ATTACHMENT A
SOLICITATION HSHQDC-17-R-00020

Statement of Work
for
Systems Engineering and Technical Assistance (SETA)
Indefinite Delivery Indefinite Quantity (IDIQ)

Science and Technology (S&T) Directorate
Research and Development (R&D) Program Support

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Background and Introduction

In its continuing quest to make America secure, the U.S. Department of Homeland Security (DHS) is committed to advancing science, creating cutting-edge technology, and leveraging scientific and non-scientific talents in order to strengthen the domestic defensive posture against terrorism. As a result, the Science and Technology Directorate (S&T) arm of DHS is dedicated to creating, promoting, encouraging and advancing a full range of research and development (R&D) efforts to drive innovation and efficient technological solutions to help guard the homeland and guide the nation to a better protected and resilient future.

To support DHS S&T's mission, a full range of Systems Engineering and Technical Assistance (SETA) services are needed. SETA services range from providing administrative assistance to providing expert technical assistance on national efforts that will contribute to maintaining and expanding the capabilities of homeland security. The primary program offices within S&T are as follows:

- Homeland Security Advanced Research Projects Agency (HSARPA): develops, tests and evaluates new technologies and capabilities for DHS components and the broader homeland security enterprise in the mission areas of:
    - U.S. Air, Land and Maritime Border Security: develops and transitions technical capabilities that help strengthen U.S. border security by safeguarding lawful trade and travel, interdicting illegal immigrants; disrupting and dismantling transnational criminal and terrorist organizations.
    - Explosives Countermeasures: develops technologies to protect airports, airplanes, and traveling public to include providing better screening for explosive threats entering key public buildings, large special events, or developing screening systems for congested public places with non-traditional checkpoints such as subways, buses or ferries.
    - Chemical and Biological (CB) Defense and Countermeasures: characterizes CB threats, develops technologies for agent detection and disease surveillance, attribution of, response to and recovery from release of CB agents.
    - Cyber Security: researches and develops innovative solutions and useable technologies, tools and techniques to defend and secure current and future systems, networks and critical infrastructures against cyber-attacks and to mitigate illicit incursions of cyber systems.
- First Responders Group (FRG): identifies and validates responder needs; conducts RDT&E to exploit existing and emerging technologies, knowledge products and standards to ensure

the safety of first responders; help first responders share data and critical information; help first responders communicate through interoperable means; make communities more resilient; and address violent extremism.

- Research and Development Partnerships (RDP): fosters and leverages partnerships and strategic business initiatives across other government agencies and national laboratories, industry, academia (via Centers of Excellence), and international partners in order to gain access to research and development activities outside S&T to reduce duplication of efforts and maximize joint exploration of promising and innovative solutions for the homeland security enterprise.

- Capability Development Support (CDS): develops and oversees performance standards of technology and systems of the homeland security enterprise. Provides test and evaluation support and oversight to DHS development programs, and applies operations research and analysis to identify and prioritize DHS capability gaps.

Encompassed within the overall program structure, S&T has identified critically enabling functions known as Engines and high priority projects known as Apex Projects, both of which are of value across the department: The Engines are cross-cutting R&D functions that identify, apply and explore techniques across multiple disciplines that may be leveraged to advance various DHS missions. Such disciplines may include behavioral economics and social science; communications and network systems; data analytics; identity access and management; modeling and simulation, and situational awareness and decision support. The establishment of the high priority Apex Projects reflect the commitment of S&T to realize its visionary goals: Screening at Speed; Trusted Cyber Future; Enable the Decision Maker; Responder of the Future; and Resilient Communities.

SETA service may require providing technical knowledge, scientific information, advice, opinions, alternatives, analyses, feedback, and recommendations; providing administrative support to program and technical management; and providing assistance to program planning and oversight, exercise, development, execution and evaluation; system level analysis; system integration support inclusive of understanding of threats and vulnerability; technical assessment & evaluation to support and complement the Government's technical experts in applying research, development test & evaluation (RDT&E) towards accomplishing the DHS mission.

Scope

The scope of this requirement is to provide the DHS S&T, currently and as it expands and reorganizes, with professional scientific, technical and programmatic assistance and relevant administrative assistance services to support efforts in research, development, test and evaluation (RDT&E). Scientific and technical services may include advisory assistance support in technology scouting; vulnerability and risk assessment and mitigation; project justification and defense; program planning; evaluation and analyses of programs, projects, budgets and performance; and project

execution, transition and commercialization. This also includes providing programmatic support in the development and preparation of acquisition and procurement documents. Administrative assistance may include providing ancillary support to advance the overall mission of the program office, through its project objectives, and conducting support activities and functions in order to sustain the day-to-day business practices of an organization. These services are comprehensively categorized as Systems Engineering and Technical Assistance (SETA) support services. As such, SETA support must expeditiously acquire the fundamental understanding of the department's (DHS) and S&T's overall and respective program offices' mission, practices, policies, and procedures; and respond professionally and promptly to mission needs within a demanding, challenging, and evolving environment.

Objective

The objective of this requirement is to acquire professional SETA services with sufficient scientific background and business administration expertise to effectively support a full range of programmatic initiatives, inclusive of research, development, test and evaluation, as well as executing underlying budget and acquisition functions.

SECTION 1: SETA REQUIREMENTS and SKILLSETS:

All contractor personnel must be able to respond quickly to requirements and tasks with stringent deadlines in a demanding and evolving R&D environment. Contractor personnel shall present and project professionally in demeanor, comportment and dress. Contractor personnel shall independently and proactively execute the coordination/completion of a myriad of business matters and therefore each contractor personnel shall be flexible, multi-talented; possess strong critical thinking abilities and judgement skills; and shall be sufficiently knowledgeable within the required technical area(s) of expertise and background; and possess complementary administrative skills to help successfully accomplish all programmatic functions assigned, and provide a comprehensive 360 degree assistance support at all times. The requirements also necessitate the ability to interact with various levels of people within and outside of the organization to obtain information. Therefore the contractor personnel shall be familiar with and have the ability to be effective in a challenging R&D working environment, diligently mastering and managing priorities, and accurately communicating the preferences and philosophies of the directorate and their various program offices and clients. Strong interpersonal, organizational, analytical and planning skills are required and must be able to work with minimal guidance as well as collaboratively. Contractor personnel shall successfully integrate and coordinate all activities needed with all respective parties to execute the requirements specified within each task order. An integral part of successful performance is not only the production of quality products and services specified at the task order level, but the responsiveness of contractor personnel in the day-to-day business at hand. The end progress report, product or deliverable is as much vital to successful performance as is client interaction and responsiveness. Therefore, contractor personnel shall seek to ensure customer satisfaction is achieved and professional and ethical behaviors are maintained at all times.

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1.1 Managers and Leadership

Managers and Leadership must be able to operate in a demanding and evolving environment and have excellent oral and written communication skills; is experienced in managing personnel issues and achieving results to the benefit of the Government in a timely manner, is committed to the Government mission and can instill such commitment among contractor staff, has a positive "can do" attitude, can provide for creative solutions to problems and issues with effective and timely remedies, has intuition and can guide the contractor team through the process of day-to-day tasks, is confident and can quickly remedy issues and problems and can maintain a contractor team morale by keeping all contractors working and moving ahead, can inspire the contractor staff to feel invested in the Government's mission, and is approachable and can customize their management approach on a person-by-person, based on the situation at hand. Shall possess excellent record keeping and organizational skills and be able to take and quickly implement direction from the Contracting Officer Representatives and the Contracting Officers and must be capable of coordinating all vital contractual matters (e.g. performance issues, inquiries made on invoices, transitions, etc.) in a timely manner without causing disruption to services to the Government. Shall provide corrective action plans, timely contractor replacements with the approval of the Government, ensure all staff on-boarding occurs on a timely manner, timely identification of issues, ensure customer satisfaction is achieved and professional and ethical behaviors are exhibited, and effective management of all contractor personnel (including subcontractors) and shall manage the timeliness, completeness, and quality of the contract performance, deliverables and on-boarding documents.

Functional Areas Under Managers and Leadership

1.1.A IDIQ Level Manager and Leadership. A Manager must be established at the IDIQ level who shall serve as the single point of contact for all contractual matters relating to the overall IDIQ. This includes, but is not limited to, tracking all task order performance, resolving any performance issues that cannot be resolved at the task order level, ensuring vacant positions are filled in a timely manner without any disruption to the Government, overseeing the contract transition and record keeping, ensuring quality service is provided at each and every task order level, and overseeing the task order Manager. The IDIQ Manager shall serve as the liaison between the IDIQ Contracting Officer Representative and the contractor management and shall execute all transitions. The IDIQ Manager must be a proven leader who can step in and make timely decisions to help rectify any and all situations risen at the task order level.

1.1.B Task Order Manager and Leadership. Each task order must also have a Manager to oversee the daily initiatives and activities at the task order level. The task order Manager shall serve as the single point of contact for all contractor employees and shall be the liaison between the task order contractor staff and the task order Contracting Officer Representative. The task order Manager is responsible for ensuring the deliverables are met, progress is achieved in a timely manner, resolving all task order performance issues and readily engaging the task order Contracting Officer

Representative whenever necessary, and overall managing contractor personnel and their time. The task order Manager shall also ensure there is no disruption in the quality of services to the government at any time, ensure record keeping, provide for successful transitions, and track and aid the IDIQ Manager in filling vacant positions in a timely manner at the task order level. The task order Manager is responsible for ensuring all of the overall task order requirements are met in accordance with the task order statement of work or performance work statement.

1.2 Portfolio, Program and Project Assistance Support

The principal function of S&T is to support Research and Development, and Test and Evaluation services to expand the understanding of current and new solutions. As such, all SETA support providing assistance in project management to the functional areas below must be well-rounded and possess a wide range of diverse skillsets to meet project and programmatic needs. While the technical background and knowledge may vary from program office to program office and from project to project, all SETA support personnel providing direct assistance to government technical experts in any office must be experienced in accomplishing all portfolio, program, and project related functions including, but not limited to:

- Independently prioritize mission needs and workload. Quickly understand where authority lies in given scenarios when working with various stakeholders when consensus is not reached.

- Assist in communication with stakeholders and other government service providers. Therefore, shall be capable of quickly familiarizing oneself with programmatic policies, procedures, processes and mission needs to assist with the execution of tasks.

- Provide input and assistance in preparing project briefs, composing project reports and documents, and other project related materials; scheduling and assisting in organizing logistical support and hosting project-related meetings, reviews, and video or teleconferences.

- Work with minimal guidance and diligently with various stakeholder to gather necessary information and must be able to take direction from the Government and timely implement the necessary changes or edits. For example, SETA staff will be required to work closely with various government officials, such as portfolio and program managers, executive management officials, contracting officers, and other stakeholders, and may be required to address necessary changes based upon their review and comments. Must also be able to work with challenging and conflicting information to meet mission needs.

- Assemble acquisition documents for purchase request packages. Shall possess comprehensive familiarity with the acquisition and procurement process to include

understanding different assisted acquisitions and contract types, and their purposes and potential uses. Assist with requirements such as conducting market research and composing meaningful, comprehensive market research reports, providing assistance in composing independent cost estimates based on contract types and the actual need related to the program mission, assist with acquisition planning and producing meaningful and comprehensive acquisition plans, etc.

- Quickly understand technical needs and synthesize them in a comprehensive requirements document such as statement of works, performance work statements, statement of objective, etc., in plain English. Hence, shall understand the different contract types and acquisition document types and their purposes (e.g. working knowledge of how to prepare and understand the purpose of Determination and Finding (D&F) and Justification and Approval (J&A), and other procurement related documents).

- Prepare documentation for modifications, tasks related to project and contract execution. This includes facilitating and assisting with closing out projects or contracts and interagency agreements. Establishes and maintains program contract files and records.

- Assist in portfolio, program, project planning and control including tracking technical and fiscal performance, schedules, and government assigned action items; creating funding and budget documents; preparing project plans and milestones, status reports, monitoring the execution of the tasks for quality and against planned timelines.

- Coordinate and track progress of R&D funding actions that facilitate portfolios, programs, projects execution; obtain funds status (commitment, obligation, expenditures); and be capable of monitoring expenditures. Assist in funds management and budget planning.

- Keep records of all documents at the project level. Develop, refine and make available an archivable, searchable, indexed repository comprising official portfolio, program, and project records. Independently or under minimal guidance identify, collect, distill, organize, and maintain files of all program documents with availability the program office. May also require capturing best practices and lessons learned, and maintain currency of all records so the documents can be transitioned efficiently within the office.

Functional Areas Under Portfolio, Program and Project Assistance Support

Complementary to the experience and acquisition capabilities described above, the SETA staff is required to possess sufficient technical knowledge to successfully assist within a specific area(s) of the acquisition process:

1.2.A Technology Foraging and Scouting. Discovers and forecasts technologies and products that can advance homeland security capabilities to help S&T capitalize on existing and developing markets. Supports S&T's strategic and tactical R&D investment decision-making through research and analysis of technology markets and the public-private innovation landscape.

1.2.B Research and Development. Consists of investigative activities conducted with the intention of improving existing or developing new products or procedures. This may include the development of new concepts based on the understanding of eventual operational context, conduct of market surveys, analysis of alternative solutions, demonstration of concepts feasibility, development of prototype that implements feasible concept.

1.2.C Test and Evaluation. Determine the feasibility of a concept or a prototype through a rational series of tests that measure a maturation of a concept against a set of requirements for the eventual use within an operational context. This will include the development of test plans and defining test environments. Requires understanding of user requirements as well as key elements of concept under evaluation. Incorporates analysis of data against defined test criteria, development and provision of test reports. Make recommendations on adequacy of concept or further required development of concept.

1.2.D Systems & Operational Analysis and Engineering. Promotes detailed understanding of current systems and how such systems can be improved by the injection of new technologies, procedures, etc. May require development and use of mathematical models, prototyping, or both, in simulated environments to describe and enhance understanding of a system in context. Applies systems engineering techniques and methods in support of technology development and acquisition efforts at all stages of the life cycle management process.

1.2.E Information Management. Aggregates and assimilates knowledge, data, or both to extract meaningful content for application to a specific need or a variety of mission needs. This may include the development of repositories, curation of reports, creation of searchable data bases, and synthesizing data into summary reports of various types. This will also include the fusion of data through appropriate algorithms to support and inform meaningful decisions, analyses, and recommendations.

1.2.F Operational Testing and Integration. Evaluate the performance of technology and non-material solutions in their intended operational context or a simulation thereof. This may involve close collaboration with the user community to understand requirements, to identify most relevant operational environment, and provide assistance in determining the potential acceptance by the user. This may also include refinement of established performance criteria in conjunction with the user and making further recommendations on engineering changes as necessary to meet user requirements. Activities may include advanced technology demonstrations and advanced concept technology demonstrations. Advise and make recommendations on integrating solutions into concept of operations, development of standard procedures, training material, and like thereof.

1.2.G Technology Transfer, Transition and Commercialization. Encompasses technology transfer and commercialization support and aids transition of products to end users. This may include developing formal technology transfer, transition and commercialization agreements; assisting with patent applications and intellectual property tracking and management; and exploiting technology scouting and market analysis to assess the potential for absorption of new products into the market place.

1.2.H Risk Management and Mitigation. Analyze projects and programs to identify critical risk elements and susceptibilities to failure through an application of numerical approaches. Identify and prioritize options available to reduce, monitor and control the likelihood or impact of failure in a critical process element. This may also include identifying options to increase the resilience of systems to unmitigated risks.

1.3 Program Office Support

Functional Areas Under Program Office Support

1.3.A Executive and Other Administrative Assistance. Provide support assistance in coordinating, organizing and scheduling meetings, taking meeting notes and attendance. Coordinate program level taskings to the program office. Such tasking's may include congressional responses, testimony reviews; program data calls; organizing and assisting with office drills, office filing; office correspondence; tracking system; coordinating office requests, (e.g. IT issues, etc.).

1.2.B Graphics and Communications. Assists with the development of communication strategies, plans, and outreach. Originates new or refines draft briefings, posters, newsletters, websites and other communications devices in accordance with prevailing DHS polices, templates, and guidance. Possess expertise in standard graphic tools such as Adobe Photoshop and other specialty tools within the area of expertise. Perform video recording and editing and support content management on networks and platforms such as Facebook, Twitter, and YouTube. Coordinate with all respective offices and personnel such as the Office of Corporate Communications in order to accomplish such tasks. Coordinate publication of documents with the respective program offices, maintain records of cleared documents and those in progress.

1.3.C Travel Support. Travel administrative support shall coordinate all travel requests in accordance with DHS Travel regulations and policies, ensure compliance to policies, compose travel summary reports for the management, maintain travel logs, monitor and process all travel requests and reimbursements. Reconcile travel vouchers and coordinate travel related activities within the program office support travel plans and preparations including coordinating requests for passports, visas, etc.

1.4.D Web Portal and Application Development. In accordance with DHS policies, provide

maintenance for collaboration site and build new capabilities, functions and utilities on applications (e.g. SharePoint 2013 (or later versions, Office 365, etc.) to enhance communications, collaboration and operational functions. Maintain expertise in current versions of application and coordinate with offices to share and implement best practices. Must be able to coordinate user requirements, conduct requirements gathering and analysis, and provide documentation support. Keep records of, update or develop technical documents as to what was customized and why; or develop end user documents and provide user training, advise and consultation. May also require web design and development experience.

1.5.E Budget and Strategy Support. Maintain current year budgets and spend plans and support the development of future year budget and plans such as resource allocation plan, development of the President's budget request and other related requests. Monitor budget, ensure execution of funding is consistent with spending plans, analysis to identify variance from plans and recommend remediation actions. Provide recommendation to minimize future variance from plans and, as required, advise management on all budget and funding issues. Support development of program strategy and prioritization of objectives for future funding. Maintain the database which tracks historical data for funds allocation, distribution, and obligation. Work collaboratively to provide office support, as required; maintain and monitor contract files relating to budget activities; review PR packages and provide quality review of acquisition related documents.

1.6.F S&T Knowledge Management. Develop, refine and make available an archivable, searchable, indexed repository comprising official S&T records, such as technical reports, requirement documents, technology transition agreements, memoranda, and other formal management records. Independently or under minimal guidance identify, collect, distill, organize, and maintain files of all critical program documents with rapid availability to the Government. May also require capturing best practices and lessons learned, and connecting user with the information available.

1.7.G Emergency Response Planning. Support employment of effective emergency or incident response to all hazards events with substantive consequences. Services may include coordinating emergency planning, supplies, and communications; assisting in the oversight of facility and resource requirements for mobilization; assistance and participation in national-level response and COOP exercises; and providing situational awareness report.

1.8.H Other Subject Matter Experts. Highly specialized knowledge and expertise required to support S&T requirements or issues related to threats and vulnerability, policy and regulations, intelligence, and optimizing organizational processes and needs. Such support, for example, may be called to assist in the formulation or a reformulation of an S&T program, assistance with studies to inform major policy initiatives related to S&T, and provide strategic perspective or critical advice on high priority concerns or matters related to the homeland security enterprise.

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SECTION 2: GENERAL CONTRACTUAL REQUIREMENTS

2.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to this requirement. The contractor must maintain continuity between the support operations at S&T, designated alternative sites and the contractor's corporate offices.

The contractor shall establish processes and assign appropriate resources to effectively administer this contract. The contractor shall respond to government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the government and contractor personnel assigned to each task order contract. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work task order requirements.

2.2 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on task order requirements and shall be responsible and accountable for subcontractor performance on task order requirements.

The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team at the discretion of and after notification to the task order Contracting Officer and COR.

2.3 Transition Plans

The transition-in and out plans shall incorporate an inventory of all documents, procedures, materials and any and all information that is required to fully perform the services provided under a contract. The contractor is responsible for logging daily activities and exchanges between all respective parties and as such the contractor shall work diligently and professionally during the entire phase to identify all information and materials to be transitioned. The contractor shall develop milestones to be able to achieve successful transition of the identified information and materials. Finally, the contractor is responsible for executing the milestones to achieve successful transition of all items identified. The contactor is also responsible for coordinating a weekly briefing inclusive of all relevant parties. The meeting shall summarize all actions completed and in progress, including all information exchanged for the week with dates and times. The contractor shall obtain documented evidence of all parties agreeing to the results achieved at the conclusion of each meeting. Overall, the transition plans should talk to the detailed transition methodology in logical sequence to ensure a smooth transition of all tasks and subtasks of a contract without interruption or degradation of service levels; identify key transition events and objectives with a corresponding completion timeline; identify the associated risks and issues with risk mitigation strategies; and finally, identify the key individuals participating

in the transition. The same transition principles apply at the micro level when individual contractor personnel are replaced during an active contract. The transition documents should be considered live documents that can be revised as the actual execution takes place to provide for flexibility to achieve a successful transition by the final date of the transition period. At any point that the contractors are uncooperative or unprofessional towards one another or the Government, the behavior will be reported in CPARS.

When transitioning-in the contractor is responsible for ensuring all information is learned, and knowledge of the processes, documents and materials identified is retained to successfully carry on duties without interruption to government services. When transitioning-out the contractor is responsible for ensuring all information, knowledge of processes and contract activities, and documents are passed on successfully.

2.3.A Master Transition Phase-In Plan. A master transition-in plan shall be generated at the IDIQ level and modified to fit the needs of the program office for which the support will be provided at the task order level. The details of the plan shall be refined at the task order kick-off meeting. The kick-off meeting ideally should happen prior to the contract effective date to ensure a smooth onboarding.

The contractor shall provide a phase-in transition plan that describes how the contractor will transition without disruption to government operations. The task order level transition-in plan should be consistent with the master transition plan incorporated at the IDIQ level. The phase-in period shall not exceed 30 calendar days for the transition during which the contractor shall overlap with the current contract. During the phase-in period, the contractor shall become familiar with performance requirements, establish responsibilities for the management of the tasks, and finalize the required plan. The plan must be detailed and include all activities that may be required to transition to full operational capability to successfully assume all duties under the contract. A near final draft plan must be provided to the government by the 2nd week of the 30 day transition period, for initial government review. At least a week before the final expiration date of a contract the contractor shall set up a meeting with the outgoing contractor and the task order Contracting Officer Representative(s) and Contracting Officer(s) to ensure all parties are in agreement of all actions taken and a successful transition has transpired.

2.3.B Master Transition Phase-Out Plan. A master transition-out plan shall be generated at the IDIQ level and modified to fit the needs of the program office for which the support will be provided at the task order level.

The contractor shall provide a phase-out plan at the task order level no later than 60 days prior to expiration of the task order. This phase-out plan shall be consistent with the master phase-out plan incorporated at the IDIQ level. An effective transition will be facilitated by the maintenance throughout contract execution of an accurate, current and 100% government accessible set of records for the program office. The contractor shall overlap with the incoming contractor during transition

for a nominal period of 30 days and, work with government personnel and the incoming contractor to transfer all knowledge, information and documentation for all projects and tasks related to the contract. At least a week before the final expiration date of a contract the contractor shall set up a meeting with the outgoing contractor and the task order Contracting Officer Representative(s) and Contracting Officer(s) to ensure all parties are in agreement of all actions taken and a successful transition has transpired.

2.4. Quality Control Plan (QCP)

The contractor has a fundamental responsibility for the control of the work they perform. As a result, the contractor shall submit a Quality Control Plan that articulates a quality control system that ensures that the work performed meets contract requirements. The plan shall articulate how the contractor will measure, track, report and analyze contract performance. At a minimum, the QCP must include a self-inspection and a follow-up inspection plan; methodology for identifying and correcting problems; composition of QC team with identification of individual roles and responsibilities; and an outline of the procedures that the Contractor will use to maintain quality, timeliness, responsiveness, customer satisfaction, and any other requirements set forth within the terms and conditions of this contract.

NOTE: Contractor shall notify the government of any and all problems encountered immediately.

2.5 Deliverables Table

DELIVERABLES **It is up to the contractor to manage their resources to maximize value to meet the deliverables on the government's timeline.**			
Name & Format	**Deliverable Description**	**Frequency of Deliverables**	**SOW Reference Number**
1) IDIQ Contract Deliverable. 3-ring binder or as requested by the IDIQ COR	The contractor shall provide 1 binder containing: • all copies of current awards and modifications received during the reporting period. • task order chart – chart detailing all modifications made to date including: POP, funding and date of modification.	15th day of each month once contract awarded. If the 15th calendar day falls on a weekend or holiday, the report is due the following business day.	Section I. Subsection 1.1 Mangers and Leadership

	• signed NDA agreements for personnel brought on during the reporting period to include form 11000-6, Supplemental Form SETA III NDA, Contractor disclosure of interests per FAR clause 52.203-16. • any known information on anticipated TO modifications • Excel worksheet compiling financial status aggregating information across all TOs and per TO by CLIN (or as requested) • summary of resolved, pending and emerging issues • status on vacancies, replacements and onboarding of staff per TO and across all TOs • Travel: SETA names, government beneficiary official, purpose of travel for SETA, location of travel, duration of travel, event location, and event name. List & corresponding information above must be provided in Excel worksheet for the reporting period. • ODCs: Itemized list of what was or will be purchased, purpose of purchase, name of government official authorizing the purchase, name of SETA purchaser. List & corresponding information above must be provided in Excel worksheet for the reporting period. • point of contact chart with TO PM contact information including, e-mail and phone and IDIQ • Manager contact information.		

	The deliverable shall also include any other information concerning topics that affect the task order or as requested by the IDIQ COR, depending on current events that transpire. The IDIQ contract deliverable shall be accompanied by a cover letter on company letterhead. The cover letter shall describe the contents of the complete package.		
2) Meeting with IDIQ CO and COR	• Discuss information provided in deliverable #1. • Provide IDIQ meeting agenda 48 hours in advance of meeting. • Provide meeting minutes to IDIQ COR no later than 7 days after meeting.	4th Wednesday of the month once contract awarded.	Section I. Subsection 1.1 Mangers and Leadership
3) Master Transition Plans in Word Document	• Phase-In Transition Plan • Phase-Out Transition Plan	Master plans must be submitted at proposal due date for evaluation. The master plans shall be then modified to fit the needs of each task order and program office requirement.	Section II. Subsection 2.3 Transition Plans
4) Quality Control Plan in Word Document	• Quality Control Plan that discusses a systematic approach to how services provided to the Government will be monitored, tracked and analyzed and improved.	Plan must be submitted at proposal due date for evaluation. The master plan quality control plan shall be then modified to fit the needs of each task order and program office, as necessary.	Section II. Subsection 2.4 Quality Control Plan