

10.1.3 NATIONAL AGENCY CHECK WITH INQUIRIES (NACI). The Contractor shall provide a NACI for all Contractor employees who are to be provided access to Government e-mail/internet, LAN/WAN and other Government information networks.

10.1.4 LISTING OF EMPLOYEES. The Contractor shall maintain a current listing of employees. The list shall include the employee's name, social security number and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (FSO) and provided to the Contracting Officer, Contracting Officer's Representative, Program Manager, and Special Security Officer (SSO). An updated listing shall be provided within three (3) business days when any employee's status or information changes.

10.1.5 BACKGROUND INVESTIGATION. A criminal background check is required for all Contractor employees working in Government facilities. All Contractor employees working in Government facilities must be loaded in JPAS prior to performance or placement on the contract.

ORDERING GUIDE

1.0 Purpose. This guide serves as instructions on the ordering process for call orders. Country/Regional Support Blanket Purchase Agreement (BPA) is a collection of multiple-award (MA) BPA's with no maximum on the total value of orders that can be placed under the Agreements.

2.0 Requesting a Call.

2.1 When the SAF/IA is requesting a new requirement they are to notify the CO. SAF/IA will need to provide a package consisting of Call Request Form (Attachment 1), RAD, an Independent Government Cost Estimate (IGCE), Performance Work Statement (PWS), funding, and the requested vendor (if applicable).

2.2 When SAF/IA requests a call, the requirement needs to be within scope of the BPA.

3.0 Ordering.

3.1 FMS type funds allows the flexibility for countries to request the contractor of their choice. When this happens, the new call order will be directly awarded to the specified contractor.

3.2 If the country doesn't request a particular vendor, the new requirement will be competed between the small businesses first. If it is determined that the small businesses are unable to support the requirement, then it will be competed among the remaining businesses. The responses will be evaluated using submitted resumes and price.

3.3 The contractor(s) will receive a Call Order Request Form and will have five (5) business days to respond with the price and resume(s). The pricing proposed will be compared to the accepted BPA Pricing Sheet for price, fair, and reasonable. The contractor SHALL not exceed the agreed upon monthly rate for each specific task; however, discounting is acceptable and encouraged.

3.4 All costs associated with the preparation, presentation, and discussion of the contractor's proposal in response to a call order will be at the contractor's sole and exclusive expense and each call order will be funded by the ordering agency at the call order level.

3.5 All clauses or applicable terms and conditions from the BPA will flow down to each individual call order and will not need to be called out separately.

4.0 Travel. Travel costs are cost reimbursable CLINs on the call orders. The actual cost will be IAW the limitations set forth in FAR 31.205-46 and the Joint Travel Regulation. All travel shall be coordinated and approved by the COR or CO prior to travel.

5.0 ODC. All ODCs shall be approved by the CO prior to use.

6.0 Place of Performance. The services to be provided shall be accomplished at the locations identified in the call orders and may include locations in the Continental United States (CONUS) and Outside the CONUS (OCONUS).

7.0 Period of Performance. The period of performance for each call order shall be specified in the call order by the ordering agency. Call orders must be solicited and awarded prior to the Country/Regional Support term expiring and may extend up to one (1) year after the expiration of the term. After the Country/Regional Support term expires, Country/Regional Support will remain an active BPA until the final call order period of performance has ended and shall govern the terms and conditions with respect to active call orders to the same extent as if it were completed during the Country/Regional Support term.

8.0 The contractor is to maintain a Top Secret facility clearance at time of BPA award through the BPA ordering period. If a facility clearance status changes the contractor is to notify the Contracting Officer and Contract Specialist immediately. That contractor will not be eligible to receive any more all orders until their facility clearance is Top Secret and active.