

Homeland Defense, Defense System, or Cyber Security (choose one)
Technical Area Task (TAT) Performance Work Statement (PWS)
Insert TAT Title + Requiring Activity's (RA) Name (Organization/Directorate)

1.0 BACKGROUND

Insert one to two concise paragraphs that identify and explain the RA's organization and mission. The information in this section should establish the context for the work required under this TAT. Clarify the RA's mission and how this TAT will support that mission.

2.0 OBJECTIVE AND SCOPE

2.1 Objective

The primary purpose of this TAT is to study, analyze, provide advice, research, and develop deliverables to advance CS/HD/DS related scientific and technical information (STI) through the application of knowledge and resources in achieving the requiring activity's mission requirements defined herein.

Beyond the boilerplate language shown in the paragraph above, the objective should include one paragraph that identifies the pertinent objective/goals of the TAT related to the mission requirements, in other words, the expected outcome(s).

2.2 Scope

2.2.1 CT/HT/DT Basic PWS references. The work under this TAT is within the scope of the CT/HT/DT Basic Performance Work Statement ____ Technical Focus Area(s). *[In the blank, insert the title of the Technical Focus area which is applicable or fits the work of the task, e.g. "Survivability and Vulnerability", "Weapons Systems", "Directed Energy", etc.] [Technical Focus Areas are found in Paragraph 1.4.2 of each of the basic contracts].* The work under this TAT relates to the ____ defense system(s) *[sentence only relates to DS TATs (e.g., UAV, C-5 aircraft, etc.)].*

2.2.2 Requiring Activity and Partners. The work under this TAT is being done principally for _____ at the locations set forth in Section 11.2. *[List RA and their strategic partners included in the scope of this effort]*

3.0 TASKS

Tasks 3.1, Program Management; Task 3.2, STI Relevance Assessment and Gap Analysis; and Task 3.3, TAT Transition Support, are required in all Information Analysis Center (IAC) Multiple Award Contract (MAC) TATs. Please do not change the language in Tasks 3.1 through 3.3.

3.1 (Task 1) – Program Management

3.1.1 Post Award Orientation. The Post-Award Orientation shall be held within 7 calendar days of the start of performance. Schedule and conduct this meeting, in coordination with the ACOR, Contracting Officer's Representative (COR), and CO.

The purpose of the Post-Award Orientation is to: 1) discuss any unique characteristics of the requirement(s); 2) identify stakeholders' roles and responsibilities; 3) review the XX-day transition-in to full performance and 4) establish a common understanding of cost, schedule, and performance expectations (Deliverable 4.1: Post Award Brief Slides and Minutes with Attendees List).

3.1.2 Quad Chart. Create, and maintain (as needed), Quad Chart with relevant information to accurately reflect the work the contractor is performing on the TAT. If at any time during TAT execution, the Period of Performance or the RA's contact information changes, the Quad Chart must be updated. A Quad Chart shall be developed for the TAT in accordance with the Standard Operating Procedure (SOP) provided by DTIC COR. DTIC utilizes these Quad Charts to respond to ASD(R&E) and other data calls, and to prepare briefings highlighting IAC work. Within the IAC space of DoDTechipedia, the sections of a Quad Chart consist of: (1) the objective of the TAT; (2) a graphic representing the sponsor of the TAT; (3) the TAT contractual information; and (4) the key tasks and deliverables (Deliverable 4.2: Quad Chart).

3.1.3 Program Management Plan. Provide a Program Management Plan (PMP) within 15 days after contract award. The Program Management Plan shall provide a resource-loaded schedule that outlines the steps that will be taken, the timeline to completion, and any associated risks with execution of the order. If/when a project tasking is submitted to the contractor, the PMP will be updated within 15 days of each new project tasking. The update shall specify estimated project start and stop dates as well as a risk mitigation plan and an expenditure plan aligned to key milestones within the project, to include any anticipated Other Direct Costs (ODCs). The update should highlight any interdependencies within the tasks and/or the project(s) schedules. Upon acceptance and approval by the Government, the contractor shall meet the cost, schedule and forecasted delivery date of all deliverables by taking all reasonable measures to fulfill the requirement (Deliverable 4.3: Program Management Plan (PMP)) and shall report monthly status updates in the Monthly Status Report (MSR).

3.1.4 Monthly Status Report. Submit a Monthly Status Report. The MSR shall provide detailed status for the project(s) within the PMP as well as capture an overall status of the order. The MSR reports cost, schedule, and performance against PMP requirements and identifies status of funding, planned versus actual expenditures per project, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, the titles, dates and number(s) of deliverables completed, and the deliverables scheduled to be delivered during the upcoming month. The MSR shall report all Military Interdepartmental Purchase Request (MIPRs) received and shall detail the funding source of each MIPR. Specific MSR format and content shall be mutually agreed upon by the contractor and ACOR; this should be established no later than the Post-Award Orientation. If the MSR shows that a project is not meeting the performance thresholds set forth in the Service Summary found in Section 8.0, the contractor shall provide the rationale and circumstances preventing the threshold from being met, and provide an update to the PMP, to the satisfaction, acceptance and approval of the ACOR. (Deliverable 4.4: Monthly Status Report).

3.1.5 Final Technical Report. Prior to expiration of the Period of Performance (PoP), submit a Final Technical Report (FTR) as detailed in section 4.0. The FTR shall include TAT-specific

background information, objectives, assumptions, specific data collected, conclusions, analyses conducted, and recommendations. Each report shall be delivered to the ACOR and COR (Deliverable 4.5: Final Technical Report).

3.1.6 Redacted TAT. Within 30 days of contract award, provide a redacted copy of the awarded TAT that is appropriate for public release, which the Government intends to post to a public web site (Deliverable 4.6: Redacted TAT).

3.2 (Task 2) – STI Relevance Assessment and Gap Analysis

The contractor shall maintain close coordination with Basic Center Operations (BCO) personnel/resources, to ensure TAT performance builds on the breadth of the BCO knowledge base. TAT performance provides an opportunity to validate BCO research/Scientific and Technical Information (STI) in a specific, operational context. Further, TAT operational requirements provide real-time assessment of areas where STI is most needed. The intent of this task is to explore and document the relevance of BCO STI resources in supporting TAT requirements, as well as to identify potential gaps in the BCO knowledge base based on TAT requirements.

The STI Relevance Assessment and Gap Analysis, performed annually, builds on the pre-award STI literature search performed by the *CS/HD/DS* BCO and provided at the Post Award Orientation. The pre-award STI search identifies, by PWS task, how much STI (gathered from DTIC databases, Quad Charts in DOD Techipedia, and other sources) was used in PWS development. In conducting the STI Relevance Assessment and Gap Analysis, the contractor shall, for each search term, highlight noteworthy examples of how STI significantly contributed to the performance of that particular task. For each task, identify any perceived gaps in the knowledge base (e.g., the task required information on XYZ, but the literature search did not turn up STI on XYZ). These "STI Gaps" serve as a signal for the BCO that they may need to build knowledge in XYZ, especially as the BCO notices trends across multiple TATs (Deliverable 4.7: STI Relevance Assessment and Gap Analysis).

3.3 (Task 3) – TAT Transition Support

3.3.1 Transition-In. Facilitate the accomplishment of a seamless transition from the incumbent to the contractor. Transition-In services shall begin on the effective date of the award and shall be complete on the date which is *thirty (30)* days after the effective date when the contractor will assume full responsibility for Tasks 4 and beyond.

3.3.1.1 Identify points of contact (POCs) for liaison between the Government, the prime contractor, and other contracted industry partners to ensure a proper and orderly transition and transfer of services and assets between the parties cited.

3.3.1.2 Ensure minimum disruption to vital Government business. The contractor shall ensure that there shall be no service degradation during or after transition.

3.3.1.3 Establish an overview of the transition efforts and describe the activities to transition, which shall include a schedule with milestones by activity.

3.3.1.5 Support the transition of Government funded property.

3.3.1.6 Obtain the following from key contractor personnel and/or Government personnel in the areas of:

a. Transition knowledge and information regarding risk or problem areas

*The following list is **an example** and should be tailored to meet the RA's needs:*

b. Swatch and system level testing status, methods and results to date (to include analysis and reporting status)

c. Modeling capabilities, experiments, methods and results to date (to include analysis and reporting status)

d. Test method development status, technical approach for developing new test methods, testing status and results to date (to include analysis and reporting status)

e. Man-in-Simulant Test (MIST) facility, training, methods and analysis

f. Technical approach/methods and processes for designing novel garment concepts and status (to include analysis and reporting status)

g. Technical approach/methods and processes for developing, scaling up and integrating novel material technology capabilities status (to include analysis and reporting status)

h. Hydration System testing status, methods and results to date (to include analysis and reporting status)

3.3.2 Transition-Out Plan. Develop and execute a Transition-Out Plan that shall facilitate the accomplishment of a seamless transition from the incumbent to incoming contractor/Government personnel at the expiration of the contract. Provide a Transition-Out Plan NLT sixty (60) days prior to expiration of the contract. Identify how it shall coordinate with the incoming and or Government personnel to transfer knowledge regarding the following (Deliverable 4.8: Transition-Out Plan):

a. Program and project management processes

b. Points of contact

c. Location of technical, program and project management documentation

d. Status of ongoing technical initiatives

e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.

f. Transition of key personnel

g. Identify schedules and milestones

h. Identify actions required of the Government

i. Establish and maintain effective communication with the incoming contractor/Gov personnel for the period of the transition via weekly status meetings

j. Transition Out Plan shall include, but is not limited to:

*The following list is **an example** and should be tailored to meet the RA's needs:*

1. *Coordination with Government representatives*
2. *Review, evaluation and transition of current support services*
3. *Transition of historic data to new contractor systems*
4. *Government-approved training and certification process*
5. *Transfer of hardware warranties and software licenses (if applicable)*
6. *Transfer of all necessary business and/or technical documentation*
7. *Orientation phase and program to introduce Government personnel, programs, and users to the contractor's team, tools, methodologies, and business processes*
8. *Disposition of contractor-purchased Government owned assets, including facilities, equipment, furniture, phone lines, computer equipment, etc.*
9. *Transfer of Government Furnished Equipment (GFE) and Government Furnished Information (GFI), and GFE inventory management assistance*
10. *Personnel out-processing procedures, turn-in of all Government keys and ID/access cards.*
11. *Transition of swatch and system level test status methods and results to date (to include analysis and reporting status)*
12. *Transition of modeling capabilities, experiments, methods and results to date (to include analysis and reporting status)*
13. *Transition of test method development status, technical approach for developing new test methods, testing status and results to date (to include analysis and reporting status)*
14. *Transition of test method and analysis techniques utilizing the Man-in-Simulant Test (MIST) facility*
15. *Transition of technical approach/methods and processes for designing novel garment concepts and status (to include analysis and reporting status)*
16. *Transition of technical approach/methods and processes for developing, scaling up and integrating novel material technology capabilities status (to include analysis and reporting status)*
17. *Transition of hydration system testing status, methods and results to date (to include analysis and reporting status)*

3.4 (Task 4 and beyond [Task 5, Task 6, etc.]) – Title

*As is shown in the Deliverables Table in paragraph 4.0 of this template, Deliverables 4.1 through 4.8 are required for all IAC TATs; **begin numbering for TAT-specific deliverables with 4.9.***

Every subtask or paragraph needs to end with a reference to a deliverable that is being developed as a direct or indirect result of the work that is described in that subtask or paragraph. The reference is formatted as follows: (Deliverable 4.X: Recommendations Report).

In tasks 3.4 and beyond, the RA’s requirements are to be identified and described in detail. The PWS must provide sufficient information to identify “what” [expected outcome] is required. With regard to accounting for an uncertain environment: if the RA requires several reports on various topics, with the specifics of each topic to be determined, the RA can indicate the number of reports required, the general topic area(s) to be covered (sufficient to establish that topics remain within the overall scope of the contract), and the approximate complexity and/or magnitude of each report (enough information to signal approximate level of effort expected).

Work should be described in terms of the required output, focusing on what is expected from the contractor, rather than how the work is to be accomplished, thus allowing each contractor freedom to exercise innovation and creativity. Avoid using words that are broad or non-specific, such as “various” or “all.” Tasks **MUST** be within the scope of the basic CS/HD/DS contract, without exception.

It is important to provide enough specificity and details when describing a task and its associated deliverable(s) so that offerors bidding on the effort will be able to gauge the workload associated with the effort and propose a realistic price. Offerors need to understand:

- What the task deliverables are,
- when and where tasks/deliverables will be performed,
- how much time they will have to complete them,
- how frequently they will have to perform them (if recurring),
- how much advance notice they will have before the task needs to commence,
- the complexity/magnitude/size/quantity of the effort and deliverable,
- what the expected outcome is, and
- what platform/systems/projects they will be working on.

If these details are not definitely known, provide an estimate or example of the typical quantity, frequency, magnitude, duration, and complexity of the tasks/deliverables.

4.0 DELIVERABLES/REPORTING REQUIREMENTS

Not all deliverables required are Scientific and Technical Information (STI). Examples of deliverables that are typically not considered to be STI are monthly progress reports, trip reports, financial status reports, workload and staffing plans and reports, cover/transmittal letters, Plans of Action and Milestones (POA&Ms), etc. **IAC TATs are established to reuse existing STI and generate new STI; as such, one factor in evaluating the PWS for appropriateness under IAC contracts is the amount and quality of STI expected to be produced under the TAT. DTIC will consider STI production as a criterion for TAT award; IAC work is deliverables-based, and work shall be codified in formal deliverables in order to record TAT work efforts and results.**

Include both STI and non-STI deliverables in this list. From the information given in the descriptions, the contractor should be able to determine the intent of the deliverable as well as the level of effort required.

Deliverables Table

#	Title	Estimated Quantity (indicate if qty. pertains)	Estimated Number of STI Records	Estimated Due Date / Frequency	Description
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		<i>to one year or to entire PoP)</i>	<i>(indicate if qty. pertains to one year or to entire PoP)</i>	<i>cy</i>	
TASK 1 – Program Management					
4.1	Post Award Brief Slides and Minutes with Attendees List	1/PoP	0	3 days after Post Award Orientation (PAO)	(CDRL A006) Slides, as a minimum, should identify the key stakeholders and highlight their roles and responsibilities, summarize the tasks and associated deliverables (with specific focus of building on the BCO knowledge base and producing STI for future reuse), and monthly status reporting (cost, schedule, performance). Minutes (with a list of attendees) should capture the substance of the meeting. Provide draft of slides three days prior to PAO. Slides and Minutes should be provided to all attendees, including ACOR, COR and CO.
4.2	Quad Chart	1/PoP	0	15 days After Receipt of Order (ARO); updated as needed	(CDRL A006/CS – A011) Create, and maintain (as needed), Quad Chart with relevant information to accurately reflect the work the contractor is performing on the TAT. If at any time during TAT execution, the Period of Performance or the RA’s contact information changes, the Quad Chart must be updated. A Quad Chart shall be developed for the TAT in accordance with SOP provided by DTIC COR. DTIC utilizes these Quad Charts to respond to ASD(R&E) and other data calls, and to prepare briefings highlighting IAC work. Within the IAC space of DoDTechipedia, the sections of a Quad Chart consist of: (1) the objective of the TAT; (2) a graphic representing the sponsor of the TAT; (3) the TAT contractual information; and (4) the key tasks and deliverables.
4.3	Program Management Plan (PMP)	1/PoP		15 days ARO; updated within 15 days of each new project tasking	(CDRL A006). PMP shall include a schedule that outlines the steps to take and a timeline to completion of the program and all projects as well as any interdependencies amongst the projects’ schedules. The schedule shall specify estimated project start and stop dates as well as an risk mitigation plan and expenditure plan aligned to key milestones within the project, to include any anticipated Other Direct Costs (ODCs).
4.4	Monthly Status Report (MSR)	36-60/PoP <i>depende</i>	0	45 days After Receipt of Order	(CDRL A006/CS A009) Includes actual versus planned task expenditures, technical progress made, schedule status, travel conducted, meetings attended, issues, and

		<i>nt on PoP</i>		(ARO), Monthly, thereafter	recommendations. The MSR reports cost, schedule, risks, and performance against PMP and PWS requirements. Identifies funding compared to ceiling, planned versus actual expenditures, status of known risks, risk mitigation efforts, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. Reports all Military Interdepartmental Purchase Request (MIPRs) received and details the funding source of each MIPR Specific MSR format and content shall be mutually agreed upon by the contractor and ACOR, per the guidance contained herein. Establishes a baseline schedule for and steps to completion for each requirement. Upon acceptance and approval by the Government, the Contractor shall meet the schedule and forecasted delivery date of all deliverables by taking all reasonable measures to fulfil the requirement. The MSR content should be established no later than the post-award conference. The MSR shall be in PDF format, e-mailed to the ACOR, COR, and CO.
4.5	Final Technical Report	1/PoP	1	End of PoP	(CDRL A001/CS A007) Shall include task background, objectives, assumptions, specific data collected, conclusions analyses conducted and recommendations. Each report shall be delivered to the ACOR and COR, prior to expiration of the PoP. Under authority of the ACOR, with approval by the COR, the FTR (whether unclassified or classified) shall have a Distribution Statement. Every effort will be made to avoid utilizing Distribution F (Further Distribution Only as Directed By RA). However, if sensitive internal information is contained in the FTR, every attempt shall be made to produce a sanitized (redacted) version of the FTR for distribution within DoD (Distribution D) and inclusion in the DTIC database. For classified reports to be included in DTIC classified databases, an unclassified SF298 will be produced and signed by the Government ACOR; this document shall serve as the basis for creating unclassified metadata, which the BCO will add to the DTIC unclassified database, in accordance with established policy and procedures.
4.6	Redacted TAT	1/PoP	0	30 days ARO	(CDRL A008). To support transparency of Government contracting the contractor shall provide a redacted copy of awarded TAT(s) appropriate for public release, which the

					Government intends to post to a public web site.
TASK 2 – STI Relevance and Gap Analysis					
4.7	STI Relevance Assessment and Gap Analysis	3-5/PoP dependent on PoP	0	Annually	(CDRL A006) Annual summary of STI used in performance of the TAT, including value of that STI and feedback on its usefulness. Also includes summary of TAT needs for STI unmet by the existing BCO knowledge base (i.e., areas where additional BCO STI would have been useful in performance of the TAT).
TASK 3 – TAT Transition Support					
4.8	Transition-Out Plan	1/PoP	0	15 days after request from ACOR, 60 days prior to expiration of contract.	(CDRL A006) Summary of transition efforts from incumbent to incoming contractor. Identifies transfer of knowledge and coordination between contractors. Only one Transition-Out Plan will be prepared/delivered, regardless of whether there are option periods.
TASK X					
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	(CDRL A006) <i>Insert description</i>
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	(CDRL A006) <i>Insert description</i>
TASK X					
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	(CDRL A006) <i>Insert description</i>
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	(CDRL A006) <i>Insert description</i>

5.0 GOVERNMENT PROPERTY

[DATE]

The following is an example of wording that can be used if provision of Government Property (GP) is not anticipated. Tailor the wording as needed if one or more types of GP (e.g., Government Furnished Information, Government Furnished Equipment, etc.) WILL be provided:

At this time the Government does not anticipate furnishing any Government Property (GP) to the contractor. GP includes Government furnished equipment, information, materials and facilities, and contractor-acquired property (CAP). During TAT performance, the Government may provide the contractor with Government Property, and/or authorize the contractor to purchase CAP, as necessary to perform the PWS/TAT. Unless the contractor receives other GP disposition instructions from the Government, all GP in the contractor’s possession shall be returned to the Government as is, within 30 days of TAT completion.

6.0 SECURITY REQUIREMENTS

Explain the highest level of security clearance that would be needed to execute the TAT. Edit “example” language below as needed. If personnel will require clearances, state in terms of FTE, when the clearance is required, what type of clearance, and the labor functions, categories or tasks that will require clearances, and level applicable to each).

Example: The Government anticipates that access to classified data/information up to and including TS/SCI (SI/TK/G/HCS), Special Access Program/ Special Access Required (SAP/SAR), and NATO Cosmic Top Secret (CTS) will be required for both facility and personnel in the performance of this work.

Security specifications applicable to performance of the PWS/TAT are expressed on the associated DD Form 254.

7.0 BENEFITS TO THE IAC AND GOVERNMENT

CSC will provide the approved text for paragraph 7.0.

8.0 SERVICE SUMMARY

Use this table to convey the appropriate number of acceptable complaints, errors, etc. and to develop standards/thresholds regarding what would need to be tracked/measured to ensure the contractor is meeting the requirements of the contract.

The following is an example and should be adjusted.

Service Summary Table

TAT PERFORMANCE OBJECTIVE	TAT PWS REFERENCE	<u>TAT PERFORMANCE STANDARD/THRESHOLD</u>
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Monthly Status Reports	3.1	<p>Standard: MSR are timely, complete and accurate.</p> <p>Threshold: No more than 2 errors are identified per month. An error is defined as an incorrect statement, the omission of required information, or something that violates the PWS. A corrected MSR will be submitted within 5 business days of identification of an error.</p>
Delivery of Program Management Plan	3.1	<p>Standard: Completed on time and updated to reflect changes as they occur 100% of the time</p> <p>Threshold: Completed on time and updated to reflect changes as they occur 100% of the time. A corrected PMP will be submitted within 5 business days of identification of an error.</p>
Project Schedule	3.1	<p>Standard: Performance is on schedule.</p> <p>Threshold: Project is within 10% of schedule as defined in the Program Management Plan. Provide a get well plan and revised PMP within 5 business days if schedule is not within 10%.</p>
Project budget	3.1	<p>Standard: Performance is on budget.</p> <p>Threshold: Project is within 10% of the budget as defined in the Program Management Plan. Provide a get well plan and revised PMP within 5 business days if budget is overrun.</p>
Effective Resource Planning (Staffing)	3.1 thru 3.X	<p>Standard: Manage, retain, replace and assign capable/qualified contractor personnel in a manner that meets all expressed contractual requirements with no observable degradation of services or impacts to mission requirements.</p> <p>Threshold: 100% compliance with PWS and CDRL requirements. The Government shall receive no more than three Corrective Action Reports (CARs) or similar deficiency reports during the contractor's performance of the entire task order. Provide a get well plan within 5 business days of identification of deficiency.</p>
Quality Deliverables (Data)	3.1 thru 3.X	<p>Standard: Research, develop, prepare, compile, and submit Deliverables/CDRLs on time, addressing all data contents, fields, and specified instructions adequately. Upon submission to the Government, deliverables may require minimal non-substantive changes, such as corrections to spelling, etc., but shall not require substantive document corrections or revisions.</p> <p>Threshold: 100% compliance with CDRL requirements. The contractor shall submit all Deliverables/CDRLs as instructed per the established schedule (due date) with no need for substantive changes. Provide a revised deliverable within 5 business days of identification of deficiency.</p>

Responsive Customer Service (Business Acumen)	3.1 thru 3.X	<p>Standard: Contractor shall respond to all tasks, questions, and inquiries by providing initial written acknowledgement to the requesting individual(s) within two business days. The contractor shall close all corrective action tasks within 30 calendar days, providing written documentation to the Government detailing actions taken. All Government questions and inquiries will be addressed within five business days. Contractor shall provide courteous and competent customer service during performance of the task order. Contractor will be flexible and responsive to the Government's evolving requirements or emergent activities.</p> <p>Threshold: The Government shall perform random service sampling (reviews) to gauge the contractor's customer service responsiveness and professionalism. The Government shall receive no more than three complaints or negative reviews denoting a customer service/business acumen deficiency during the contractor's performance of the entire task order. Provide a get well plan within 5 business days of identification of deficiency.</p>
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9.0 TRAVEL AND OTHER DIRECT COSTS

9.1 Travel

Include the statement shown below in this section. At a minimum, provide the estimated locations of local, Continental United States (CONUS), and Outside CONUS (OCONUS) travel.

Travel shall comply with Section H of the basic contract. Travel shall be approved by the ACOR in writing prior to actual travel. The following locations are examples of where travel will be conducted: *[list specific locations, not just CONUS/OCONUS]*

9.2 Other Direct Costs (ODC)

Identify any other items, equipment, licenses, materials, etc. that will be required by the contractor to perform the PWS, will be bought and invoiced to the Government by the contractor under this TAT, and will not be furnished by the Government. ODCs are contractor-acquired property, a type of Government Property for which the Government reimburses the contractor, and to which the Government takes ownership during or after TAT completion.

10.0 PERSONNEL QUALIFICATIONS

10.1 Certification

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS. Minimal tradeoffs between education, experience or skills may be accepted on a case by case basis.

The following are examples of qualifications for any Key Personnel or when there are specific certifications or qualifications that are critical to the tasks of the PWS; the RA can opt to just have the boilerplate statement above:

10.2 Program Manager

The contractor's Program Manager is required to have a TOP SECRET/SCI clearance. The designated program manager shall have a master's degree minimum, Ph.D. preferred, and at least 12 years of experience relating to DoD and major systems or programs.

10.3 Test Engineer

Test Engineers are required to have a minimum TOP SECRET clearance. Must have an advanced degree (Master's, Ph.D., etc.) in science or engineering. Must have experience using FORTRAN, LabVIEW, and MATLAB.

10.4 Research Scientist

Research Scientists are required to have a minimum SECRET clearance. Research Scientist shall have a Bachelor's degree from an accredited institution in Information Systems, Computer Science, Computer Engineering, or related field; and at least 4 years of applicable research experience.

11.0 PERIOD AND PLACE OF PERFORMANCE (PoP)

11.1 Period of Performance (PoP)

Establish the PoP based on the funding type that will be provided.

If funding type is only multi-year funding may have PoP comprised of one period up to but not exceeding 60 months. The customer also has the choice of a base plus options with the overall PoP not exceeding the applicable contract limit.

If funding type is only Operations and Maintenance (O&M) funds, the PoP can only be a TAT with a base period not exceeding 12 months and possible options that can't exceed 12 months for each option. In addition, the overall of base + options can't exceed the applicable contract limit.

If funding is a mixture of multi-year funds and O&M funds the task may have a PoP comprised of one period up to, but not exceeding, the applicable contract limit.

11.2 Place of Performance

If contractor will be required to perform work at a Government facility (or facilities), indicate that here. Include the name and address of agency. Include locations for partners listed in Section 2.2.2. If work is to be performed at multiple locations, identify the approximate percentage of work to be performed at each location.

Primary places of performance will be Government facilities in the Washington, DC area (60%); and contractor workspaces (40%) in the Washington, DC area.

The Government location is:

XXX/BBB
777 Mockingbird Lane
XXX AFB, XX 9999

12.0 SPECIAL REQUIREMENTS, APPLICABLE PUBLICATIONS, AND REFERENCES

It is not necessary to complete this section if not applicable.

TAT Points of Contact (POCs)

IAC: DS/HD/CS TATs (*choose one*)

TAT Number: CT/HT/DT-FY-0999 / TAT#___(*the CSC will provide*)

**Note: Choose vehicle and 14-0999 should be replaced with the number that is assigned to your Requirements Package upon entry to the Resource Management System (RMS)*

Estimated Duration: XX months (*up to 60 months*)

TAT Title: *Use title from page one*

Requiring Activity (Government):	Requiring Activity TPOC (Government):
Organization:	Organization:
Directorate:	Directorate:
Office Symbol:	Office Symbol:
Attention Line:	Attention Line:
Street Address:	Street Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
DODAAC:	DODAAC:
Unit Code:	Unit Code:
Pay Office Symbol: <i>For example, "DTIC-RM"</i>	Pay Office Symbol:

Additional organizations providing funding for requirements under this PWS (*insert or remove, as appropriate*):

Government POC:	Government POC:
Organization:	Organization:
Directorate:	Directorate:
Office Symbol:	Office Symbol:
Attention Line:	Attention Line:
Street Address:	Street Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
DODAAC:	DODAAC:
Pay Office Symbol:	Pay Office Symbol: