Services Administration, Office of Government-wide Policy published the Product and Services Codes Manual, which provides codes to describe products, services, and research and development (R&D) purchased by the federal government. The PSCs are 4-position codes, with products having a digit in the first position, and services and R&D having a character in the first position.

For predominantly services acquisitions, the Director for Defense Procurement and Acquisition Policy (DPAP) issued a memorandum on 27 August 2012, subject: Taxonomy for the Acquisition of Services and Supplies & Equipment (DFARS 237.102-74), that is useful in narrowing the selection of applicable PSCs by first categorizing the acquisition into one of six services portfolio groups.

VI. Brand Name. If a certain brand name is needed, then this item needs to be justified in accordance with FAR Part 16.505.

CHAPTER 4 – PLACING TOs/DOs.

I. Performance Work Statement (PWS). The DPCO shall ensure that the task is within the general scope of the AIT-6 IDIQ contract (e.g., task areas, contract maximums, ordering limits). The PWS shall be performance-based, unless approved by the designated authority, as specified in DFARS 237.170-2 and AFARS 5137.170-2(a). A performance-based PWS shall identify the customer's entire needs and address those needs with statements describing the required services in terms of output. The requiring activity should not impose requirements that are not specifically required to ensure successful satisfaction of the TO requirements. The requirements should be stated in clear, concise, easily understood and measurable terms. Detailed procedures should not be included that dictate how the work is to be accomplished; rather, the requirements should allow the Contractor the latitude to work in a manner suited for innovation and creativity.

At a minimum, the PWS should address the work to be performed, location of the work, period of performance, delivery schedule, applicable standards, acceptable criteria, and any special requirements (i.e., security clearances, travel, reports, unique or professional qualifications, special knowledge, etc). See FAR 37.6 for additional requirements for Performance-Based Contracting.

Performance based metrics will be used to the greatest extent possible to ensure that the required performance quality levels are achieved. Metrics at the TO level should be clear, unambiguous and linked to incentives and penalties, and should be provided to the DPCO.

II. Funding. Funding for the TO/DO shall be authorized at the TO/DO level, and shall be the type deemed appropriate for the services/products to be acquired. Unfunded TOs/DOs are not authorized. Full funding shall be provided with each TO/DO.

III. Metrics. TO/DO level metrics will be determined by the QASPat the order level.

IV. TO/DO Types. Automatic Identification Technology (AIT-6) is firm-fixed-price (FFP) contract, with cost reimbursable ODC and Travel line items. Individual TOs/DOs will use the contractor's fixed labor rates for labor categories for each contract type. T&M type TOs/DOs are not allowed in this contract, and the DPCO should not treat any individual TO/DO as such. Incidental T&M/LH CLINs are not allowed.

If the customer requests TES, the contractor shall propose a fixed amount of hours calculated times the established hourly rate. The Ordering Office will provide technical input to the DPCO on the quantity of hours proposed. If determined acceptable by the DPCO, the amount is place on a TO/DO order on a FFP basis.

The AIT-6 contract is not authorized to procure a "level of effort" whereby a fixed number of hours of contractor labor are procured, as this is a type of T&M or Labor Hour contract which is not permitted. The acquisition of services must be done on a FFP basis where the contractor is performing services to meet a defined PWS which can be objectively measured.

Most TOs/DOs will be solicited, negotiated, and awarded as bilateral orders; however, the Government reserves the right to issue unilateral TOs/DOs on an undefinitized basis (DFARS 252.217-7027), utilizing a not-to-exceed ceiling amount provided by the contractor in the TO/DO.

V. Contract Line Item Number (CLIN) Structure. CLIN structure shall follow DFARS 204.71 Uniform Contract Line Item Numbering guidance, and shall be in accordance with the format of the basic AIT-6 IDIQ contract(s). In order to obtain better visibility of the contractor service workforce from contractors supporting the Army, TOs (services only) must include a separate Contract Line Item Number for Contractor Manpower Reporting. Numbering of task/delivery orders shall be IAW FAR Subpart 4.16.

VI. Task Order Request (TOR)/Delivery Order Request (DOR). The KO/DPCO may solicit responses to requirements from the AIT-6 IDIQ contractor(s) in written or oral format. The nature of the requirement and detail of response required may serve as guides to determine which medium is most appropriate. For example, urgent requirements that can be clearly articulated may be solicited orally.

A TOR/DOR should be prepared and issued for each TO/DO requirement conveyed in writing. The TOR/DOR and supporting documents should clearly define:

- a. The requirement;
- b. The task/function area;
- c. The anticipated TO/DO type;

- d. Instructions for completing submissions in response to the request;
- e. Additional clauses/provisions unique to the TO/DO; however, only those additional clauses/provisions that do not conflict with basic AIT-6 IDIQ contract(s) terms and conditions are allowed. If there are any questions or concerns, the DCPO should contact one of the POCs listed in Chapter 1, paragraph IX.
- f. Period of performance and CLIN structure instructions;
- g. The order placement procedures, defining the method in which the TO/DO award will be made;

KO/DPCOs are encouraged to review the limitations for use of other than fixed-price contract types, and to ensure adequate surveillance and contract administration is available to support the contract type selected. When selecting the TO/DO type, consider the contract administration requirements and ensure the contract administration team is capable of executing required administration requirements.

VII. Teaming Arrangement & Changes in Contractor Team Members. Teaming arrangements should be disclosed in potential contractors' Management Support Plan Factor, and the role of subcontractors should also be disclosed. The Management Team will evaluate the Teaming arrangements. Any changes in Teaming arrangements and/or subcontractors during the contract administration period shall be reported to the IDIQ KO and COR.

VIII. Ordering Limitations.

The guaranteed minimum dollar value amount of the basic AIT-6 IDIQ contract(s) is \$25,000.00 (base plus option years). The guaranteed minimum will be awarded at the time of the basic contract award.

The maximum value for the entire procurement (to include all basic AIT-6 IDIQ contracts awarded) is \$48,100,712.00. There is no guarantee that the Government will order the maximum value under this procurement.

IX. Past Performance. DPCOs should not require submission of past performance information under an IDIQ. This is because past performance of the IDIQ contractor(s) was evaluated at the time of awarding the basic AIT-6 IDIQ contract(s) and found to be acceptable and present a low to moderate risk of failure. Past Performance information can be retrieved from the Past Performance Information Application found at cpars.gov.

X. TO/DO Pricing. Each TO/DO will be priced individually. The AIT-6 Price Catalog is an attachment to the AIT-6 IDIQ contract(s), and the contractor cannot exceed the prices listed for hardware, software, or labor categories listed in the catalog. Travel and Other Direct Costs (ODCs) are on a cost reimbursable basis. Rates are inclusive of prime labor, subcontract labor, overhead and other burdens, fee and profit. All TOP/DOP cost/price proposals shall be evaluated for price reasonableness.

XI. TOP/DOP Technical Evaluation and Documentation.

a. The evaluation team designated by the DPCO will evaluate the TOPs/DOPs submitted IAW the evaluation criteria set forth in the TOR/DOR and determine the awardee IAW the specified evaluation criteria. The DPCO should ensure all evaluators have no conflicts of interest or preconceived outcomes. Documentation should directly relate to the evaluation criteria provided in the TOR/DOR.

b. Technical support to assist in the evaluation procedure must be provided by the requiring activity. Technical evaluators must be capable of providing knowledge and expertise required to accurately determine the adequacy of the TOPs/DOPs. Technical evaluations shall be conducted on each TOR/DOR IAW the terms of the TOR/DOR. Evaluation of price will be based upon a price reasonableness determination. In-depth price analysis or cost evaluation is not typically required, but depends on the TO/DO contract type. To support a fair and reasonable price/cost finding, the price/cost analysis should include feedback from the technical evaluators regarding whether the skills mix and level of effort proposed appropriately represent the contractor's proposed approach and is adequate to successfully satisfy the TO/DO requirements (if this is part of the TOR /DOR instructions). The DPCO shall evaluate the proposed price/cost, as stated in the evaluation criteria in the TOR/DOR.

c. The KO/DPCO shall control all exchanges with contractors. The DPCO may conduct negotiations to finalize order terms, conditions and price/cost.

Task Order/Delivery Order Decision Document (TODD/DODD). This is the single record that details the DPCO's or other designated selection official's integrated assessment and decision supporting selection of the proposal consistent with the stated evaluation criteria.

d. The PARC of the applicable ordering agency will provide reviews and approvals prior to TO/DO award, if required.

e. Pursuant to FAR 16.505, The DPCO is required to provide postaward notifications and debriefings to unsuccessful awardees for all orders exceeding 5.5 million dollars IAW FAR 15.503 and 15.506. The debriefings may be provided orally, in writing or by any other method deemed appropriate by the DPCO. A best practice is to provide debriefings in writing.

f. The contractor is not authorized to commence performance without a signed TO/DO or direction from a DPCO. Notwithstanding any of the other provisions of the AIT-6 IDIQ contract, a DPCO shall be the only individual authorized, on behalf of the Government, to accept nonconforming work; waive any requirement of the TO/DO; or modify or waive any term or condition of the TO/DO.

g. The official TO/DO file will be maintained and administered at each Ordering Office, to include close-outs.

CHAPTER 5 – ADDITIONAL TOR/DOR CONSIDERATIONS.

I. Contract Manpower Reporting. The Contract Manpower Reporting (CMR) requirement was established by the Assistant Secretary of the Army for Manpower and Reserve Affairs by memorandum, dated March 8, 2005, and implemented by PARC Policy Alert 08-29, dated 13 June 2008, and PARC Policy Alert 08-29-R1, dated 11 August 2008, Subject: Contractor Manpower Reporting. The AIT-6 IDIQ contract includes the required provisions. However, all TOs, regardless of dollar amount, shall include a separate CLIN for CMR in order to obtain better visibility of the contract service workforce from contractors. The CMR was designed to collect and report data regarding labor costs associated with the contract service workforce and the organizations and missions that the contract service workforce support. The CMR will ensure that the Army is getting full value from our contract service workforce. Therefore, requiring activities shall include the requirement to account for contract services to requirement packages submitted to the DPCO.

II. Addition of Clauses at TO/DO Level. Clauses may be added at the TO/DO level, as long as they do not conflict with clauses included in the basic AIT-6 IDIQ contract(s). For example, Option Clauses 52.217-8, Option to Extend Services, and 52.217-9, Option to Extend the Term of the Contract, may be included and tailored at the TO/DO level, along with clauses related to government-furnished property.

III. Government Property. Government property means all property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software (FAR 45.101). Contractors are ordinarily required to furnish all property necessary to perform Government contracts. DPCOs shall provide property to contractors only when it is clearly demonstrated that: (1) it is in the Government's best interest, (2) the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal, (3) providing the property does not substantially increase the Government's assumption of risk; and (4) the Government requirements cannot otherwise be met. If the Government anticipates that Government Property will be

provided for use by the contractors under the TO/DO, the DPCO shall incorporate all appropriate clauses and provisions into the TO/DO in accordance with FAR Part 45, FAR 52.245-1, DFARS 252.211-7003, and DFARS 252.245-7002. Each order requiring the use of Government property shall include a complete list of all property to be provided to the contractor .

IV. Security Requirements. The DPCO shall ensure that security requirements have been coordinated with the customer and the Security Specialist. The DPCO shall also ensure that the requirements of DFARS PGI 204.403, Responsibilities of contracting officers, are met. Contractors shall conform to all security requirements, as specified in the DD Form 254 included in each TO/DO. If a security clearance is required, interim coverage may be obtained from the Department of Defense. Surveillance of DD Form 254 requirements will be executed at the TO/DO level.

V. Other Direct Costs. Other Direct Costs (ODC) may be included at the TO/DO level should conditions warrant. The solicitation stated this cost element is non-fee bearing. ODCs shall be authorized IAW FAR 31.202.

VI. Travel. The pricing model has established a travel CLIN on a Cost Reimbursable basis. The solicitation stated this cost element is non-fee bearing. The basis for allowable travel costs will comply with FAR 31.205-46.

CHAPTER 6 - TO/DO PROCESS.

I. TOR/DOR Preparation.

a. Ideally, the DPCO will have coordinated with the customer, in advance, to discuss the requirement and issues, such as funding and contract type. The advanced coordination is highly recommended to establish realistic milestones, especially for situations requiring additional documentation and approval prior to issuance of the TOR/DOR, e.g. bundling analysis, etc. The DPCO is responsible for ensuring required approvals are obtained in a timely manner.

b. The customer submits the procurement package to the Ordering Office and provides documents to the KO/DPCO, e.g. Independent Government Cost Estimate; Funding Document; PWS/SOW/SOO; Evaluation Criteria consistent with the basic AIT-6 IDIQ contract(s); QASP; TO/DO metrics; and COR nomination IAW AR 70-13 and ACC Pamphlet 70-1. Examples of other documents that may be applicable are: Service Contract Approval/Inherently Governmental Function determination, within-scope statement, and Workload Data.

c. The DPCO (with assistance from the KO, as needed) determines whether the TO/DO requirement is within the scope of the AIT-6 IDIQ contract(s). The DPCO conducts market research to determine whether the IDIQ is the appropriate vehicle to satisfy the customer's requirement.

d. The DPCO prepares the TOR/DOR, to include applicable attachments, e.g. PWS/SOW/SOO; Workload Data; due date for TOP/DOP return; period of performance and CLIN structure; discussion of TO/DO type; technical evaluation; and basis for TO/DO award.

e. The DPCO submits the TOR/DOR and attachments for appropriate reviews, depending on applicable thresholds, e.g. to local legal office, PARC, etc.

II. TOP/DOP Evaluation.

a. The contractor submits the TOP/DOP prior to due date.

b. The DPCO assembles an Evaluation Team to evaluate TOP/DOP in response to TOR/DOR.

c. The Evaluation Team evaluates TOPs/DOPs in response to the TOR/DOR and documents the evaluation in accordance with the streamlined evaluation criteria established in the TOR/DOR.

d. The DPCO determines whether discussions are required, if so; notifies Offeror regarding discussions, conducts discussions and requests revised response. The evaluation board evaluates and documents revised response. If discussions are not conducted, the DPCO prepares TODD/DODD.

III. TOR/DOR Award and Administration.

a. The DPCO prepares the TODD/DODD and submits it for appropriate reviews, depending on applicable thresholds, e.g. to local legal office, PARC, etc.

b. The DPCO awards the TO/DO in the local Contract Writing System.

c. The contractor submits monthly reports, summarizing awarded and pending TO/DO requirements, to AIT-6 IDIQ KO and COR, via email, as part of their CDRL requirements.

d. DPCOs responds to any requests for information pertaining to orders awarded or administered by their offices, including but not limited to, Freedom of Information Act requests and inquiries from or audits by Congress, Inspectors General, the Small Business Administration, the General Accountability Office, and the AIT-6 IDIQ KO or COR.

CHAPTER 7- TO/DO MONITORING AND CONTRACT ADMINISTRATION.

I. On/Off Ramps. The KO will conduct an annual assessment of the contractor's performance to determine whether or not to exercise options for the AIT-6 IDIQ contract(s). The annual assessment will examine performance results using the appropriate types of surveillance. If the Government determines that the contractor failed to meet standards, as required by the Contract level metrics, at the end of the base year or subsequent option periods, the Government may forego exercising future options.

If the Government determines that contractor failed to meet standards prescribed by the AIT-6 IDIQ contract level metrics, new competition will follow the same procedures and processes used for the initial solicitation and basic award.

II. Exercise of Contract Options. The base ordering period for the AIT-6 IDIQ contract(s) is three (3) years for products and services, with a two (2) 12-month option periods for products and services. If the Government determines a contractor has failed to meet standards prescribed by the AIT-6 IDIQ contract level metrics, the Government reserves the right to terminate that contractors AIT-6 IDIQ contract for convenience.

If no TO/DOs are currently active, the option(s) may not be exercised. DPCOs have the right to request recertification of small businesses at the TO/DO level; however, they are encouraged to discuss that decision with the AIT-6 IDIQ KO before doing so to ensure there is a consistent approach with regards to small business, fair opportunity, and the exercise of options under the AIT-6 IDIQ contract.

ATTACHMENT LISTING:

- Attachment 0001, Task Order Check List (Sample)

ATTACHMENT 0001

TASK ORDER CHECK LIST (SAMPLE)

Task Order solicited under AIT-6 Indefinite Delivery, Indefinite Quantity (IDIQ)
Contract

Buyer Name:

Contracting Officer Name:

1. Short Name/Title of Requirement:

2. Brief Description of the Requirement:

Summary of Requirements: *(Insert Scope and Objective of the requirement)*

- a. **Have all services to be performed been fully described in the Performance Work Statement (PWS) so the full cost or price for the performance of the work can be established when the order is placed?**

Yes **No** *(if no, why not)*

3. Which Task Area/function represents the preponderance of services required?

Task 1: XXXX
 Task 2: XXXX
 Task 3: XXXX

Task 4: XXXX etc

Describe how success will be measured.

4. Procurement history: **New Requirement** **Follow-on to Contract/Task Order**

If this is follow-on, discuss the procurement history. Address any challenges that drive the mission or acquisition approach.

5. Congressional interest in the requirement:

Yes *(if yes, describe)* **No**

6. Is the requirement presented in performance-based terms? (see [FAR 37.601](#))

a. **Performance Work Statement is presented in performance-based terms**

Yes **No** *(if no, has approval been obtained, see [DFARS 237.170-2](#))*

b. Does the PWS have a Performance Requirements Summary (PRS)?

- Yes No *(if no, state reason why a PRS is not provided (e.g., cost type task order, non-performance-based requirement approved, etc)*

c. Are the standards measurable?

- Yes No *(if no, include statement why they are not)*

d. Does the PRS specify procedures for reductions to the price of the task order when services are not performed or do not meet contract requirements?

- Yes No *(if no, include statement why not)*

e. Does the PRS include performance incentives where appropriate?

- Yes No *(if no, include statement why not)*

f. Has Quality Assurance Surveillance Plan (QASP) been developed?

- Yes No *(if no, include date when QASP will be completed)*

g. Will Government-Furnished Property be provided?

- Yes *(If yes, list of property must be attached to Task Order)*
 No

7. Bundling: **Do the requirements/acquisition approach meet the definition of “bundled contract?” (see FAR 2.101)**

Yes (see attached approvals) **No**

8. Contract Consolidation: **Do the requirements/acquisition approach meet the definition of “contract consolidation?” (see DFARS 207.170)**

Yes (see attached approvals) **No**

9. Subcontracting Potential and Goals: ***Describe, if applicable.***

10. Business Arrangements:

a. **Period of Performance Contemplated: (include options periods, if applicable)**

Base Period:

1st Option Period:

b. Independent Government Cost Estimate:

Item	Base Period	1st Option Period	2nd Option Period	3rd Option Period	4th Option Period	Total
Labor						\$ -
ODCs						\$ -
Travel						\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

c. **Basis of estimate:** *(Discuss how the IGCE was developed, who developed it, what information was considered, what assumptions were included, and the composition of the Other Direct Costs (ODC), if included)*

d. If ODCs are included, are the ODCs clearly defined in terms of the nature of the ODCs and any limitations that may be placed on ODCs?

Yes No *(if no, why not)* N/A

e. Are the ODCs incidental to the performance of this task order?

Yes No *(if no, why not)*

f. Is Information Technology (IT) included in the ODCs?

Yes *(if yes, answer items i and ii below)* No

- i. How will the IT be used?
- ii. **Who will retain property control?**

g. Funding:

i. **Funding Source:**

ii. **Funding Type:**

Operations and Maintenance (Army)

Other _____

iii. Funding Stream: *(Will each contract period be fully funded? If not, what is the contemplated funding stream?)*

iv. Available Funding: *(Is funding currently available – how much and what fiscal year?)*

11. Contract type:

Firm-Fixed-Price

12. Risk Management. Provide an assessment of current and potential technical, cost, schedule and performance risks, the level of stated risks, and a risk mitigation plan.

Technical Risk	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
Cost Risk	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
Schedule Risk	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High
Performance Risk	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High

13. Additional Clauses/Terms and Conditions. The following clauses/terms will be added at the Task Order level:

- FAR 9.5, Organizational and Consultant Conflicts of Interest**
- FAR 52.217-8 – Option to Extend Services**
- FAR 52.217-9 – Option to Extend the Term of the Contract**
- FAR 52.232-18, Availability of Funds**
- FAR 52.232-19, Availability of Funds for the Next Fiscal Year**
- FAR 52.232-22, Limitation of Funds is applicable at the CLIN level**
- FAR 52.232-28, Invitation to Propose Performance-Based Payments**
- FAR 52.232-32, Performance-Based Payments**

14. Personal vs. Non-Personal Service Determination:

- Based on FAR 37.104(a) – the services are determined to be non-personal services**
- Contractor personnel will NOT be supervised by government personnel**

15. Services have been authorized: (see Memorandum, Secretary of the Army dated 10 Jul 2009, subject: Army Policy for Civilian Workforce Management and Service Contracts)

- Yes (see attached approval)**

16. Does the Service Contract Act apply per FAR 22.10?

- Yes (Wage Determination No. _____ will be included in the TO)**
- No**

17. Organizational Conflict of Interest (OCI): (See FAR 9.505-2)

a. Have OCI implications been clearly identified in the PWS?

Yes N/A

b. Has the requirement for submission of an OCI plan been included in the TOR?

Yes

N/A

18. Options:

Do you intend to include options?

Yes (see attached D&F for inclusion of options) No

Reminder: Value for 52.217-8, Option to Extend Services must be evaluated (*If you do not evaluate the six-month option at time of award, you must do a J&A when you exercise it IAW GAO decision B-401472, Major Contracting Services, Inc., September 14, 2009. A change to the FAR/DFARS is forthcoming.*)

19. Evaluation Plan: (*Describe the evaluation approach and criteria*)

a. Basis of Award:

b. Evaluation Criteria:

The Contracting Officer will consider the evaluation information, make a determination for task order award and provide supporting documentation.

20. Contract Administration Approach:

a. Contracting Officer Representative (COR):

i. COR has been nominated Yes No

ii. COR qualifications have been reviewed and determined to be appropriate for this acquisition Yes No

b. Who will perform task order contractor surveillance?

c. Who will perform task order administration?

d. Who will perform monitoring of task order metrics?

21. Additional comments:

22. Within Scope Determination: The requirements of this task order have been reviewed and are determined by the Contracting Officer listed below to be within the scope, ordering period, contract ceiling (*maximum value*) and terms and conditions of the *name* IDIQ.

23. Task Order Check List Prepared By:

Contract Specialist Date

24. Reviews and Approvals *(as applicable)*:

Contract Specialist Date

Contracting Officer Date

Legal Counsel Date