



Defense Intelligence Agency

Unclassified

**Solutions for the Information
Technology Enterprise**

SITE Ordering Guide



May 21, 2010

Notice: The official version of the SITE Ordering Guide is posted on the SITE web-sites (listed herein). Any printed copy is considered superseded. Please submit proposed changes and comments on NIPRNet to: SITE@DIA.MIL

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1. Introduction

This guide provides the customers (end users) with pertinent information for using the Solutions for the Information Technology Enterprise (SITE) contract. It also provides guidance for obtaining decentralized ordering authority and outlines procedures and process flows for identifying SITE requirements through Task Order award. The SITE contract terms are identified and explained to ease the ordering process.

Defense Intelligence Agency, Acquisition Executive (DIA/AE) is the contracting organization that has overall contractual responsibility for the basic SITE contracts as the Procuring Contracting Office (PCO). DIA Chief Information Officer (CIO) is the technical organization responsible for program management and technical oversight of the basic contracts. The SITE Program Manager (PM) and supporting program management office (PMO) serve as the CIO's designated office of responsibility for managing and administering the functional and technical oversight of the program. The Intelligence Support Panel (ISP) is an appointed group of representatives from participating Services and Agencies that provides user representation to the SITE program.

The contract features decentralized ordering and is designed as a flexible and responsive end-user solution with acquisition streamlining advantages. SITE also provides a variety of pricing arrangements of the following major types: Fixed Price (FP), Cost Plus (CP), Labor Hour (LH), Time and Material (T&M). A combination of these ordering types is available under SITE (hybrid orders).

The SITE Ordering Guide and copies of the contracts can be accessed on the following SITE websites:

NIPRnet	http://www.dia.mil/contracting/site.htm
JWICS	http://www.dia.ic.gov/admin/SITE/index.html
SIPRNet	http://www.dia.smil.mil/admin/SITE/index.html

Please thoroughly review the information provided. If additional assistance is needed, please contact the applicable Points of Contact (POCs) identified in Section 4 below.

Notice: This guide is not intended to take precedence over any aspects of the contracts. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.

2. Scope

2.1 Overview

SITE is a multiple award, Indefinite Delivery/Indefinite Quantity (IDIQ) contract with a program ceiling of \$6.6 billion over five years (basic and four annual option periods).

The SITE contract provides worldwide coverage for IT (Information Technology) requirements and technical support services that support the Government through system design, development, fielding, and sustainment of global Intelligence, Surveillance and Reconnaissance (ISR) and the intelligence components of Command and Control (C2) system assets that are vital to the security of the United States.

The government may require support to contingency and exercise operations in an operational area where forces are deployed and deemed hazardous. It also supports business process reengineering/ development, performance measures and metrics, feasibility studies, IT systems architecture development and planning, research, design, engineering and/or development of systems, and fielding and installation of systems with capabilities developed during the design and engineering phase.

SITE replaces DIA's Department of Defense Intelligence Information System (DoDIIS) Integration and Engineering Support (DIESCON3) Blanket Purchase Agreements (BPA) and the Air Force's Intelligence Information, Command and Control, Equipment and Enhancements (ICE2) contract and various other small contracts.

The SITE contract supports both classified and unclassified programs on multiple security domains. The services and capabilities supported by the SITE contract provide responsive, flexible, adaptive, and timely solutions for organizations to satisfy current and future IT requirements.

While the vast majority of the SITE contract work is on top secret networks, individual task orders will specifically identify which networks (and their security level) that are to be included in the scope of work. This will vary from one DOD agency/component to another and from one location to another.

Departments and agencies supported by this contract vehicle include, but are not limited to: Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Intelligence Agency (DIA), Combatant Commands, Joint Reserve Intelligence Program, multi-national partners (e.g., coalition and alliance), Office of the Secretary of Defense (OSD), National Command Authorities, Defense Agencies, and other Federal Departments/Agencies with intelligence missions or using standard C2 or intelligence information systems.

Note: Most SITE acquisitions are excluded from Major Automated Information Systems (MAIS) requirements because operations and maintenance funds (O&M) of already delivered systems (hardware and software) are not considered an MAIS acquisition.

MAIS thresholds are \$32M in any single year or when executed in aggregate (options years, follow on tasks, etc) have total program costs in excess of \$126M or total life-cycle costs in excess of \$378M. In accordance with DODI 5000.2, if a Service/Agency has a requirement for a MAIS acquisition under SITE, the requesting customer and supporting DCO will be responsible for ensuring that the MAIS reporting requirements are addressed.

2.2 Contract Terms

Multiple IDIQ awards were made for SITE with the following terms and provisions:

Contract Terms	SITE
Contract Ceiling	The total amount of all orders placed against all SITE contracts shall not exceed \$6.6B over the life of the contract
Ordering Period	Task Orders may be up to Five (5) Years <ul style="list-style-type: none"> • 12-month base period • Four 12 month options Task Orders awarded in Option Year 2 may not extend beyond (completed within) 72 months (6 years) of basic IDIQ award date.
Pricing Structure*	Fixed Price: including FPAF, FPIF, FPFF & FPLOE Cost Type: including CPAF, CPFF & CPIF Labor Hour T& M Hybrid
Performance-Based Contracting	Preferred method for acquiring services
Fair Opportunity to be Considered	Subject to FAR 16.505 and DFARS 216.505-70
Ordering Guidance and Process	Guidance provided herein and SITE Contract Clause G-16, Awarding Orders under Multiple Award Contracts

Note: Acronyms are defined in Appendix P

2.3 SITE Task Areas

The Statement of Objectives (Section C of the SITE IDIQ contracts) contains a description of the task areas that are within the scope of work for a SITE Task Order. Customers should clearly identify the SITE Task Area(s) that are applicable to the work defined in their requirement documents.

A summary of major services and support considered within the scope of the contract consists of the 16 task areas identified on the next page.

Task Area 1 Program & Project Management Services

Services include: Project Management and Planning, Service Level Management, Performance Management, Metrics and Earned Value, Business Process Improvement, Customer Outreach and Relationship Management, and Quality Assurance

Task Area 2 Technology Assessment and Evaluation Services

Support involves conducting Research Development Test and Evaluation (RDT&E) activities identifying new and emerging technologies for potential insertion for current and future program requirements.

Task Area 3 Systems Engineering

Services include: Application/Tool/Service Development, Application Management, Technical Documentation, Software Engineering and Integration, Development and Release Management, Development Testing, Infrastructure Engineering, Systems Architecture and Next Generation Architecture Planning

Task Area 4 Operations Support Services

Services include: Service Desk, Operations and Maintenance of Hardware and Software, Installation and Deployment, Incident Management, Problem Management, Systems Administration, Database Management, Configuration/Change Management, IT Services Continuity, Operations and Maintenance of Conferencing Capabilities, Communications Security Support, Data Center and Equipment Room IT Management

Task Area 5 Network Operations and Administration

Services include: Network and System Performance Monitoring and Analysis, Cable Installation, Testing, Troubleshooting and Management, Network Operations and Capacity Management, Voice, Secure Voice, Video and VoIP Operations, Tactical SATCOM Initialization, and Operations and Management

Task Area 6 Storage Services

Services include: Enterprise Storage Services, Disaster Recovery Program and Business Continuity, Storage Management, and Storage Support

Task Area 7 Web Services and Content Management

Services include: Web Services Management, Web Content Management, and Web System Development

Task Area 8 Acquisition and Property Management Services

Services include: Acquisition of Materials, Logistical Support and Inventory Management Services

Task Area 9 Maintenance and Remote Diagnostic Services

Services include: Maintenance Services, Remote Diagnostic Tools and Services

Task Area 10 Administrative and Special Services

Services include: Administrative IT Support, Outside Technical Support Services, Over and Above (O&A) Services in accordance with DFARs 252.217-7028, Surge Support Services and Deployment Support Services

Task Area 11 Information Assurance Services

Support includes the range of activities needed for the enterprise to enforce, comply with, and support the DoD and Intelligence Community (IC) Information Assurance (IA) security directives, policies and procedures.

Task Area 12 Security Management

Services for the Special Security Office (SSO) include SCI technical support, security analysis, physical security accreditation, technical security oversight, security policy analysis, and assisting government personnel during Technical Security Countermeasure surveys.

Task Area 13 SCI Personnel and Information Security Support

Services for personnel and information security support include SCI indoctrinations/debriefings, providing and tracking foreign travel briefings and debriefings of SCI cleared personnel, coordinating the transfer of SCI clearances to other Special Security Offices, developing and providing security training, and maintaining SCI Visitor Certification logs.

Task Area 14 Risk Management

Services involve assessing and reporting on risk when encountered throughout the execution of any task order. Risk management will be directed towards assessing, mitigating (to an acceptable level) and monitoring of risks.

Task Area 15 Testing and Verification Services

Support includes enterprise independent testing activities for system, application and service-oriented IT functions and working with functional users to ensure that user requirements and issues are addressed by the test processes.

Task Area 16 Training Services

Services include designing, developing, and delivering training to Government or other designated personnel on systems hardware, and/or software.

All work provided for DoD organizations through the SITE contracts must be in accordance with approved Service, Agency, DoD, and Intelligence Community (IC) architectures, standards and guidelines (or other Federal standards as appropriate).

Operations support services available range from per call and "on-call" to full-time attendant support at sites around the world, including locations considered high risk, crisis/danger areas. While the vast majority of the SITE contract work is on top secret networks, individual Task Orders will specifically identify which networks (and their security level) that are to be included in the scope of work.

2.4 SITE Pricing Structure

The SITE contract offers the multiple pricing arrangements mentioned below to allow the contracting office to select the pricing arrangement or arrangements most appropriate to the circumstances of the Task Order:

- Fixed Price: Includes Fixed Price Award Fee (FPAF), Fixed Price Incentive Fee (FPIF), Fixed Price Fixed Fee (FPFF) and Fixed Price Level of Effort (FPLOE) (FAR 16.2 and 16.4)
- Cost Reimbursable: Includes Cost Plus Award Fee (CPAF), Cost Plus Fixed Fee (CPFF), and Cost Plus Incentive Fee (CPIF) (FAR 16.3 and 16.4)
- Time and Materials (T&M) and Labor Hour (FAR 16.6)

Note: Hybrid orders (multiple pricing arrangements) may be placed under SITE.

2.4.1 Performance Based Service Acquisitions

Although Firm Fixed Price is preferred for performance based service acquisitions (PBSAs), it's not always the best solution (FAR 37.102(a)(2)). Deciding on the contract type involves assessing an agency's requirements and the uncertainties involved in performance when selecting the Task Order type. The contracting office will also follow

their internal procedures and regulatory requirements when developing type and structure that places an appropriate degree of risk, responsibility, and incentives, targets, adjustment formulas, and performance and evaluation criteria on the Contractor for optimum performance. Frequently Asked Questions (FAQ) regarding the use of the SITE contract are provided in Appendix A.

2.4.2 SITE Contract Line Item Numbers (CLINs)

Site has established five (5) CLINs for the base period and each of the option years based on the type of pricing required in a Task Order. They are defined as follows:

- CLIN 1 - Fixed Price including FPAF, FPIF, FPLOE
- CLIN 2 - Cost Type including CPAF, CPIF
- CLIN 3 - Labor Hour
- CLIN 4 - Time & Material
- CLIN 5 - Travel & Other Direct Costs (ODCs)

2.5 SITE Labor Pricing

SITE's labor pricing tables are part of the basic IDIQ contracts and list both Hourly and Man-Month Labor Rates, Mark-Up Percentages, and Bill Rates for 51 labor categories (descriptions of which are contained in Section H-14 of the contracts). The hourly and man-month labor rates are unloaded labor rates. The mark-up percentages include, but are not limited to, overheads, general and administrative (G&A) costs, profit, benefits, danger pay, hardship pay, and Defense Base Act (DBA) insurance. The bill rates are the sum of the labor rates and mark-up percentages and serve as ceiling rates for pricing Task Orders under the contract. A SITE contractor may propose rates that are lower than those specified in its Pricing Table with the aim to offer the most advantageous Task Order proposal, but it may NOT propose higher rates. The labor rates are priced for the base year and four annual option periods and cover all locations within the continental United States (CONUS) and overseas (OCONUS).

2.5.1 US Labor Rates

For US locations, labor rates have been determined based on similar "cost of living" criteria and are categorized into seven price groups. Separate ceiling rates for labor have been negotiated for each group (these rates apply for all work within the defined County). The locations and corresponding labor group are identified in the following table.

Note: For any US location not specifically identified in the US table, the Group 7 labor rates will be used.

State	County	Price Group	CONUS Site/City
AK	Anchorage	Gp 3	Fort Richardson
AK	Fairbanks North Star	Gp 3	Fort Wainwright
AK	SE Fairbanks	Gp 3	Fort Greely
AL	Calhoun	Gp 7	Fort McClellan
AL	Jefferson	Gp 3	117th Intelligence Squadron, Birmingham
AL	Madison	Gp 6	Redstone Arsenal, Huntsville
AR	Pulaski	Gp 3	Little Rock AFB, North Little Rock
AZ	Cochise	Gp 7	Fort Huachuca
AZ	Pima	Gp 7	Davis Monthan, Tucson
CA	Alameda	Gp 4	Camp Parks, W ARISC, Dublin
CA	Los Angeles	Gp 1	Los Angeles
CA	San Bernardino	Gp 1	Fort Irwin, National Training Center
CA	San Diego	Gp 3	San Diego, Camp Pendleton, Oceanside
CO	Denver	Gp 2	Denver
CO	El Paso	Gp 7	Colorado Springs
DC	Washington	Gp 3	Washington DC Metro Area
FL	Dade	Gp 4	Miami, SOUTHCOM HQ
FL	Duval	Gp 5	Jacksonville
FL	Hillsborough	Gp 7	MacDill Air Force Base, Tampa
FL	Orange	Gp 6	Orlando
GA	Clayton	Gp 7	Fort Gillem, SE ARISC, Forest Park
GA	Fulton	Gp 5	Fort McPherson
GA	Liberty	Gp 7	Fort Stewart
GA	Richmond	Gp 7	Fort Gordon
HI	Honolulu	Gp 2	Pearl Harbor, Camp Smith, Hickam AB, Ft. Shafter
IL	Edgar	Gp 7	Scott AFB
IL	Lake	Gp 7	FT Sheridan, NC ARISC
IL	Rock Island	Gp 7	Rock Island Arsenal
KS	Geary	Gp 7	Fort Riley
KS	Leavenworth	Gp 7	Fort Leavenworth
KY	Christian	Gp 7	Fort Campbell
MA	Middlesex	Gp 7	Ft. Devens, Natick Soldier Center RIP-18
MD	Anne Arundel	Gp 3	Ft. Meade
MD	Calvert	Gp 3	Washington DC Metro Area
MD	Charles	Gp 3	Washington DC Metro Area
MD	Frederick	Gp 3	Washington DC Metro Area
MD	Harford	Gp 3	US Army Aberdeen Test Center
MD	Montgomery	Gp 3	Washington DC Metro Area
MD	Prince George's	Gp 3	Washington DC Metro Area
MD	St Mary's	Gp 3	Washington DC Metro Area
MI	Wayne	Gp 7	Detroit, Naval Air Reserve Center Selfridge, Mt. Clemens
MN	Montgomery	Gp 7	Minneapolis, RIPO-10
NC	Cumberland	Gp 5	Ft. Bragg
NC	Onslow	Gp 7	Camp LeJeune
NE	Sarpy	Gp 7	Offut AFB
NJ	Monmouth	Gp 1	Fort Monmouth
NY	Jefferson	Gp 7	Fort Drum
NY	Oneida	Gp 7	Rome Labs, ONI/DIA, Rome
OH	Montgomery	Gp 6	Wright Paterson Air Force Base, Dayton

State	County	Price Group	CONUS Site/City
OK	Comanche	Gp 7	Fort Sill
PA	Franklin	Gp 7	Letterkenny Army Depot, Strategic Studies Institute
SC	Charleston	Gp 7	Charleston AFB
SC	Richland	Gp 7	Fort Jackson
TN	Shelby	Gp 7	Memphis, RIPO-Memphis, Millington
TX	Bell	Gp 7	Fort Hood
TX	Bexar	Gp 7	Lackland AFB, San Antonio
TX	El Paso	Gp 7	Fort Bliss
UT	Salt Lake	Gp 7	Draper, Army National Guard, Salt Lake City
VA	Albemarle	Gp 7	Charlottesville
VA	Alexandria	Gp 3	Washington DC Metro Area
VA	Arlington	Gp 3	Washington DC Metro Area
VA	Caroline	Gp 7	Fort A. P. Hill
VA	Fairfax	Gp 3	Washington DC Metro Area, Fort Belvoir
VA	Falls Church	Gp 3	Washington DC Metro Area
VA	Fauquier	Gp 3	Washington DC Metro Area
VA	King George	Gp 3	Washington DC Metro Area
VA	Loudoun	Gp 3	Washington DC Metro Area
VA	Norfolk	Gp 7	Norfolk
VA	Prince William	Gp 7	Quantico
VA	Stafford	Gp 3	Washington DC Metro Area
VA	Suffolk City	Gp 7	Suffolk
VA	Virginia Beach	Gp 7	Virginia Beach, NSWC, Damneck
WA	Island	Gp 3	Whidbey Island, RIPO-1, Oak Harbor
WA	Pierce	Gp 7	Fort Lewis

2.5.2 Overseas Labor Rates

Separate labor rates for eighteen overseas locations have been negotiated. The negotiated labor rates are valid for certain Countries or specific overseas city/site locations and are presented in the following table.

Overseas Locations
Afghanistan & Iraq
Bahrain
Mons, Belgium
Colombia
Djibouti
Germany
Naples, Italy
Tokyo, Japan
Yokosuka, Japan
Korea, Camp Humphreys
Korea, Camp Red Cloud
Korea, Seoul
Kosovo, Pristina

Overseas Locations
Okinawa, Camp Courtney
Qatar
Thailand, Bangkok
Turkey, Ankara
United Kingdom

If a labor category or an OCONUS location is not defined in the Pricing Tables, pricing may be requested and negotiations may be entered into to add the labor category or location to the SITE contract as provided for by Section B-6 of the contract.

2.5.3 Other Direct Costs

Other direct costs (ODCs) such as those listed below are excluded from the priced rates and are cost reimbursable:

- Facilities (Contractor provided work space)
- Housing
- Tuition
- Materials
- Outside Technical Support Services
- Relocation
- Travel and Per Diem
- Transportation of Equipment
- OEM Payments

When award fee, incentive fee or fixed fee arrangements are used, the fee will be proposed and negotiated at the Task Order level. Ordering authorities should follow their internal procedures and regulatory requirements when developing incentives, targets, adjustment formulas, performance criteria and award fee and surveillance plans. **Remember: If financial incentives are used, funds must be committed to pay them at the time of Task Order award or option exercise.**

3. Compliance with SITE Acquisition Plan

3.1 Contractor versus Government Performance

OMB Circular A-76 has been considered and SITE is compliant. SITE shall not be used to replace Government employees.

3.2 Inherently Governmental Functions

Consideration was given to the subpart FAR 7.503(c) conditions, and contractors will not be performing inherently governmental duties. Each task order will be examined to ensure that no Inherently Governmental Functions will be performed.

3.3 Environmental and Energy Conservation Considerations

SITE customers must consider, during task order acquisition planning, whether hazardous or potentially hazardous materials (HAZMAT) are expected to be used and/or HAZMAT waste generated in performance of requirements. If affirmative, include the following statement in the PWS/SOO: “Contractor is not required to dispose of HAZMAT except to installation/site collection points.”

3.4 Other SITE Acquisition Plan Considerations

3.4.1 Service Contract Act

The Service Contract Act of 1965 was included in the solicitation. Contractors will identify when responding to a task order which labor categories are subject to the Service Contract Act and subject to an applicable Wage Determination.

3.4.2 Contractor’s Authorized to Accompany US Forces Outside the US

The SITE contracts contain DFARS 252.225-7040 as well as the applicable clauses and procedures outlined in DFARS PGI 225-74. Services deemed to be essential during a crisis will be identified in the individual Task Order.

3.4.3 Information Assurance Review

Each Task Order issued under this contract must be screened for compliance with applicable information assurance statute, policies, and procedures. The Customer (requiring activity) is responsible for providing the requirements (PWS/SOO) to the DCO that meet information assurance requirements as specified in DFARS Subpart 239.7102; inspection and acceptance methods and criteria; a determination as to whether the IT requires protection against compromising emanations; and a determination as to whether the IT being acquired constitutes a “mission critical” or “mission essential” capability as defined in DoDI 5000.2 (Operation of the Defense Acquisition System).

3.4.4 Time and Material (T&M) Task Orders

Prior to issuance of a T&M task order under SITE, determinations and findings (D&F) required by FAR 16.601(c) and DFARS 216.601(d) must be executed by DCOs. Intelligence Support Panel Representatives will assist DCOs, when necessary, with verifying that (1) the work is of a T&M nature and (2) the facts and rationale justify that no other contract-type is suitable.

When a T&M task order is used, DCOs are reminded that IAW the SITE IDIQ contracts Section G-10 Para 3 (Time and Materials) the “*Vendor must provide a plan, NLT 180 days after contract (task order) award describing what tasks or services may be transitioned from a level of effort (T&M) to a Firm Fixed Price performance-based task based on the performance-based attributes...*”

4. SITE Team

4.1 Procuring Contracting Officer (PCO)

The Virginia Contracting Office serves as the SITE PCO. The SITE PCO has overall contractual responsibility for the SITE contracts and all resultant DIA Task Orders. The SITE PCO’s responsibilities include:

- Performing all administrative functions associated with the contracts, including issuance of modifications, final decisions, explanations of terms and conditions and contract interpretation
- Managing all protests, claims and contract litigation associated with the original IDIQ SITE contracts (not individual Task Orders)
- Ensuring program and procedural compliance with the Federal Acquisition Regulation (FAR), DoD FAR Supplement (DFARS), and other governing regulations, policies, laws and statutes
- Upon request, providing guidance to the Decentralized Contracting Office (DCO) executing Task Orders under the SITE contracts.

Decentralized ordering authority is granted via a signed Memorandum of Understanding (MOU) to external customers (see Appendix B for sample of letter for requesting the initiation of a SITE MOU). All orders issued are subject to the terms and conditions of the contract. The contract takes precedence in the event of conflict with any order.

4.2 SITE Program Manager (PM)

The SITE PM is responsible for program management and technical oversight of the SITE contracts. The PM provides guidance to the Intelligence Support Panel (ISP) Representatives and ordering service/agency program managers in developing the requirements package for the Task Order including Performance Work Statements, Statements of Objectives, Independent Government Estimates, Quality Assurance Surveillance Plans, and Proposal Evaluation Criteria.

The SITE PM responsibilities include:

- Managing the allocation of contract ceiling on behalf of the CIO.

-
- Maintaining records of all approved MOUs and associated Task Orders, periodically reviewing MOUs for changes or adjustments of duration of acquisition authority or maximum ceiling authorized.
 - Conducting periodic program reviews and quality assessments.
 - Serving as Chairman of the ISP and convening the ISP, as required, to examine new or pending requirements and potential changes to ceiling allocations.
 - Requesting a determination and approval of scope by the PCO when a review of scope is submitted by an ISP Representative.
 - Managing the SITE Quality Assurance, Surveillance and Oversight Program.

4.3 Intelligence Support Panel (ISP)

The ISP is an appointed group of individuals who provide user representation and SITE program support to their respective Service/Agency users. Each Service/Agency that uses the SITE contracts may designate a representative to be on the ISP (see Para 4). Agencies that choose to use the SITE contracts without providing a representative to the ISP may be represented by an “at large” representative appointed by the ISP Chair.

The ISP is chaired by the SITE PM. The roles and responsibilities of ISP Chair and representatives are contained within the ISP Charter which is available on the SITE web-sites.

4.4 Intelligence Systems Panel Representative (ISPR)

ISP Representatives are designated in writing by the Chief Information Officer (CIO) or other Senior Executive of that Agency/Service and are authorized to represent that organization in defining SITE program requirements to the SITE PM. The ISP Representative (ISPR) serves as the focal point for coordination with the SITE PM and servicing DCO. The ISP Representative will be responsible, as a minimum, for the following:

- Being the primary point of contact for coordinating with the SITE PM.
- Coordinating and providing oversight of the Memorandum of Understanding (MOU) (see Para 5) to include:
 - Ensuring the authorized ordering ceiling value is not exceeded.
 - Processing MOU addendums for additional ceiling as necessary.
- Providing recommendations of in-scope determinations on potential SITE requirements.
- Reviewing procurement package(s) prior to submittal to the issuing DCO to ensure the package is complete.
- Supporting the DCO as appropriate in reviewing evaluation memos for fairness and impartiality.

- Assisting in contractors' proposal evaluations, as necessary.
- Overseeing the SITE Quality Assurance Surveillance and Oversight Program for the Service/Agency.
- Assisting DCOs when necessary with resolving protests, claims, and disputes related to DCO issued task orders.

4.5 ISP Points of Contact:

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PCO	Esther Woods	703-907-0106	SITE@dia.mil
PM	Jennifer Wilson	703-907-0697	SITE@dia.mil
ISPR/DIA	Doug Cate	703-907-0697	SITE@dia.mil
ISPR/Air Force	Pat Williams	757-225-4207	Pat.Williams@langley.af.mil
ISPR/Army	Ellen Mathews	703-695-2662	Ellen.Mathews@us.army.mil
ISPR/Army	Debra Stryker	703 695-3749	Debra.Stryker@us.army.mil
ISPR/Marines	Roger German	229-639-8413	Roger.German@usmc.mil
ISPR/Navy	Frank Sablan	301 669-5849	fsablan@nmic.navy.mil

Note: ISP Representatives identified herein should be the first point of contact prior to contacting the SITE PMO or PCO.

5. Decentralized Ordering

5.1 Service or Agency Sponsoring Activity

DIA administers the SITE contract centrally, but authorizes decentralized ordering to meet the needs of the DoD Services, including Army, Navy, Air Force, United States Marine Corps, and other Federal Agencies/Departments. SITE is available for use by DoD and Federal Agencies/Departments with Intelligence missions whose Information Technology (IT) requirements are within the scope of the SITE Statement of Objectives (SOO).

To use SITE, the Service/Agency must be authorized through an MOU with DIA. A sample Letter of Intent (LOI), which is used for requesting the establishment of the MOU, is provided in Appendix B. When executed, the MOU will specify the conditions, roles and responsibilities, and approved ceiling allocation for ordering. A draft MOU is available for review on the SITE web-sites listed in paragraph 1. Upon receipt of the MOU requesting letter, DIA will review and normally make a decision for initiating the MOU within 15 calendar days.

When the MOU has been signed by the DIA CIO, Acquisition Executive, and the requesting Service/Agency, Task Orders may be initiated.

In those cases where a sponsoring Service or Agency requests that DIA perform procurements on their behalf, an Interagency Agreement is also required. The instructions and format for establishing an Interagency Agreement for Assisted Acquisition are also available on the SITE web-sites listed in paragraph 1.

5.2 Decentralized Contracting Office (DCO)

Upon execution of the MOU, the designated Decentralized Contracting Offices defined in the MOU are empowered to place orders in accordance with the terms and conditions of the SITE contracts, SITE ordering guidelines, the FAR, DFARS, and applicable Service/Agency procedures. Refer to the SITE web-site for a copy of the SITE MOU which must be signed by DIA and the Sponsoring Activity authority **before any order is placed**.

If there are questions concerning a requirement and whether or not it can be supported under SITE, contact the appropriate ISPR or the DIA SITE Program Office. The ISPR is responsible for recommending the “in scope” determination, assisted by their DCO, the SITE PM and SITE PCO as necessary.

The SITE PCO will not make any judgments or determinations regarding orders awarded under the SITE contracts by a Decentralized Ordering Contracting Officer, except in cases where sole source or limited competition task orders are intended (refer to paragraph 7.3). All issues, including protests and disputes must be resolved in accordance with individual agency procedures and/or oversight. Upon request, the SITE PCO is available to provide guidance to Ordering Contracting Officers executing orders under the SITE contracts.

Note: DCOs should seek guidance from the SITE PCO prior to issuing sole source Task Orders. Such task orders are not authorized without written prior endorsement of the SITE PCO (see Paragraph 7.3).

6. Assisted Acquisition

6.1 Requests for DIA to Serve as Contracting Office

DIA may be requested to perform contracting services on behalf of non-DIA components pursuant to the Economy Act (31 U.S.C. 1535) as implemented by subpart 17.5 of the FAR.

An Interagency Agreement is required, pursuant to which DIA will place orders against the SITE contract on the requesting agency’s behalf and perform task order associated administrative activities. The agreement describes the information necessary for the

acquisition as well as roles and responsibilities of the requiring activity and DIA (assisting activity). Prior to the establishment of an Interagency Agreement, the requesting agency/department must provide a LOI (Appendix B) that requests approval for the assisted assistance. A justification for requesting assisted acquisition services must accompany the LOI.

The requirement for an Interagency Agreement applies to DoD components (e.g., Commands/Services/Agencies) and to non-DoD federal agencies.

- **Assisted Acquisitions between DIA and non-DoD Federal Agencies:** An Interagency Agreement for Assisted Acquisition Services under SITE (template) is available for use by non-DoD federal agencies. Contact SITE PMO for a copy of this template.

Non-DoD federal organizations should contact the SITE PCO regarding the procedures for establishing an Interagency Agreement.

- **Assisted Acquisitions between DIA and DoD Components:** The Interagency Agreement between DoD components is established using a DD Form 1144, Support Agreement, for recurring support (refer to DoD Instruction 4000.19). The Interagency Agreement template mentioned above may be used in lieu of DD 1144, if service/agency procedures permit.

Further guidance on assisted acquisitions and interagency agreements can be found on http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html

6.2 Submitting External Purchase Requests (PR)

External requests from DoD organizations must be accompanied with a Military Interdepartmental Purchase Request (MIPR), DD Form 448 and Acceptance of MIPR, DD Form 448-2. ONLY those MIPRs providing for “Reimbursable Funds” will be accepted by DIA for placing SITE Task Orders. A DD 448 template is provided as Appendix O. Non-DoD federal organizations must contact the SITE PCO regarding the correct procedures for submitting PR funding documents.

The related requirement documents (see Para 7.2.3) must be submitted to the SITE PMO for review in advance of receipt of the MIPR so that upon being received it can be processed expeditiously within DIA’s acquisition procedures.

To further accelerate the overall procurement process, when using the SITE IDIQ contracts, all incoming MIPRs should be sent the SITE PM who will perform the necessary coordination with DIA’s Financial Executive (FE) office for formal acceptance or rejection. The address for the SITE PMO is:

Defense Intelligence Agency
ATTN: CLAR, SITE Program Office
200 MacDill Blvd
Washington, DC 20340-5100

Telephone: (703) 907-0697
FAX: (703) 907-0351

Requirements and all supporting documentation should be sent electronically to:

NIPRnet: SITE@DIA.mil

JWICS: SITE@DoDIIS.IC.gov

All incoming MIPRs need to be received and accepted by DIA not later than **30 June** to ensure funds are obligated before they expire. Requests for acceptance of PR funds after 30 June can be requested but approval for this exception is highly restricted and must be accompanied by a compelling need statement which documents the special urgency of the request.

7. Initiating a Site Task Order (TO)

A requiring Customer (end-user) should seek assistance from their designated ISPR regarding preparation of the procurement package required to initiate a SITE Task Order. The ISPR will review the requirement for scope and will recommend whether or not the requirement falls within the scope of SITE. The ISPR will also provide help, ranging from refining requirements to reviewing and assisting with preparation of documents and/or evaluation criteria and additional instructions for placing the order through their DCO.

The DCO is responsible for acquisition planning and conducting due diligence. Once the MOU delegating procurement authority is finalized, the ordering DCO will follow their internal processes for planning and funding the requirement, gaining all necessary approvals and documenting the acquisition process for each Task Order. The total estimated value of a Task Order, including options should be considered in developing an acquisition strategy.

Option periods may be offered on Task Orders. Option periods on Task Orders must be in accordance with the basic contract terms and conditions and may not exceed FAR guidance.

7.1 Performance Based Work Specification

SITE is a Performance Based Service Acquisition (PBSA) vehicle for the delivery of IT services. Upon identification of a requirement, the customer shall specify the performance specifications for meeting the requirement via a Performance Work Statement (PWS) or Statement of Objectives (SOO). A discussion of the performance based contract methodology, some DO's and DON'Ts and assistance in deciding which type of specification to use (PWS or SOO) are provided in Appendix C.

7.2 The Purchase Request Package

Upon confirmation by the ISPR that the requirement is appropriate and recommended to be within scope for SITE, the requiring activity should use SITE templates provided in this guide along and other individual Service /Agency procedures to prepare and process the procurement package to initiate a SITE Task Order. The SITE Checklist will assist the customer in understanding what is required for the procurement package prior to submission to the contracting activity (Appendix L).

Requiring and contracting activities should perform due diligence in planning for and funding the requirement, gaining all necessary approvals and documenting the acquisition process for each Task Order.

7.2.1 Acquisition Plan

An Acquisition Plan is not required by the PCO for SITE Task Orders since it was completed as part of the basic SITE IDIQ acquisition. This plan may be required by servicing DCOs if the Task Order requirements are estimated at \$25M for any one year, or \$50M total program (FAR 16.505(a)(7)). The format and completion of this plan will be defined and accomplished in accordance with Service/Agency DCO guidelines.

7.2.2 Market Research

A Market Research report is not required by the PCO but may be required by the servicing DCO. If required, Market Research is done for Task Orders exceeding \$100,000 in value (DFARS 210.001). Market Research should consider the IT marketplace and other existing contracts in addition to SITE. When the use of the SITE contract is determined to be the best solution, a thoroughly documented Market Research Report will afford a basis for determining (1) whether to restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*, (2) whether there are a sufficient number of qualified small business concerns among the SITE contract holders to justify limiting competition exclusively to small business concerns or (3) small business set-aside criteria imposed by FAR 19.502-2(b) cannot be met. The format for this report is defined and accomplished in accordance with Service/Agency guidelines.

7.2.3 Procurement Requirement Documentation

The procurement package contains a number of documents prepared by the customer (end-user or COR) that are required by the DCO for developing the Task Order and executing the acquisition. Included among these are the following key documents:

- Performance Work Statement (PWS) or Statement of Objective (SOO) and any supporting data clarifying the requirements to be satisfied by the contractor.
- Quality Assurance Surveillance Plan (QASP)
- Independent Government Estimate (IGE)

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- Source Evaluation Criteria (used by DCO in preparing the Source Selection Plan)
 - Purchase Request or MIPR

If the Contractor will be working in classified facilities or using classified IT systems in fulfillment of the requirement, the following is required as part of the procurement package.

- DoD Contract Security Classification Specifications (DD 254) and any supplements or attachments as required by a specific Service/Agency.

The PWS or SOO developed by the customer will include the work to be performed, location(s) of work, list of equipment to be supported and/or maintained at each location, list of deliverables, performance standards, documentation standards, acceptance criteria, performance schedule, and any special requirements, (i.e., security clearances, deployment, travel, special knowledge) in sufficient detail to permit accurate estimation of cost, hours, and other resources and completion date (as applicable) by the contractor(s). The customer (working with the ISP Representative) shall also propose the type of Task Order recommended, (e.g., Fixed Price, Cost Reimbursable, Labor Hour, Time and Material) and provide the IGE, the proposed evaluation criteria, and a QASP that specifies (1) all work requiring surveillance; and (2) the method of surveillance, pursuant to FAR 46.401.

The requirement description should be written to encourage the contractor to propose the best approach to accomplishing task order objectives. All required deliverables, such as reports and technical manuals, must have a complete description. One approach to documenting these requirements is to use a contract data requirement listing (CDRL), DD Form 1423. Another approach is to use a table of deliverables within the PWS or SOO (the PWS and SOO templates within this guide provide examples).

Appendix C provides additional insight for understanding when it's best to use a PWS or SOO.

- PWS: The SITE template and instructions for submitting a PWS are provided as Appendix D and Appendix E respectively.
- SOO: The SITE template and instructions for submitting a SOO are provided as Appendix F and Appendix G respectively.
- QASP: Instructions and a template for completing a QASP are provided in Appendix H.
- IGE: Instructions (and references to supporting Excel SITE IGE template) for completing the independent cost estimate are provided in Appendix I.

Depending on the issuing Service/Agency acquisition policies or procedures, other documents that may be required from the customer include:

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- Contract Data Requirements List (CDRL): The DD Form 1423 is used to provide specifications on the type, content, frequency, and format of data and documentation being delivered as part of the Task Order.
 - SITE Customer Request Form: All SITE requests initiated by DIA must include a completed copy of this request form which provides additional contract information needed by the PCO to develop the Task Order (this may be an optional form outside DIA).

Assistance from SITE contractors (Prime or Sub-contractors) in developing a procurement package is strictly prohibited.

7.3 Placing Orders

Prior to issuing Task Orders under the SITE contract, it must be determined by the ordering authority whether to:

- compete the Task Order among all of the contract holders
- set-aside* for only the small business contract holders pursuant to FAR 19.502-2(b)
- restrict competition in accordance with FAR 16.505(b)(2), *Exceptions to the Fair Opportunity Process*. Use of any of the exemptions afforded by FAR 16.505(b), Orders under Multiple Award Contracts, must be documented by the requiring activity and approved as required by DFARS 216.505-70, DFARS PGI 216.5 and FAR 8.405-6. Reminder: DCOs should contact the SITE PCO for guidance and endorsement prior to formalizing acquisition plans for sole source or limited competition Task Orders. Such sole source or limited competition Task Orders are not authorized on SITE without prior written authorization/approval of the SITE PCO.

NOTE TO DCOs: The SITE contract (IAW FAR 52.219-14) requires that, for total small business set-asides, “at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the [Offeror]”. The 50% rule applies at the Task Order level.

SITE is governed by FAR 16.505(b), Orders under Multiple Award Contracts. This means that the Contracting Officer will provide each contractor a fair opportunity to be considered for each Task Order exceeding \$3,000.

Contract holder business size may be a determining factor in the fair opportunity to be considered process. Accordingly, the ordering activity may offer any requirement to the small business contract holders only. Unless an exception to the fair opportunity process is used, or a small business set-aside is selected, all SITE contractors will be provided a fair opportunity to be considered for each order.

All contractors will receive the Request for Order Proposal (RFOP) with the exception of those Task Orders in which competition is limited to Small Business, or those afforded exemption by FAR 16.505(b).

7.4 Order Duration.

Task Orders may be awarded at anytime during the life of the SITE contract (also referred to as the contract ordering period) but must be completed within 72 months (6 years) of the IDIQ award date. The ordering period is for a base period of one year, with four one year options:

SITE ORDERING PERIODS:

- Base Period Date of award through month 12
- Option Period 1 Month 13 through month 24
- Option Period 2 Month 25 through month 36
- Option Period 3 Month 37 through month 48
- Option Period 4 Month 49 through month 60

Task Order issuance beyond the base period is dependent upon the SITE PCO exercising the associated ordering period option of the SITE contracts.

Task Order duration is not dependent upon exercising the SITE contract option periods—provided that the order term is consistent with the ordering activity’s policy, regulatory/statutory restrictions, and appropriation limitations on Task Order duration and funding. Ordering activities may consider the use of options in Task Orders, that when exercised, extend the Task Order’s base period of performance. Task Orders are limited to a period of five (5) years.

7.5 Request for Order Proposal Procedures

The ordering activity shall provide the Request for Order Proposal (RFOP) to every SITE contract awardee or to small business contract awardees when set-aside procedures are used. The RFOP will suggest the contract type, estimated Task Order start date, period of performance and will include the work specification, evaluation criteria (e.g. experience and past performance), the order of importance of the criteria, instructions for submission of a technical and cost/price proposal, submission of experience and past performance information; any special requirements (i.e. security clearances, travel, special knowledge); any other information deemed appropriate for the respective order; and deadline for receipt of proposals. The RFOP may be provided via regular mail, electronic mail, facsimile, or by other means as determined by the ordering officer. Appendix N contains a recommended memo requesting competitive proposals.

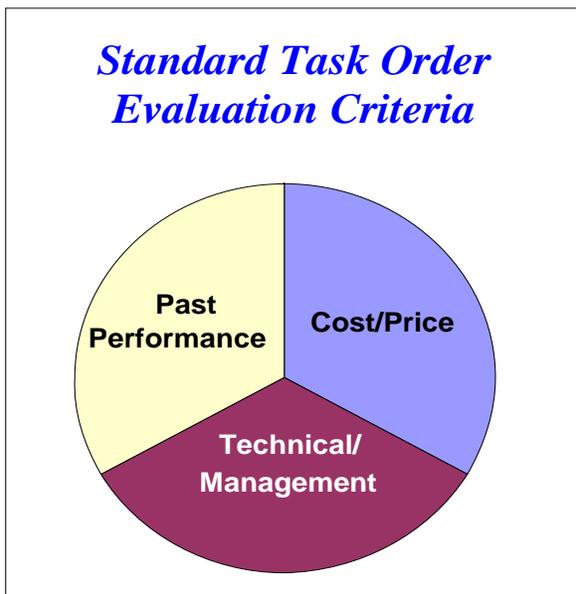
7.6 Evaluation

Award of competitive Task Orders will be made to the contractor whose proposal is the most advantageous to the Government based on an integrated assessment of

evaluation criteria. Each solicitation will explain the selection criteria that the proposals will be evaluated against and the order of importance of the criteria. Price or cost and past performance (to include earlier Task Orders under the contract when available), including quality, timeliness and cost control must be among the selection criteria for all orders.

The use and evaluation of past performance for a Task Order requirement should be tailored to fit the needs of that Task Order and clearly articulated in the RFOP. When past performance on SITE orders does not exist or is not current, other relevant and recent past performance will be considered. Past performance should be given sufficient evaluation weight to ensure that it is meaningfully considered throughout the source selection process and will be a valid differentiator among the Task Order proposals received. A sample of evaluation criteria that might be used is provided in Appendix P.

The ordering activity shall evaluate all proposals received using the evaluation criteria stated in the RFOP. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Contractors may propose rates that are lower, but no higher, than those in the Rate Tables attached to the basic contract and these lower rates will be incorporated in the Task Orders. The proposed, reduced labor rates should be reviewed for realism to ensure the Government will not be placed at risk of nonperformance. The reduced labor rates will apply only to the respective Task Order and will not change the rates in the SITE contract rate tables or the rates on other Task Orders.

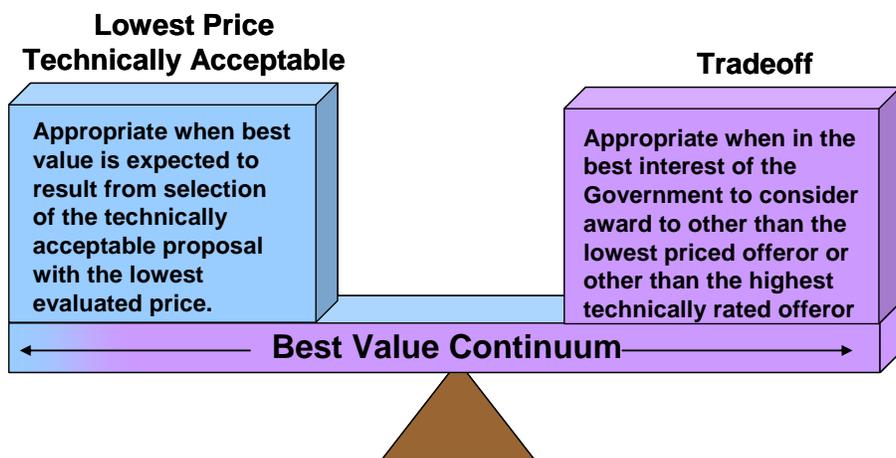


Note: Requiring activity requirements/contracting personnel are responsible for providing the appropriate evaluation criteria with the competitive procurement package.

Additional evaluation factors relevant to the particular Task Order may be considered in the awards under this contract. The following factors are examples:

- Specific Technical Expertise
- Management Approach
- Optimum Technical Solution
- Delivery Schedule or Turnaround Time
- Manning levels by labor categories (labor mix)
- Security (including clearance level)
- Other factors the customer believes relevant to the award of an order

Best value in negotiated acquisitions may be obtained by using any one or a combination of source selection approaches. In different types of acquisitions, the relative importance of cost or price may vary. For example, in acquisitions where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, cost or price may play a dominant role in source selection. The less definitive the requirement, the more development work required, or the greater the performance risk, the more technical or past performance considerations may play a dominant role in source selection.



7.7 Award

Once evaluations are complete, an authorized selection official will make an award decision and document the rationale for his/her decision. Prior to making a decision, copies of all evaluations will be prepared/provided and a complete award recommendation package assembled to document the selection process and serve as evidence that the fair opportunity to be considered rule was applied, unless an exception was taken under FAR Part 16.505(b)(2). At a minimum, it will include:

- (1) A statement indicating whether announcement of the TO requirement was made to all contractors eligible for receiving an award for the task requirement, or if an exception to the a fair opportunity to be considered rule was cited (cite the exception);

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- (2) The selection criteria /methodology used to evaluate the competing contractors;
 - (3) The results of the evaluation; and
 - (4) The rationale for the recommendation of the TO awardee, including a summary of any negotiations conducted, cost/price analysis and best value analysis.

In accordance with 10 U.S. Code 2304c(d) and FAR 16.505(a)(9), the ordering agency's award decision on each order is generally not subject to protest under FAR Subpart 33.1 except when an order increases the scope, period, or maximum value of the IDIQ contract, or an order valued in excess of \$10M. The Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract.

The ordering activity will then place the order with the contractor that represents the best value and will adhere to published ordering procedures (reference FAR 16.505 and terms of the SITE contract). After award, the ordering activity will provide timely notification to unsuccessful Offerors. If an unsuccessful Offeror requests information on an award that was based on factors other than price alone, an explanation of the basis for the award decision shall be provided IAW debriefing requirements in FAR 16.505.

7.8 Contents of Task Orders

Each Task Order will contain:

- Date of order
- Contract number and order number
- Contract line item number and description, quantity and price
- Delivery/Performance schedule
- Place of performance
- Identification of contract option periods
- Accounting and appropriation data
- Work Specification (PWS or SOO)
- Quality Assurance Surveillance Plan (QASP)
- Service Deliverable Summaries, as applicable (CDRL)
- DD Form 254 (Contract Security Classification Specifications) as applicable
- Source Selection Criteria as applicable
- Any Government-furnished property, material, equipment, or base support to be made available for performance under the Task Order

Generally, Task Orders will be issued in writing on a DD Form 1155 (Order for Supplies and Services). Decentralized orders will adhere to the numbering sequences specified in DFARS 204.7004(d)(2)(i), exclusive of Task Order numbers 0001 thru 9999 which

are reserved for DIA use. Non-DoD agencies may use any numbering system provided it does not conflict with either of these numbering systems.

Agency Specific Clauses and Additional FAR Clauses: Provisions and clauses that supplement the FAR, which are prescribed and included in authorized agency acquisition regulations and issued within an agency to satisfy the specific needs of the agency as a whole, may be added at the Task Order level so long as they are not inconsistent with the terms of the SITE contract.

8. Customer Responsibilities

8.1 Customer (End-User) Responsibilities

The requiring organization is responsible for the following:

- Identifying the requirement
- Ensuring funds are available by date of award (at the time of RFP release, if funds are not fully available, the RFP must state “subject to availability”)
- Preparing PWS or SOO (guidance available from ISP Representative or DIA SITE PM)
- Developing Proposal Evaluation Criteria
- Developing Independent Government Estimates (ISP Representative will provide guidance)
- Preparing other documentation to ensure the Task Order package is complete
- Reviewing contractor’s proposal for technical approach/technical costs
- Providing written technical evaluation
- Supporting the DCO as needed in negotiations
- Nominating a COR
- Performing technical surveillance
- Monitoring the QASP - documenting positive/negative contractor performance
- Completing performance reports
- Ensuring all deliverables have been submitted and meet Task Order requirements
- Reporting any suspected fraudulent activities by SITE contractors to the DCO/PCO for possible referral to the cognizant Inspector General (IG) office
- Reporting the outcomes of any investigations conducted to the DCP/PCO and the SITE PM.

8.2 DCO Responsibilities

The contracting organization is responsible for the following:

- Receiving Task Order package from requesting organization or ISP Representative
- Seeking SITE PCO endorsement/approval if Fair Opportunity exemption is intended (refer to paragraph 7.3)
- Reviewing PWS or SOO and Proposal Evaluation Criteria
- Ensuring Funding Documentation is accurate
- Requesting proposal from contractors (all, some or one as appropriate)
- Receiving/Evaluating proposals
- Conducting discussions (unless awarded without discussions)
- Conducting Best Value determination
- Awarding Task Order (provide copy to DIA PCO)
- Administering Task Order
- Resolving Task Order disputes, claims and protests
- Ensuring past performance is completed in accordance with agency procedures for each Task Order
- Conducting close-out procedures

In addition to the normal processing of Task Orders, the issuing contracting office also has the ultimate responsibility for:

- Ensuring that the SITE PCO is provided copies of all Task Orders issued against SITE contracts and all modifications within 15 days of issuance.
- Appointing COR and specifying their duties/responsibilities under SITE orders
- Providing a copy of the COR appointment letter to the SITE PMO or PCO
- Ensuring that the SITE PCO and PM receive timely information on any issues or problems with the Task Order.
- Providing information copies of reports to the SITE PCO required by FAR, DFARS and statute.
- Reporting fraudulent activities or investigations regarding SITE contractors to the DIA Inspector General (IG) office via the SITE PCO or PMO

8.3 COR Responsibilities

Contracting officer's representatives (CORs) will be designated by letter of appointment from the DCO or SITE PCO when DIA provides assisted acquisition services. The COR:

- Obtains Service/Agency required training for CORs

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- Serves as focal point for all task activities and acts as primary point of contact for contractors
 - Provides technical oversight of the Task Order and ensures adherence to the terms and conditions of the Task Order and SITE contract.
 - Is not authorized to make commitments or changes that may affect price, quality, quantity, delivery or other terms and conditions of the contract or Task Order and may be held personally liable for unauthorized acts.
 - Conducts final inspection and acceptance of Task Order services and deliverables
 - Accepts Task Order services, receives any materials purchased, receives and reviews deliverables, and performs contractor surveillance in accordance with the QASP.

8.4 Security Responsibilities

Each Service/Agency is separately responsible for contractor personnel security management to include the processing and maintenance of security clearance approvals for contractors according to their Service/Agency guidelines. In those cases where DIA performs the contracting services for a Service/Agency IAW with the signed MOU or Interagency Agreement, the Task Order's DD Form 254 will determine who provides these services (generally the Customer will be responsible for providing the DD Form 254).

Over the course of the IDIQ Contracts, occasionally contractor personnel will need to move between Task Orders that may be serviced by different Security Organizations (e.g., moving from a completed DIA Task Order to a new Army Task Order). Pursuant to reciprocity procedures, requests for transferring Contractor personnel with SCI billets between Services or Agencies will comply with Intelligence Community Policy Directive (ICPD) 704.2. The COR is responsible for this coordination.

As a courtesy among SITE Sponsoring Activities, and to reduce any potential "downtime" while clearance requests are being processed by the new security office, each losing COR and managing Security Office are encouraged to aid in this transition by maintaining the existing security position for 90 days beyond the Task Order before the Contractor employee is entirely "read-off" by the losing organization (this is fully allowable because the primary IDIQ Contract with the Contractor's personnel is still in force). It is requested that a 90 day perm-cert for this transition period from the losing Security Office to the new Security Office be performed to provide to the Government with the ability to immediately engage the contracted services of the transitioning employees.

NOTE: All of the above contracting activities and responsibilities will be accomplished based on guidance from the appropriate ISP Representative, the SITE PM and SITE PCO.

9. Post Award/Administration of Task Orders

The Task Order issuing DCO will perform all required administrative functions, including closeout procedures on their respective orders.

Contractor Performance Assessment Reporting System (CPARS): As required by their Service/Agency, the requesting organization COR or Program Manager shall be responsible for CPARS reporting for SITE Task Orders that meet the CPARS dollar threshold. Although DIA is exempted from using CPARS, CORs and Program Managers are responsible to provide copies of any CPARS submissions to the SITE PM to be included in the overall quality assurance program of SITE.

10. SITE Prime Contractors

PRIME CONTRACTOR	CONTRACT NUMBER
BAE Systems Information Solutions, Inc.	HHM402-10-D- 0013
General Dynamics Information Technology	HHM402-10-D- 0014
Lockheed Martin Information Systems and Global Services	HHM402-10-D- 0015
Northrop Grumman Information Systems	HHM402-10-D- 0016
Science Applications International Corporation	HHM402-10-D- 0017
Systems Research and Applications Corporation	HHM402-10-D- 0018
Blue Canopy (BC FED) Government Services	HHM402-10-D- 0019
CenTauri Solutions, LLC	HHM402-10-D- 0020
Enterprise Information Services, Inc.	HHM402-10-D- 0021
Red Arch Solutions	HHM402-10-D- 0022
Worldwide Information Network Systems, Inc	HHM402-10-D- 0023
