

**Assessment, Monitoring and Evaluation (AM&E) Security
Cooperation Support
Ordering Guide**

INTRODUCTION

The Undersecretary of Defense for Policy (USD(P)) and the Defense Security Cooperation Agency (DSCA) are pleased to provide the Assessment, Monitoring, and Evaluation (AM&E) Security Cooperation (SC) Support Services Indefinite Delivery, Indefinite Quantity (IDIQ) Ordering Guide. This Ordering Guide will assist Department of Defense (DoD) ordering activities in developing, awarding and administering task orders (TOs) under the AM&E SC IDIQ contracts.

This document provides procedures for issuing TOs under the AM&E SC IDIQ contracts and defines the roles and responsibilities of the major parties involved in the ordering process. It also serves as a resource index to assist DoD ordering activities in the development of AM&E projects that will provide the DoD with services to support implementation of the Fiscal Year (FY) 2017 National Defense Authorization Act (NDAA) Reforms to Security Cooperation programs and activities.

Part 1 of the Ordering Guide provides an overview of the AM&E SC IDIQ contracts, including background, objectives, scope and functional categories.

Part 2 of the Ordering Guide lists the roles and responsibilities of major AM&E SC IDIQ stakeholders.

Part 3 of the Ordering Guide contains a step-by-step description of the process of awarding an AM&E TO under the AM&E SC IDIQ contracts from requirement identification through award.

The Ordering Guide is highly recommended to ordering agencies as a tool to learn about and utilize the AM&E SC IDIQ contracts. The overall DSCA mission can be found at <https://www.dsca.mil/>.

Part 1. GENERAL INFORMATION

1. **General:** The AM&E SC IDIQ contracts are non-personal services contracts established as a vehicle to provide Assessment, Monitoring, and Evaluation (AM&E) Security Cooperation (SC) Support Services to the Defense Security Cooperation Agency (DSCA) and other Department of Defense (DoD) agencies.

1.1 **Background:** Security cooperation is, as defined by the U.S. DoD Directive 5132.03, all DoD interactions with foreign defense establishments to build defense relationships that promote specific U.S. security interests, develop allied and partner nation military and security capabilities for self-defense and multinational operations, and provide U.S. forces with peacetime and contingency access to allied and partner nations. This also includes DoD-administered security assistance programs.

The DoD Guidance on Security Cooperation issued in August 2016 identifies seven (7) broad categories of commonly used security cooperation tools:

- Contacts
- Exchanges
- Training and Equipping
- Education
- Exercises
- Operational Support
- Defense Institution Building

Security cooperation directly supports the National Defense Strategy objective of strengthening alliances and attracting new partners. Security cooperation tools and processes must be implemented in a manner that ensures the capability and capacity of those alliances and individual partners to meet the objectives of the National Defense Strategy.

1.2 **Objectives:** The overall objective of the AM&E SC IDIQ contracts are to provide the DoD with services to support implementation of the Fiscal Year (FY) 2017 National Defense Authorization Act (NDAA) Reforms to Security Cooperation programs and activities. These services include, but are not limited to, the following categories/sets of activities:

- (1) Supporting program management of security cooperation programs and activities.
- (2) Designing and implementing a variety of short- and long-term evaluations of security cooperation programs and activities.
- (3) Supporting partnership assessments of partner capability requirements, potential programmatic risks, baseline information, and indicators of efficacy for purposes of planning, monitoring, and evaluation of security cooperation programs and activities.
- (4) Supporting performance monitoring of security cooperation programs and activities, including establishment of monitoring methods, development of metrics, data collection and analysis.
- (5) Developing and providing training on security cooperation topics, including assessment, monitoring, and evaluation, defense institution building and institutional

- capacity building. Developing a variety of role-appropriate toolkits and supporting learning materials to facilitate training objectives.
- (6) Providing short-term and/or long-term subject matter expertise to support Geographic Combatant Commands (GCCs) and other DoD organizations and components to support planning, execution, and AM&E of security cooperation programs and activities.
 - (7) Supporting planning, designing, and implementation of institutional capacity building and defense institution building programs and activities in partner nations.
 - (8) Providing general technical assistance including consultation/advisory services.
 - (9) Supplying support staff augmentation to organizations with security cooperation responsibilities as necessary, including multiple year assignments, to implement various functions within the security cooperation enterprise.

1.3 Scope: The types of Security Cooperation Support Services include:

- (1) Program management / Implementation
- (2) Budgeting
- (3) Planning
- (4) Assessment
- (5) Monitoring
- (6) Evaluation
- (7) Training and Education
- (8) Knowledge Management
- (9) Policy Guidance and Oversight
- (10) Budget Display and Reporting
- (11) Functional and Regional Subject Matter Expertise
- (12) Institutional Capacity Building

The AM&E SC IDIQ contracts will promote the use of performance based contracting and will accommodate the issuance of TOs for various types of contract types (e.g. Fixed Price (FP), Time and Materials (T&M), and Labor Hour (LH)). Specific program or project requirements will be defined in TOs that will be competed at the Functional Category (FC) level. TOs will be competed using the Fair Opportunity provisions of the Federal Acquisition Regulation (FAR), Part 16.505.

Pursuant to FAR requirements, the AM&E IDIQ contracts require that each prime contractor in the pertinent FC have a “fair opportunity to be considered” for each TO within that FC. Unless one of the exceptions cited at FAR 16.505 applies, the Contracting Officer (CO) for the individual TO will announce each requirement to all prime contractors who have received an award for the applicable FC.

AM&E SC IDIQ contracts have a five (5) year base period from 9/30/2019 – 9/29/2024. TOs placed against these IDIQ contracts may not exceed five (5) years past the expiration of the AM&E SC IDIQ contracts’ five (5) year base period. TOs issued under the AM&E SC IDIQ contracts shall have individually-defined performance periods. The AM&E SC IDIQ contracts

will allow for TO performance at any location within the Continental United States (CONUS) or Outside the Continental United States (OCONUS).

Appendix A of the Ordering Guide provides a list of prime contractors that provide services in the four (4) comprehensive Functional Categories (FCs), which are as follow:

- FC1 – Security Cooperation Support (Unrestricted)
- FC2 – AM&E Training (Small Business Set-Aside (SBSA))
- FC3 – Evaluations (Small Business Set-Aside (SBSA))
- FC4 – Program Management (Unrestricted)

1.4 Functional Categories: TOs will be awarded under the following four (4) FCs. DSCA and DoD agencies may order under all Functional Categories.

1.4.1 Functional Category 1: Security Cooperation Support: This functional category consists of support to security cooperation programs and initiatives. Activities include, but are not limited to:

- Support to planning, program design, execution, administration, and implementation of security cooperation initiatives.
- Justification, management, and utilization of assigned program resources, including budget and personnel.
- Management of stakeholder communications.
- Monitoring deliverables.

This FC also covers general security cooperation-related support that may be required by a DoD component. Contractors shall be knowledgeable in regard to designing and managing security cooperation programs, projects and processes. Contractors shall provide short-term and/or long-term subject matter expertise to support Geographic Combatant Command (GCCs) and other DoD organizations and components to support planning, execution, and AM&E of security cooperation programs and activities.

1.4.2 Functional Category 2: AM&E Training: This functional category consists of planning, developing, and conducting training for security cooperation AM&E topics. The Contractor shall provide training venues, as required.

1.4.3 Functional Category 3: Evaluations: This functional category includes evaluations in regard to the efficiency and effectiveness of security cooperation planning, programs and activities in achieving desired outcomes.

1.4.4 Functional Category 4: Program Management: This functional category includes support of the planning, execution, and management of security cooperation programs and includes support beyond AM&E. Contractors shall be knowledgeable about DoD's guidance on designing and managing security cooperation programs, projects and processes. Security cooperation related support can further be detailed as subject matter expertise and program management, budgeting, and staff augmentation support. The Contractor shall provide short-term and/or long-term, embedded program management, budgeting, and staff augmentation support to DoD

organizations and components to support planning, execution, and security cooperation programs and activities.

1.5 Period of Performance: The period of performance shall be for a five (5) year ordering period from 9/30/2019 – 9/29/2024.

1.6 Program Ceiling: The AM&E SC IDIQ contracts have a total ceiling value of \$750,000,000. Moreover, each FC under the AM&E SC IDIQ contracts shall not exceed its respective ceiling values during the period of performance:

- FC 1: \$300,000,000
- FC 2: \$150,000,000
- FC 3: \$150,000,000
- FC 4: \$150,000,000

1.7 Authority to Place TOs: All Contracting Officers seeking to place orders against the AM&E SC IDIQ contracts shall agree to comply with the terms and conditions of the contract and Ordering Guide.

1.8 Authorized Users: The AM&E SC IDIQ contracts are intended for use by the DoD and its components. The contracts are not Government-Wide Acquisition Contracts (GWACs) and cannot be used by other Federal agencies. DOD components that use another federal agency to provide contracting services may delegate procurement authority to allow the use of the AM&E SC IDIQ contracts on the component's behalf. It is the component's responsibility to ensure that the delegation precludes non-DOD orders placed on the contracts and receives approval from the cognizant Washington Headquarters Services (WHS) Acquisition Department (AD) AM&E IDIQ Contracting Officer (CO).

1.9 Determining Scope: The DSCA Functional Category (FC) Program Manager shall determine whether a submitted requirement is within scope of the requested Functional Category. DSCA has the right to decline new requirements from other DoD agencies based on IDIQ capacity, budget, and prioritized programs.

Part 2. ROLES & RESPONSIBILITIES

2.1. Awarding Agency Responsibilities: Washington Headquarters Services (WHS) Acquisition Directorate (AD) will serve as the awarding agency for the AM&E SC IDIQ contracts and its task orders (TOs).

2.1.1 AM&E IDIQ Contracting Officer (CO): The Contracting Officer 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. The CO is the only individual authorized to make any changes to the AM&E SC IDIQ contracts. The CO responsibilities and common duties are as follows:

- Administration of the AM&E SC IDIQ contracts and its TOs.
- Serve as the point of contact (POC) for IDIQ contract customers in regard to scope questions. Serve as the authority for in-scope/out-of-scope determinations.
- Establish administrative procedures for placing orders.
- Administer contracts and issue contract modifications to the AM&E SC IDIQ contracts.
- Make changes to this AM&E SC IDIQ Ordering Guide.
- Establish and maintain central contract files and databases, as appropriate.
- Gather quarterly usage data from the Contractor for all services and reports as required.
- Monitor effect of protests on metrics and fair opportunity.
- Review monthly Contract Status Reports (MSRs).
- Monitor IDIQ contracts' ceilings by reviewing TO and TO modifications.
- Close-out IDIQ contracts.

2.2 Contracting Office Representative (COR)-Related Responsibilities: The Defense Security Cooperation Agency (DSCA) will serve as the primary performance monitoring and surveillance authority for the AM&E SC IDIQ contracts.

One (1) AM&E IDIQ Senior Contracting Officer Representative (COR) will provide oversight over all four (4) AM&E Functional Categories (FCs), with support from each Task Order's Task Monitor (TM).

A non-DSCA requiring agency shall identify a TO COR for each TO it places under FCs 1-4. Non-DSCA CORs shall report directly to the AM&E IDIQ Senior COR.

At least one (1) Task Monitor (TM) will be assigned by the Senior COR to provide surveillance and reporting activities for each TO. Each TM will report directly to the Senior COR.

The TM shall be nominated by the requiring activity and shall be approved by the AM&E IDIQ CO.

2.2.1 Senior AM&E IDIQ COR: The Senior AM&E IDIQ Senior Contracting Officer Representative (COR) will provide oversight and surveillance over all four (4) AM&E SC IDIQ functional categories, with assistance from each TM. The Senior COR will serve as the focal

point for all communication with the AM&E IDIQ CO and shall perform the responsibilities outlined below:

Contract Administration:

- Prepare Contractor Performance Assessment Reports (CPARs) bi-annually with input from the TM (required for services with an aggregate value of >\$1M).
- Recommend to the CO whether the contract is still needed and provide information and documents to exercise each option period.
- Manage acceptance of new TOs within the IDIQ functional category ceiling.

Contract Modification:

- Notify the CO immediately of any scope issues, funding issues or administrative changes required to correct TO issues, including those raised by the TMs.

Invoicing:

- Promptly review and approve invoices in Wide Area Workflow (WAWF) invoicing, receipt, acceptance, and property transfer (iRAPT) within two (2) weeks of receipt of recommendation from TMs. This includes:
 - Ensuring the hours worked by the Contractor reflect the hours billed in the Contractor's invoice.
 - Recommending any disallowance of costs and reporting any indication that costs incurred are not appropriately charged to the contract.
 - Validating that sufficient funding is available by each contract CLIN and subCLIN before providing the Senior COR's certification for invoice payments.
 - Ensuring invoices are accepted/rejected in accordance with contract line items (line of accounting). Under no circumstances shall invoices be certified for payment that exceeds the funds obligated and allocated to each CLIN and subCLIN.
- Authorize travel.

Government Obligations:

- Ensure the Government meets its contractual obligations to the Contractor under the contract. This includes information and services called for under the contract and timely Government comment on or approval of any draft deliverables required by the contract.

Performance Monitoring:

- Monitor AM&E contract portfolio contractor performance by maintaining an adequate file for reference.

Performance Reporting:

- Provide reports on Contractor performance to the CO. If advised by the CO that the reports are inadequate, the Senior COR shall make revisions until the report is deemed adequate by the CO.
- Promptly report to the CO, in writing, any performance issues/ delays by the Contractor. The written notice should include any actions the Senior COR and/or cognizant TM have taken to assist in remedying the situation.

- Report any suspected procurement fraud, waste, abuse bribery, conflict of interest, or other improper conduct to the CO.

Intermediary Responsibilities:

- Work with the Contractor and the CO to resolve issues. Verify that the Contractor has taken corrective measures and the problem is resolved.

Contract Closeout:

- Upon completion of the contract (or termination of appointment), the Senior COR shall promptly turn over all COR records to the CO (or the successor Senior COR, if directed by the CO).
- Assist with contract closeout.

2.2.2 Task Order Monitor: The Task Order Monitor (TM) is responsible for ensuring that the Contractor follows the performance requirements and deliverable schedule as outlined in the PWS. The Task Order Monitor shall work with the Senior AM&E IDIQ COR to ensure the Contractor follows the deliverables schedule. The TM's responsibilities are as follows:

Contract Administration:

- Assist the customer in developing the Performance Requirement Summary (PRS), PWS/SOW/SOO, QASP, surveillance checklists with measurable outcomes, etc., as required, for each requirement.
- Ensure reporting under the Contractor Manpower Reporting System (CMRS) is loaded on the prescribed websites in agreement with the terms of the IDIQ contract and TO.
- Notify the Senior COR immediately of any indication that the cost to the Government for completing performance under the contract will exceed the amount stated in the contract.
- Inform the Senior COR in writing of any suggestions for improvements or changes to the scope of work included in the contract, specifying if these changes were recommended by the Government or the Contractor.
- Notify the Senior COR of any funds deemed no longer needed for the purposes for which they were obligated.
- Maintain contract file to include copies of award, modifications, deliverables, and correspondence.

Invoicing:

- Promptly review invoices in Wide Area Workflow (WAWF) invoicing, receipt, acceptance, and property transfer (iRAPT) within seven (7) days of receipt and provide recommendation of payment to the Senior COR. This includes:
 - Ensuring the services performed were met and are consistent with Contractor's invoice.
 - Recommending any disallowance of costs and reporting any indication that costs incurred are not appropriately charged to the contract.
 - Validating that sufficient funding is available by each contract CLIN and subCLIN. Ensuring invoices are accepted/rejected in accordance with contract line items (line of accounting).
- Recommend to the Senior COR when travel should be authorized.

Government Obligations:

- Ensure the Government meets its contractual obligations to the Contractor under the contract. This includes information and services called for under the contract and timely Government comment on or approval of any draft deliverables required by the contract.

Facility Access:

- Ensure Contractor personnel are properly on boarded and receive all necessary building passes and Common Access Cards (CACs) and complete all required forms. The TM is responsible for notifying the appropriate security office whenever any contractor personnel no longer needs a building pass/CAC. The TM will conduct out-processing procedures in accordance with place of performance security protocol.

IT Systems Access:

- Ensure Contractor personnel receive access to all necessary IT systems. The TM is responsible for ensuring system access is cancelled whenever an individual no longer needs access to perform the contracted work, the contract has ended, or upon termination of an individual's employment.

Performance Monitoring:

- Provide day-to-day surveillance of Contractor performance.
- Advise the Senior COR whether performance/delivery is in accordance with contract requirements, terms and conditions.
- Interface with contractor personnel.

Performance Reporting:

- Provide reports on contractor performance to the Senior COR.
- Report any suspected procurement fraud, waste, abuse bribery, conflict of interest, or other improper conduct to the Senior COR and CO.

2.3.2 Functional Category (FC) Program Manager: DSCA shall appoint a Functional Category (FC) Program Manager (PM) for each AM&E IDIQ FC. Each FC PM shall:

- Oversee the responsibilities of the DSCA requiring activities within their respective FC and delegate their responsibilities to other requirement leads.
- Determine whether a submitted procurement request is within scope of the requested FC and provide the Washington Headquarters Service (WHS) AM&E IDIQ CO with a response.

2.3.3 Requiring Activity: A requiring activity is defined as any organizational element within the DoD that has a requirement appropriate for AM&E or program management. The Requiring Activity shall:

- Define requirements and provide justification to the WHS AM&E IDIQ CO and DSCA FC PM that the requested work is within scope of the IDIQ.
- Prepare TO requirement document packages.
- Provide funding via Purchase Requests (PRs) or Military Interdepartmental Purchase Request (MIPRs) for the work to be performed under TOs.

- Nominate a TM.
- Participate in source selection evaluations for each solicitation.

PART 3. ORDERING PROCEDURES

1. Upon identification of a new requirement, the respective requiring activity will submit the procurement initiation request to the WHS AM&E IDIQ CO, Senior AM&E IDIQ COR and the DSCA Acquisition Support Team Lead. DSCA and other DoD Agencies may place orders under all Functional Categories in the AM&E IDIQ.
 - a. All DSCA customers shall submit the procurement initiation request via the DSCA Procurement SharePoint portal.
 - b. Prospective non-DSCA customers shall submit all procurement initiation requests via email in accordance with Appendix B set forth in this AM&E IDIQ Ordering Guide. The requests shall be sent to the WHS AM&E IDIQ CO, Senior AM&E IDIQ COR and the DSCA Acquisition Support Team Lead and will be forwarded to the appropriate FC PM for an approval of scope.
 - c. All customers are required to submit procurement initiation requests to the WHS AM&E IDIQ CO, Senior AM&E IDIQ COR and the DSCA Acquisition Support Team Lead in advance of the procurement acquisition lead times (PALTs) listed below for each dollar amount range. Please note that PALTs begin with procurement initiation and end at acceptance of the final requirement package. Procurement initiation requests received after the prescribed PALTs are at greater risk of not being awarded.
 - d. Please note that the WHS PALTs identified below are for estimating purposes:
 - i. Under \$250,000: 45 days
 - ii. \$250,000 - \$700,000: 60-90 days
 - iii. \$700,000 - \$50,000,000: 180 days
 - iv. \$50,000,000+: 300 days
2. The Program Manager (PM) for each Functional Category shall determine whether the need is within scope of the IDIQ contract.
 - a. Orders shall be within the scope, issued within the period of performance, and be within the maximum value of the contract.
 - b. Prospective non-DSCA Customers who submit a requirement request will receive a letter for ordering rights from WHS upon approval from the FC PM.

Upon receiving ordering rights, non-DSCA customers shall follow their Agency's procurement processes and contact their respective procurement department for further instruction. All ordering procedure henceforth apply only to DSCA, but may be similar to those adhered to by other DoD components.

3. A Procurement Planning Conference (PPC) will be held between the requiring office, cognizant CORs, WHS AM&E IDIQ CO, and the DSCA Acquisition Support Team, after which the DSCA Acquisition Support Team will work with the requiring office to develop a complete TO requirement package.
 - a. Individual orders must clearly describe all services to be performed or supplies to be delivered so the full cost or price for the performance of the work can be established when the order is placed. Performance-based acquisition methods are to be used to

the maximum extent practicable, if the contract or order is for services (see FAR 37.102(a) and FAR Subpart 37.6).

- b. The full requirement package for each TO will include, at a minimum, the following:
 - i. A Work Statement i.e. Statement of Work (SOW), Performance Work Statement (PWS), or Statement of Objectives (SOO)) describing the specific work to be performed and/or desired outcomes.
 - ii. Independent Government Cost Estimate (IGCE) to include priced option years.
 - iii. Instructions to Offerors.
 - iv. Evaluation Criteria.
 - v. Purchase Request (PR) or Military Interdepartmental Purchase Request (MIPR).

4. Source Selection: The evaluation and selection of the successful Offeror will be performed by the following organizational elements:

- (1) Source Selection Authority (SSA)
- (2) Contracting Officer (CO)
- (3) Source Selection Evaluation Board (SSEB)

4.1 Source Selection Authority: The Source Selection Authority (SSA) will make the final source selection decision based on the results of the proposal evaluations.

The SSA is responsible for the acquisition and ensures that the source selection is conducted properly and efficiently and conforms to DoD and Federal acquisition policies and requirements. The SSA will also:

- Review and approve the Source Selection Plan (SSP).
- Review and approve the evaluation criteria.
- Review and approve the ranking of the evaluation criteria.
- Appoint the chairperson and members of the SSEB, and ensure that members are properly trained.
- Approve the assignment of Advisors At-large to review specific portions of the proposals.
- Ensure conflicts of interest or appearances thereof do not exist.
- Provide the SSEB with guidance and special instructions for conducting the evaluation and selection process.
- Ensure that there is no premature or unauthorized disclosure of proprietary or source selection information
- Ensure that realistic source selection schedules are established and source selection events are conducted efficiently and effectively in meeting overall program schedules.
- Make the final award decision.

4.2 Contracting Officer: The Procuring Contracting Officer (PCO) is responsible for the proper conduct of the source selection process. The Contracting Officer shall:

- Ensure the proper conduct of the source selection process.
- Ensure that the Source Selection Plan (SSP) and evaluation criteria are consistent with the requirements of the solicitation and applicable regulations.
- Establish the source selection organization and approve the source selection/evaluation plan.
- Ensure that personnel with the requisite skills, expertise, and experience to execute the SSP are appointed to the SSEB.
- Ensure that conflicts of interest, or the appearance thereof, are avoided.
- Ensure that premature or unauthorized disclosure of source selection information is avoided.
- Ensure that the source selection process is conducted in accordance with applicable laws and regulations.
- Select the successful Offeror and ensure that supporting rationale is documented in Source Selection Decision Document before contract award.

Additionally, the Contracting Officer will:

- Act as the Acquisition Center advisor to the SSEB.
- Act as a point of contact between the Government and the Offerors.
- Conduct negotiations with the Offerors as necessary.
- Award the contract.
- Chair all required debriefings.

4.3 Source Selection Evaluation Board: The SSEB will:

- Conduct a comprehensive review and evaluation of proposals against the solicitation requirements and the approved evaluation criteria.
- Prepare and submit the SSEB evaluation reports to the Contracting Officer.
- Brief the Contracting Officer as requested.
- Respond to special instructions from the Contracting Officer.
- Prepare the necessary items for negotiation.
- Provide information for debriefings of unsuccessful Offerors.

Venue of Source Selection: To be determined (TBD) at the time of the acquisition.

Duration of Source Selection: To be determined (TBD) at the time of the acquisition.

Part 4. DEFINITIONS AND ACRONYMS

4.1 DEFINITIONS

4.1.1 CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

4.1.2 CONTRACTING OFFICER. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

4.1.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

4.1.4 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

4.1.5 DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

4.1.6 DELEGATED PROCURING CONTRACTING OFFICER (DPCO). An employee of the U.S. Government that serves as the local contracting focal point for coordination and awarding TOs/DOs for customers and ensures TO/DO requirements are within the IDIQ contract scope.

4.1.7 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

4.1.8 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

4.1.9 QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

4.1.10 QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of Contractor performance.

4.1.11 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

4.1.12 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

4.1.13 TASK MONITOR. An employee of the U.S. Government appointed by the contracting officer representative to survey an assigned task order. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual does NOT have authority to change the terms and conditions of the contract.

4.1.14 WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

4.1.15 WORK WEEK. Monday through Friday, unless specified otherwise.

4.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
CO	Contracting Officer
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
DD Form 254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DPCO	Delegated Procuring Contracting Officer
DOD	Department of Defense
ECMRA	Enterprise-wide Contractor Manpower Reporting
FAR	Federal Acquisition Regulation
GCCs	Geographic Combatant Commands
IDD	Initiative Design Document
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit
TO	Task Order
WHS	Washington Headquarters Services

SSEB
SSP
SSA

Source Selection Evaluation Board
Source Selection Plan
Source Selection Authority

Appendix A: AM&E IDIQ Contractors

Functional Category 1: Security Cooperation Support

- Booz Allen Hamilton
- Emagine IT, Inc.
- IDS International Government Services, LLC
- Logistics Management Institute
- Management Systems International
- QED Group, LLC

Functional Category 2: AM&E Training

- Lukos, LLC
- McKellar Corporation
- Skybridge Tactical, LLC
- Vysnova Partners Inc.
- Commonwealth Trading Partners
- Sabel Systems Technology Solutions

Functional Category 3: Evaluations

- Cedar International Services, LLC
- Commonwealth Trading Partners
- Lukos, LLC
- PBG Consulting Group, LLC
- Vysnova Partners, LLC

Functional Category 4: Program Management

- Advanced Concepts and Technologies
- Booz Allen Hamilton
- Deloitte Consulting
- Dexis Interactive, Inc.
- Logistics Management Institute
- Sabel Systems Technology Solutions

Appendix B: Non-DSCA Requirement Checklist

Please use this checklist when submitting a requirement for the AM&E SC IDIQ Contracts.

Name:

Email:

Phone:

Requiring Agency:

Requirement Title:

Please use a title that would succinctly describe your requirement to industry (e.g. “Organizational Change Management Services”). Please include the contract number in the title if this requirement is a modification.

Requirement Description:

Please create a description that provides all necessary context to the procurement.

Estimated Cost (IGCE):

This is the estimated cost of the entire action. For new contracts and re-competes please provide the estimated total contract value including option years. For modifications please provide the cost of the modification.

Was this procurement budgeted for?

Yes No

Requirement Performance Start/Delivery Date:

Templates:

- Sample PWS
- Sample IGCE