

**RESPONSIVE STRATEGIC SOURCING FOR SERVICES
(RS3)
CONTRACT OFFICE**

Guidebook



Revised 24 July 2024

Responsive Strategic Sourcing for Services Contracting Office

MISSION

To provide Federal and State government agencies and organizations world class contract administrative and procurement support services for their Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance and Reconnaissance (C5ISR) professional services mission requirements.

Responsive Strategic Sourcing for Services Contract

The RS3 Contract is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract providing customized best value solutions to a diverse group of organizations spanning the spectrum of C5ISR mission requirements.

The RS3 Contract has a \$37.4B ceiling and a ten-year ordering period.

The RS3 Contract's primary support service domains are Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training.

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RS3 CONTRACT SUPPORT BENEFITS

- **Best value solutions**
- **No restrictive labor categories**
- **Flexibility, contract type and evaluation criteria determined by mission partner requirements**
- **Support for worldwide government C5ISR requirements**
- **Quarterly reviews with mission partners to ensure ACC-APG is providing the highest quality level of support**
- **RS3 Contracting Office assistance with pre-award documentation**
- **RS3 Contracting Office contracting officer and contract specialist provide dedicated contract administrative support to the mission partner from pre-award to post award.**
- **Extended ordering period**
- **5-year+ period of performance task orders**
- **Portfolio of highly specialized and technically competent industry partners**
- **RS3 Contracting Office serves as a base of operations for support to DPA Contracting Offices, mission partners and industry partners**
- **Program Management Reviews (PMRs) and APBIs announcing projected mission partner opportunities**
- **Templates and sample documents to assist contracting offices and mission partners in completing pre-award documentation**
- **Streamlined processes and procedures complying fully with all acquisition regulations and requirements**

C5ISR SUPPORT SERVICES AVAILABLE

The following list of RS3 Contract support services is not all inclusive. For questions regarding whether your organization's mission requirement is within the RS3 Contract's scope of services, please contact the RS3 Contract Office.

Acquisition and Strategic Planning

Acquisition Planning	Policy and Regulation Development
Accounting	Presentation Support
Administrative Support	Program Analysis, Planning, Audits and Evaluation
Budget Analysis	Program/Budget Scheduling and Planning
Budget Documentation Support	Program Management
Contract Planning	Public Affairs Support
Cost Analysis and Estimating	Network Administration
Financial Advice	Risk Management Support
Financial and Performance Audits	Security Support
Financial Planning	Strategic Planning
Human Resources Support	Technical Advice and Assistance
Liaison Support	Technical Requirements Development
Operations Management and Support	
Planning, Programming, Budgeting and Execution (PPBE) Process Support	

Education and Training

Computer System Training	Systems Engineering Training
Customized Business Training	Training Aids
Development of Training Manuals	Training Devices
Electronic Training Applications	Training Documentation
Logistics Training	Training Equipment
Mobile Training Facilities	Training Facilities
New Equipment Training	Training Policies/Procedures/Processes
Personal Computer Based Training	Training Provisioning
School House Training	Training Services
Software Training	Training Simulators
System Fielding	Training Software
System Installation	Training Studies, Analysis, Assessments and Reviews
System Operation and Maintenance	Training System Deployment
System Overhaul	Training Techniques
System Repair	Web Based Training

Engineering

Advanced Technology Pilots and Trials	Platform Installation and Integration
Analysis of Alternative (AoA) Studies	Power (Wireless)
Augmented/Virtual Reality	Power Sources/Management/Generation
Baseline (Configuration) Management	Presentations
C4ISR Labs Support Services	Producibility
Cloud Computing	Program Protection
Command and Control on the Move (C2OTM)	Prototyping and Fabrication Support
Common Computing Environment	Quality Assurance
Communications Engineering	Quality Engineering
Configuration Management	Radar and Radio Engineering
Continual Process Improvement	Risk Management
Cyber Security and Information Assurance	Sensor Engineering
Data Analytics	Software Engineering
Data Management	Software Independent Verification and Validation
Design and Development of Mounting Fixtures and Assemblies	Software Infrastructure and Applications Development and Integration
Design Documentation and Technical Data	Software Requirements and Specifications
Display Technology	Speech Recognition
Document Preparation and Review	System Design
Engineering Process Improvement	System Effectiveness and Analysis
Failure Analysis	System Engineering and Analysis
Fielding, Deployment, and Sustainment of C5ISR	System Integration
Weapon System Prototypes/End Items	System Security and Information Assurance
Foreign Military Sales (FMS) Support	Systems or Platforms
Gesture Technology	Tactical Data Exchange
Human Factor Engineering	Technical Data Management
Independent Verification and Validation	Technical Documentation
Integration	Technical Planning
Interoperability	Technical Studies, Analysis, Assessments and Reviews
Knowledge Engineering	Technical Subject Matter Expert (SME) Support
Life Cycle Management	Technology Insertion
Manufacturing Development and Hardware Support	Test and Evaluation
Manufacturing Engineering	User Interface Modalities
Manufacturing Readiness Level (MRL) Assessments	
Modeling and Simulation	
Multi-model Interface Technology	
Network Engineering	
Neuro Technologies	
Operation and Maintenance or Direct Support of C5ISR	

Logistics

Analysis and Recommendation of Support Equipment
Certification Support
Configuration Management
Demilitarization and Disposal Planning, Analysis and Documentation
Deployment Logistics
Depot Maintenance
Depot Maintenance Planning, Analysis and Documentation
Fielding, Deployment, and Sustainment of C4ISR Weapon Systems
Fleet Management
Inactivation and Disposal
Integrated Logistics Support (ILS)
Life Cycle Sustainment
Logistical Studies and Evaluations
Logistical Database, Website and Software Development and Support
Logistics Demonstrations
Logistics Design
Logistics Document Distribution
Logistics Document Preparation and Review
Logistics Management and Support Services
Logistics Operations and Maintenance
Logistics Operations Support

Logistics Optimization
Logistics Studies, Analysis, Assessments and Reviews
Logistics Subject Matter Expert (SME) Support
Maintainability Studies and Evaluations
Maintenance Facilities
Maintenance Support Services
Packaging, Marking, Handling, Storage, and Shipping Support
Painting, Coating, Sealing and Preservation Support
Property Documentation and Transfer of Equipment
Repair and Alteration
Reset Readiness
Security Support
Special Tools
Supply Chain Management and Provisioning
Support Equipment
Supportability Analysis and Implementation
Technical Data Management
Technical Manual Development
Technical Manual Distribution
Technology and Industrial Base Analysis
Test Range Support
Transportation, Storage, and Facilities Support
Value Chain Management
Warehouse Management and Support
Warranty Support

RDT&E

Advanced Technology Development and Demonstrations
Applied Research
Breadboard Design and Fabrication
Coalition Interoperability and Experimentation
Developmental Test Support
Drawing and Design
Evaluation of Technology Applications
Experimentation and Certification
Exploratory Research and Experimentation
Hardware/Software Demonstrations
Hardware/Software Development
Human Cognition/Artificial Intelligence (AI)
Instrumentation
Knowledge Management
Laboratory Outfitting
Laboratory Support
Literature Searches
Manufacturing Technology Improvements
Modeling and Simulation
Non-Destructive Testing

Operational Test Support
Operations Research and Systems Analysis
Prototyping and Fabrication Support
RDT&E Document Preparation and Review
RDT&E Documentation Support Services
RDT&E Studies, Analysis, Assessments and Reviews
Reliability Test Support
Risk Identification
Sensor Research and Development
Software Development
Subject Matter Expert Support
System Integration Laboratory (SIL) Support
System Integration Test Support
System Interoperability Test Support
Technical Demonstration Prototypes
Technology Readiness Level (TRL) Assessments
Test Range Support
Testbed Support
User Test Support
Voice and Data Networks

RS3 Contract Government Contractor Company Roster

The Responsive Strategic Sourcing for Services (RS3) Contract which entered its five-year option ordering period boasts an industry partner portfolio of 158 exceptionally capable and technically sophisticated government contractor companies including 113 small businesses.

1. The RS3 Contract Government Contractor Company Roster is available on the RS3 Contract SharePoint Site.

<https://armyeitaas.sharepoint-mil.us/sites/acc-apg-rs3>

2. The RS3 Contract Government Contractor Company Roster is also available on the RS3 Contract Public Page:

<https://acc.army.mil/contractingcenters/acc-apg/RS3/>

RS3 Contract Guidebook

The RS3 Contract Guidebook can assist contracting office personnel and mission partners utilizing the RS3 Contract for the first time.

The RS3 Contract/Task Order Requirement Process

Task Order Requirement Registration

1. Register your organization's contract/task order requirement on the RS3 Contract SharePoint Site.
<https://armyetaas.sharepoint-mil.us/sites/acc-apg-rs3>
2. Open the "Create RS3 Task Order Request". Please complete all information fields. If your organization, contracting office, contracting officer (KO), contract specialist is not listed as a drop-down menu option, please enter the information in the Notes Block on the registration form.

The screenshot shows the SharePoint interface for the "ACC-APG RS3 Task Order Requirements Tracker". The page title is "AR ACC-APG RS3 Task Order Requirements Tracker". The left sidebar includes "Home" and "Recycle bin". The main content area has a search bar and a navigation menu with "New", "Page details", and "Analytics". The page is published on 7/18/2024 and includes "Share", "Edit", and "Site access" options. The main content area features a section titled "RS3 - Responsive Strategic Sourcing for Services (RS3) Contract" with a description of the contract and a list of service domains. A circular logo for "RS3 PROGRAM OFFICE" is also present. Below the text, there are six tiles: "Create RS3 Task Order Request", "Task Order Award Information Form", "RS3 Customer Templates and Documents", "RS3 Reimbursement for Administrative Costs Explanation", "RS3 KO (Contracting Officer) Delegation Documents", and "RS3 Contract Acquisition Milestones Template". At the bottom, there is a link to the "RS3 Office ICE Survey url". A footer note states: "For questions or assistance contact the following POCs :".

3. Once completing and submitting your organization's contract/task order requirement registration, a member of the RS3 Contract Office will contact you within two business days.
4. RS3 Contract Office personnel will provide your organization's assigned RS3 contract/task order requirement tracking number (RS3-FY-XXXX). Please ensure your organization's assigned RS3 contract/task order requirement tracking number is annotated on all pre-award documentation (PWS, IGE, RFI/SSN, RFP, etc.). When communicating with contracting personnel and RS3 Government Contractor Company personnel, please ensure you note your organization's assigned RS3

contract/task order requirement number in the subject line and body of your e-mail correspondence.

Pre-award Documentation

The Acquisition Requirements Package (ARP) Checklist and pre-award document templates are available on the RS3 Contract SharePoint Site.

<https://armyetaas.sharepoint-mil.us/sites/acc-apg-rs3>

Please note. All pre-award documentation on the RS3 Contract SharePoint Site is the pre-award documentation used by the RS3 Contract Office. The RS3 Contract provides contracting officers and mission partners the flexibility to utilize their respective organization's pre-award documentation. Contracting officers and mission partners are not required to use the RS3 Contract Office's pre-award documentation.

The pre-award documentation is located under the "RS3 Customer Templates and Documents" tab.

The screenshot shows the SharePoint interface for the 'ACC-APG RS3 Task Order Requirements Tracker'. The top navigation bar includes 'ACC-APG Home', 'Customer Portal', 'Project Portal', 'Employee Portal', 'Contracting Divisions', and 'SCO & Staff Section Sites'. The main content area features a description of the RS3 contract, a circular logo for 'RS3 PROGRAM OFFICE', and a grid of links to various documents and forms. The links include 'Create RS3 Task Order Request', 'Task Order Award Information Form', 'RS3 Customer Templates and Documents', 'RS3 KO (Contracting Officer) Delegation Documents', 'RS3 Reimbursement for Administrative Costs Explanation', 'RS3 Contract Acquisition Milestones Template', and 'RS3 Office ICE Survey url'. A footer note states: 'For questions or assistance contact the following POCs :'

After completing any pre-award documentation, please follow your contracting office's pre-award document submission protocols and guidelines.

RS3 Contract Office Required Pre-award Documentation**

1. Performance Work Statement (PWS)
2. "Independent Government Cost Estimate (IGE)
3. RS3 In-Scope Determination Memo
4. COR and Budget Info Sheet

5. Contract Data Requirements List (CDRL)
6. "Inherently Governmental Function Memo Or Request for Services Contract Approval (Army Only)"
7. Anti-Terrorism Operations Security Review Coversheet (AT/OPSEC Coversheet)
8. Market Research Report
9. Quality Assurance Surveillance Plan (QASP)
10. Organization Conflict of Interest Statement (OCI)
11. Availability of Funds Memo
12. Required COR Training Checklist - <https://piee.eb.mil/>
13. DD Form 254, Contract Security Classification
14. Estimated Labor Mix – Manpower includes Labor Categories and Associated Hours
15. Source Selection Participation Agreements/Non-Disclosure Agreement
16. Technical Factor Evaluation Criteria
17. "Contract Period of Performance Memo/Justification for PoP (PoP greater than 12 months)"
18. "Justification for Government Furnished Property (GFP) includes the Justification for GFP Memo and GFP Attachment Template - (Posted in PIEE)"
19. Theater Business Clearance Guidance
20. "Letter of Offer and Acceptance (LOA) - Unclassified for each country (Required for FMS Task Only)"
21. "USFK SOFA Step I Designation (Task Order Place of Performance includes Korea)"

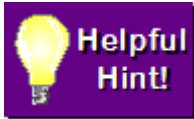
**Required when using the RS3 Contract Office

The Performance Work Statement (PWS)

The PWS describes the work to be performed in terms of output requirements; (2) imposes basic administrative requirements; (3) explains the expected quality level or standard of acceptable performance; and (4) references associated documents needed by a government contractor company to develop an appropriate proposal. For tasks with very complex technical requirements, the RS3 Contract Office may host a pre-proposal conference to review the draft PWS with the RS3 Government Contractor Companies in order to clarify requirements.

1. **The CDRL (DD Form 1423-1)** is required for all technical data, software, code reports, etc. Please note. A "software deliverable" is considered a "paper deliverable". Hardware deliverables, when allowed by the assigned contracting officer, are NOT delivered under a CDRL, but are identified as a Sub-Line Item Number (SLIN) or Contract Line Item Number (CLIN) in the appropriate portion of the task order documentation. CDRLs are signed and dated after a winning offeror has been selected.
2. **Paragraph 1.8, Ground Flight Risk (GFR) Representative Identification** – If applicable to your organization's contract/task order requirement, this information requirement should be provided when the PWS is initially submitted. When the work identified in the PWS requires the contractor to "touch" an aircraft owned by the U.S.

Government, the mission partner must identify the GFR representative. Please note. This information may be extracted from the PWS by the contracting officer and provided to the appropriate monitoring agencies.



When completing the PWS, assume the mindset and perspective of a RS3 Government Contractor Company. State the requirements clearly and precisely so a government contractor company will know exactly what is expected and how to submit a complete and accurate proposal. Remember. Writing a PWS with clarity and precision ensures less re-work on your part, a quicker turnaround and reduces the time to task order award.

Remember

All task order contract types require specific and exact details. If details for the specific task cannot be estimated accurately, history of similar efforts can be used. When adding details to your PWS, some questions that you may need to ask yourself are: "what", "how much", "how many", "how often" for each type of task described in the PWS. These estimates are intended to give the proposing government contractor company an estimate of the scope of effort in the task order for each type of work the government contractor company will encounter.

Unique Reference Documents

“Reference Documents” are any documents specified in the PWS. These documents can include Technical Specifications, Technical Drawings, Project Guidelines or any other types of Government documentation.



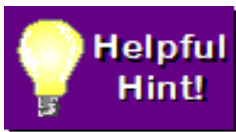
Any document that is referred in Section 2.0 of the PWS is considered a “Reference Document.” As such, it must be forwarded to contracting team for inclusion in the ARP. Please note. Referenced documents that are easily available to the world on the web should not be provided because of their general public availability.

The Independent Government Estimate (IGE)

The IGE is developed by the mission partner and used to establish a realistic price/cost for budget purposes. In addition, the contracting team utilizes the IGE for technical and management information. Although the format and contents of the IGE vary with the complexity and value of the requirement, the IGE shall include:

1. The name(s) of the preparer, approving reviewer and position title(s)
2. The preparer and approving reviewer organization and contact information (telephone & e-mail address)

3. A signature and date (either hand signed, or CAC signed) of the preparer and approving reviewer
4. A statement certifying the IGE was developed independently and prior to seeking any formal proposals from government contractor companies.
5. A narrative supporting how costs/prices were developed with sufficient analytical support, such as spreadsheet information or a word document that explains the purpose, scope, IGE preparer assumptions and conclusions and the reference material used. The narrative should be sufficient in detail and scope to allow the contracting team to understand what analytical procedures the IGE preparer used, how supporting documents/ information were used and the IGE preparer's conclusions.



Develop a cost estimate that reflects standard industry practices and procedures so it can be used as a benchmark (basis) for determining quality and price reasonableness. If you have completed similar projects before, check the final costs of those projects, and use them as a guide. **A good cost estimate saves everyone time and money!**

Mission partners must ensure the IGE is:

1. Submitted in a timely manner and preferably with the PWS
2. Submitted with the supporting documentation (IGE Backup, Excel) that is used to develop costs
3. Submitted with costs for all required contract/task order periods of performance (Base & all Options to include an Option to Extend Services)
4. Unlock IGE Excel sheet formula cells so calculations can be verified

The Approval to Use the RS3 Contract

This document requirement (or its waiver) varies depending upon what agency the mission partner represents. For US Army requirements, the Request for Services Contract Approval (RSCA) is required. For DoD, non-Army, and Federal and State organizations and agencies, the Economy Act - Interagency Acquisition Memorandum is required. Regardless of which affiliation the mission partner is assigned to, one of the two documents is required.

Request for Services Contract Approval (Army Only)

DA policy requires the RSCA for all new contract service requirements or for the exercise of options on existing contracts/task orders for services.

Please note. The RS3 Contract Office no longer requires the RSCA to complete the ARP but the RSCA can be provided to fulfill the requirements for the Inherently Governmental Function Memorandum. If Army mission partners do not provide the RSCA, they need to provide the Inherently Governmental Function Memorandum instead. Please note. Select mission partner organizations may require subordinate organizations to obtain a RSCA for internal recordkeeping. The KO shall not complete or sign the RSCA. Please review AFARS Subpart 5107.5 – Inherently Governmental Functions.

The Economy Act - Interagency Acquisition (DoD, non-Army, Federal and State Agencies)

a. The Economy Act Memorandum (EAM) authorizes agencies to enter into agreements to obtain supplies or services from another agency. The FAR is used when one agency uses another agency's contract to obtain supplies or services. The EAM is used when more specific statutory authority does not exist (FAR 17.502-2.)

b. A Determination and Finding (D&F) EAM template is available on the RS3 Contract Office SharePoint Site

c. Each EAM order to obtain supplies or services by interagency acquisition shall be supported by a Determination and Findings (D&F). The D&F must state the following:

- (1) The use of an interagency acquisition is in the best interest of the government
- (2) The supplies or services cannot be obtained conveniently or as economically by contracting directly with a private source

d. In addition, the D&F must include a statement that at least one of the following circumstances applies:

- (1) The acquisition will appropriately be made under an existing contract of the servicing agency and entered into before placement of the order to meet the requirements of the servicing agency for the same or similar supplies or services
- (2) The servicing agency has the capability or expertise to enter into a contract that is not available within the requesting agency
- (3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies

e. The D&F is approved by a contracting officer from the requesting agency

f. The requesting agency will furnish a copy of the D&F to the servicing agency with the request for order.

The Inherently Governmental Function Memorandum

The Inherently Governmental Function Memorandum is a document that supports Federal regulations to ensure that none of the functions to be performed by government contractor companies are inherently governmental. United States Army mission partners should provide the Inherently Governmental Function Memorandum or RSCA to complete the ARP.

1. The Defense Federal Acquisition Regulation Supplement (DFARS) issued a final ruling that amended the DFARS addressing procedures for preparation of the written determination required by the Federal Acquisition Regulation (FAR), that none of the functions to be performed by contract are inherently governmental. This ruling was effective on 10 January 2008. As a result, the DFARS now requires that the preparation of the written determination required by FAR 7.503(e) is in accordance with DoD Instruction 1100.22, and that a determination that none of the functions to be performed are exempt from private sector performance. The DFARS Parts 207, Acquisition Planning, and 237, Service Contracting, are revised to incorporate this new requirement at Sections 207.503 and 237.102, respectively.
2. As a reminder, and in accordance with Army Federal Acquisition Regulation Supplement (AFARS) 5107.503(e), the mission partner is responsible for providing this determination to the contracting team prior to issuance of the solicitation (RFP) as part of the ARP documentation for all service contracts.

COR and POC Information Form

Mission partners will nominate a primary COR and alternate COR for each RS3 contract/task order requirement. Mission partners should contact their assigned contracting team for specific COR nomination instructions and guidance.

The Organizational Conflict of Interest (OCI) Statement

The OCI Statement addresses whether other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might otherwise be impaired, or a person has an unfair competitive advantage. The OCI Statement informs the contracting team if the competitive environment for the RS3 contract/task order requirement has been maintained and if any government contractor company personnel have had access to documents or information that may be competition sensitive.

Mission partner personnel must complete, sign, and return the OCI Statement to the contracting team.

The Quality Assurance Surveillance Plan (QASP)

1. Unless the QASP is to be proposed by the offerors, a QASP is required for each contract/task order requirement and is used by the COR to perform the obligated duties of contractor surveillance. The QASP is the key Government surveillance process document applied to Performance Based Service Contracting and is used to manage government contractor company performance assessment by ensuring that systematic quality assurance methods are used to validate the government contractor company's quality control efforts. And, that the quality control efforts are timely, effective and are delivering the requirements specified in the task order. The QASP directly corresponds to the performance objectives and standards (quality, quantity, schedule) specified in the PWS and details how, when and by whom the Government will survey, observe, test, sample, evaluate and document government contractor company performance results to determine whether the government contractor company has met the required standards for each objective in the PWS.
2. Each performance objective in the PWS is linked to a method of inspection incorporated in the QASP. The QASP focuses on the level of performance required by the PWS. The QASP is intended to be a living document. The method and degree of performance assessment may change over time depending on the level of confidence in the government contractor company.
3. A well-designed QASP will contain the following critical components:
 - a. Methods of Surveillance: the applicable mix of government contractor company metrics, random sampling, periodic inspection or 100% inspection.
 - b. Sampling Guide: a written procedure which states what will be checked, the Acceptable Quality Level (AQL) and how the checking (surveillance) will be performed.
 - c. Decision Tables: When a service fails to meet AQL, it is necessary to determine who is at fault. The Decision Table identifies different kinds of unsatisfactory performance and probable cause.
 - d. Checklist: Used to record what has been checked by a sampling guide.

In addition to the above, a well-written QASP will describe:

- a. How the team (Government and government contractor company) will work together.
 - b. How the team will address data used to measure performance.
 - c. How the team identifies ways to improve efficiency and reduce risk.
 - d. How disputes will be resolved.
4. Please note. The RS3 Base Contract's PWS contains Quality Assurance Control provisions found in paragraph C.4.4.2 - Quality Control, and its subparagraphs. However, a QASP is a required document used in the execution of the task order, specifically the mission partner's task order, for the government contractor company to abide to the specific task order's quality assurance provisions, and for the COR to

monitor the government contractor company's adherence to the specific task order's quality assurance provisions.

5. The COR can provide QASP plan details and what is expected for a specific task order, or it is optional to include a QASP as a technical evaluation factor required in offeror proposals which can be discussed with the contracting team.

DD Form 254 Contract Security Classification Specification (CSCS)

The DD Form 254 CSCS must be incorporated into each classified task order. It provides the government contractor company with the security requirements and the classification guidance necessary to perform on a classified contract/task order. The DD Form 254 identifies the specific security regulations and accesses the government contractor company will require and adhere to in the performance of the task order. It is a legally binding form and if the guidance is not stated on the form, the government contractor company cannot be held responsible for violations. The DD Form 254 enables prospective offerors to evaluate security requirements and to consider the costs thereof by identifying the areas of classified information involved in prime contracts and subcontracts.

1. **Continuation Sheet** – The DD Form 254 (Front and Back) may not have sufficient space to accommodate all the information, statements, and signatures that are required. Therefore, a continuation sheet can be added to ensure that all security requirements are completed for the specific contract/task order.
2. **Appendices** – There are appendices which provide sufficient information to complete each security area topic. When applicable, the appropriate appendix is included.
 - Appendix A Communications Security (COMSEC)
 - Appendix B Sensitive Compartmented Information (SCI)
 - Appendix C Intelligence Access
 - Appendix D For Official Use Only (FOUO)
 - Appendix E Control of Compromising Emanations (TEMPEST)
 - Appendix F Contract Monitor (CM) Info
3. Use the following guidance to determine if any of the appendices are required to supplement your organization's DD Form 254 requirements:

Appendix A – Contractor Generated Communications Security (COMSEC) Material (Applicable if block 10a is marked yes). Here are some examples: correspondence, drawings, engineering notes, training aids.

Appendix B – Sensitive Compartmented Information (SCI) (Applicable if block 10 e (1) is marked yes).

Appendix C – Intelligence Material Access Requirements (Applicable if block 10 e (2) is marked yes). Any intelligence materials provided in support of the task order must have prior approval by an organization's G2 Director of Intelligence and Security. All requests for access to intelligence materials will adhere to the following guidelines:

The government contractor company will submit the request to the Program Manager (PM) of the user activity on official business letterhead with an approved DD Form 254 for the relevant subcontract. The PM of the user activity will forward the request and DD 254 to the contracting officer. Both documents and other substantiating documentation will be forwarded by the contracting officer to the G2 Director of Intelligence and Security for review and concurrence.

Appendix D – FOUO (Safeguarding Guidance always marked yes). The FOUO assignment is given to information at the time of its creation in a DoD User Agency. It is used on official Government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act. The FOUO material must be reviewed by the Government prior to its release to determine if a significant and legitimate Government purpose is served by withholding the information.

Appendix E – Control of Compromising Emanations (TEMPEST) (Applicable if block 11.i is marked yes). Prior to implementation of any TEMPEST Countermeasures, contractor facilities electronically processing classified information are required to submit through the contracting officer to the G2 and the PM of the user activity a request for a TEMPEST assessment.

The information provided shall include facility location, point of contact, level of processing (Secret, Top Secret, SCI), transmitters; include information on any transmitters (cell phones, radios, alarm systems). The Army TEMPEST staff will review the information provided and determine if a formal TEMPEST Countermeasures Review (TCR) is required.

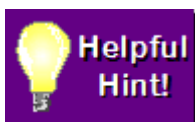
Appendix F – SCI Contract Monitor Information (Applicable if block 10 e (1) is marked yes). Under the provisions of DoD 5105.21 – M1, a Contract Monitor must be designated as soon as possible for all SCI Contracts. The contracting officer will prepare appointment orders.

DD Form 254 and the PWS:

- a. PWS Section 1.4, Place of Performance
 - Any location where classified work will be performed must be identified in this section. Block 8 of the DD Form 254 must have all locations of classified performance listed.
- b. PWS Section 1.8, Security
 - All requirements that are marked as 'yes' within Block 10 and Block 11 of the DD Form 254 must be documented in this section of the PWS.

Anti-Terrorism Operations Security (AT/OPSEC) Coversheet

1. The AFARS Part 5107-91 prescribes the policy for integrating anti-terrorism (AT) and OPSEC considerations into Army contracts/task orders. Implementation of AT and OPSEC considerations in the ARP and PWS is the responsibility of the mission partner.
2. The contracting officer, prior to issuing a solicitation for a service contract in excess of the micro purchase threshold or a supply contract in excess of the simplified acquisition threshold, will ensure that the ARP contains a signed AT/OPSEC Coversheet. The AT/OPSEC Coversheet (December 2022 form version) is available on the RS3 Contract SharePoint site.



“Classified” information (Top Secret, Secret, and Confidential) is the property of the United States Government. Classified information may be provided to private industry only in connection with a bona fide contractual requirement. The completed DD Form 254 with its attachments, supplements, appendages and incorporated references is the only authorized means for providing security classification guidance to a government contractor company in connection with a classified contract/task order.

Justification for Period of Performance (PoP) greater than 12 months

If the PWS states in paragraph 1.4, the Period of Performance (PoP) will exceed 12 months, Justification for an extended PoP is a required pre-award document that justifies issuing to one government contractor company a contract/task order that exceeds one-year. This requirement is intended to preserve competition and to justify remaining with the same government contractor company for the additional option period(s) or additional time. A Justification for PoP Form is available on the RS3 Contract SharePoint Site.

Remember

Mission partners can request a RS3 Contract/Task Order with a five-year+ total period of performance (base and option period(s) combined).

Letter of Offer and Acceptance - Only Applies to Foreign Military Sales (FMS) Requirements

A **Letter of Offer and Acceptance (LOA)** is a document between the United States Government and foreign entities outlining what services and products are required and agreed by both parties. Applicable portions of this document must be sent to the contracting team in order for the contracting officer to verify that appropriate authorization for a FMS has been granted. The FMS Program is a form of security assistance authorized by the Arms Export Control Act (AECA) and a fundamental tool of United States foreign policy. Under FMS, the United States Government and a foreign government enter

into a government-to-government sales agreement. The international agreement is called a LOA.



The contracting team does not need the entire LOA. The contracting officer needs only the portion of the agreement that relates directly to the proposed contract/task order including any foreign tax or other clauses that should be included in the task order.

Theatre Business Clearance (TBC)

The Theatre Business Clearance (TBC) is required when TBC government contractor company services are performed in designated countries. DoD contracting officers are required to use the Joint Contingency & Expeditionary Services (JCXS) TBC Module to submit TBC requests for proposed contract efforts in designated countries.

1. The TBC approval is required before initiating Letters of Authorization in Synchronized Pre-deployment and Operational Tracker (SPOT) for government contractor company personnel who will deploy into theater. The Joint Contingency Contracting System (JCCS) digitized TBC module which can be launched from the JCXS website streamlines the process and provides an electronic interface between JCCS and SPOT, enhances electronic storage, reporting and notifications and generates machine generated standard TBC approval numbers. The system also provides a standardized web-based TBC tool that all Combatant Commands can use to manage future TBC requirements.
2. Access to JCCS and the TBC module from within JCXS requires creation of an account. The JCCS can be accessed from <https://www.jccs.gov>. The TBC Training Modules and TBC Job Aids to support user's daily operations are located on the JCCS Training Website at <https://www.jccs.gov/OLVR>. If you have any additional questions, please contact the TBC Help Desk at: https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk_newticket.aspx

Government Furnished Equipment (GFE)

1. Procedures, Guidance, and Information (PGI) 245.102-70 Policy. A basic principle of the FAR is that, upon contract award, government contractor companies bring all the necessary organization, experience, accounting and operational controls, property and technical skills, or the ability to obtain them, reference FAR 9.104-1. Therefore, upon contract/task order award, responsible government contractor companies should have the means to provide effective and efficient stewardship of Government property.
2. FAR 45.101. Government property must be contractually accountable to a single contract/task order and only one contract/task order at a time. This requirement applies

to both Government furnished property and contractor acquired property. Although accountable to only one contract/task order at a time, contract terms and conditions may allow Government property to be used on other contracts/task orders (FAR 52.245-9, Use and Charges).

3. PGI 245.103-70. Furnishing Government property to government contractor companies. The mission partner as part of its responsibility for acquisition planning (FAR Part 7, Acquisition Planning) is the decision point as to whether or not to furnish property to government contractor companies. The basis for any decision to provide Government property shall be documented by the mission partner and provided to the contracting officer. Such documentation is not required when government contractor companies are furnished property for repair, modification or overhaul under a contract.

Prior to furnishing Government property to the government contractor company, the contracting officer shall ensure that each of the requirements of FAR 45.102 are addressed as follows and documented in the contracting file.

- a. In the Government's best interest
- b. Overall benefit
- c. Government assumption of risk
- d. Government requirements cannot otherwise be met

Government Furnished Property (GFP) Attachment

1. The DFARS PGI 245.103-72 "GFP attachments to solicitations and awards" establishes requirements for documenting in contract attachments the property to be provided as GFP or authorized as GFP in performance of a contract/task order. The GFP Attachment should accompany the ARP, solicitation (RFP), award and modifications when GFP is anticipated.
Defense Procurement and Acquisition Policy (DPAP) has published a revised single GFP attachment, which replaces the previous two attachments. The GFP attachment is a fillable Adobe form. Once created, the GFP attachment is included as a contract/task order award or modification attachment and transmitted to EDA in accordance with DFARS PGI 204.201 "Contract Distribution" following local procedures for distributing contract attachments. EDA stores the GFP attachment and transmits the GFP attachment data to the IUID Registry where the data is available as a query.
2. The GFP attachment should accompany Procurement Requests (PR), Solicitations (RFP), and Contract/Task Order Awards or Modifications when GFP is anticipated.
3. The GFP attachment has four sections: Contract Information, Serially Managed Items, Non-Serially Managed Items, and Items that the contractor can requisition which will be paid for by the Government.
4. Serially managed items are provided to the contractor by DoD and require all events identified in DFARS 252.211-7007 to be reported by the contractor.

5. Non-serially Managed items are provided to the contractor by DoD and require only the event of GFP receipt to be reported to iRAPT.
6. Items that are authorized to be requisitioned by the contractor and paid for by DoD are listed on the Requisitioned Items Section. Please note that items for which the government contractor company has authorization to requisition which are paid for by the government contractor company are not identified on the GFP attachment.

Completing the GFP Attachment

Create the GFP attachment by completing the GFP attachment PDF fillable form located at <http://dodprocurementtoolbox.com/site-pages/gfp-attachments>. To support input of a large quantity of GFP items, you can alternatively input data into the Excel Spreadsheet also provided at the link above. If the data is entered into the Excel spreadsheet, you will convert the spreadsheet to the pdf fillable form using the GFP pdf conversion tool also located at the link above. Mission partners can also access the GFP attachment template on the RS3 Contract SharePoint Site.

Remember

The contracting team will not accept a mission partner's ARP until the Justification for Government Furnished Property (GFP) Memorandum is submitted as part of the ARP and the GFP attachment is posted in PIEE with confirmation received by the contracting team when applicable.

Availability of Funds Memorandum

Before issuing a solicitation (RFP/FOPR), the contracting officer must receive a written statement or equivalent from the mission partner indicating that sufficient funds are available for contract/task order award. This document is used to certify that sufficient funds are available and appropriate for the requested contract/task order. Responsibility for determining the appropriateness of funds rests with the mission partner. To provide the contracting team task order related funding verification, the funding templates are located on the RS3 Contract SharePoint Site and/or by request. Reimbursable/CAT I (contract administrative support services funding) and Direct Cite/CAT II (contract/task order funding) MIPR Templates are available by contacting the RS3 Contract Office. The Direct Charge WBS Template is available upon request. The MIPR Templates and Direct Charge WBS Template are pre-addressed and partially completed to highlight the required data.

Military Interdepartmental Purchase Request (MIPR)

While federal agencies use a variety of funding documents, the funding document most commonly used is the MIPR, DD Form 448. The MIPR, like other funding documents, is a document of record used to transfer funds from one government entity to another.

Remember

If using the RS3 Contract Office to award the contract/task order, the RS3 Contract Office must receive funding for both the Direct Cite

(Contract/Task Order Funding) and Reimbursable (Contract Administrative Support Services) prior to task order award. Mission partners and contracting offices should submit separate MIPRs when forwarding Direct Cite and Reimbursable Funding to the RS3 Contract Office. Please note. Army mission partners may also use the Direct Charge process through GFEBS. If using the Direct Charge process, please contact the RS3 Contract Office through the following e-mail address to request a Direct Charge WBS. usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil

The FS 7600A (DoD Mandated Support Agreement)

The FS 7600A outlines the responsibilities of the requesting agency (mission partner or contracting office) and the servicing agency (RS3 Contract Office) and includes the contract administrative support service charges associated with the mission partner's or contracting office's RS3 contract/task order requirement.

1. If the mission partner/contracting office employs the RS3 Contract Office to administer and award its mission requirement under the RS3 Contract, within four weeks after the mission partner/contracting office registers its contract/task order requirement on the RS3 Contract SharePoint Site, the mission partner/contracting office should remit payment of the pre-award contract administrative support service charge (\$40K). The pre-award contract administrative support service charge funds all pre-award contract administrative support services provided by the assigned RS3 Contract Office KO, contract specialist, procurement coordinator, attorney, budget analyst, cost/price analyst and small business office liaison.
2. When the mission partner/contracting office submits the PWS and IGE to the RS3 Contract Office for review, the FS 7600A may include the contract/task order projected dollar award values listed on the preliminary IGE. At contract/task order award, the FS 7600A will be updated to reflect the actual contract/task order award values per period of performance (base and all options).
3. The FS 7600A is forwarded to the mission partner/contracting office for staffing and signature. The following sections on the FS 7600A are to be completed by the mission partner/contracting office.

Block 1. (Agency Information-Requesting Agency (mission partner) -Provide Agency Name, Group Name, Group Description, Agency Location Code (ALC), ALC Description, Cost Center, Business Unit, Department ID

Block 11. (Requesting Scope) -Provide Key4+ Data for all REQ rows

Block 12. (Requesting Roles) –Provide/Confirm your organization's FS 7600A POCs' contact information (name, office telephone number, e-mail address) and your organization's finance (budget) representative's contact information

Block 26. (Requesting Initial Approval) -Provide requested information for your organization's comptroller/finance officer and have her/him sign the FS 7600A

Block 27. (Requesting Final Approval) -Provide requested information for your organization's final support agreement approving authority and have her/him sign the FS 7600A

Once completed, the mission partner/contracting office will return the FS 7600A to the RS3 Contract Office. RS3 Contract Office personnel will secure the signatures of the ACC-APG Chief of Contracting and Comptroller and will forward the mission partner/contracting office a copy of the fully signed FS 7600A.

RS3 Contract Administrative Support Service Charge Cost Structure

ACC-APG Core Customers: Agencies and organizations whose primary contracting activity is ACC-APG are not required to reimburse for the cost of contract administration when utilizing the RS3 Contract when those organizations use their primary ACC-APG contracting division to administer the RS3 contract/task order requirement.

Non-core Customers (DoD, USA, USN, USMC, USAF, USCG, USSF, Federal and State Organizations): Agencies and organizations who are not assigned to nor use ACC-APG as their primary contracting activity are required to reimburse for the cost of contract administration when utilizing the RS3 Contract.

- If utilizing the RS3 Contract Office to award a contract/task order or exercise an contract/task order option, the mission partner/contracting office is required to reimburse for the cost of contract administrative support services equal to 1% of the contract/task order's base year or option's award value. If a contract/task order's period of performance (base and/or option) equals a contract administrative service support charge <\$35K, the mission partner/contracting office is assessed the RS3 Contract's minimum contract administrative support service charge (\$35K).
- Mission partners/Contracting offices utilizing the RS3 Contract Office to award a task order requirement also provide reimbursement for the cost of pre-award contract administrative support services (\$40K). The pre-award contract administrative support services payment funds all pre-award contract administrative support services. The pre-award contract administrative support service charge payment should be forwarded to the RS3 Contract Office within four weeks after task order registration on the RS3 Contract SharePoint site.
- If using a non-ACC-APG Contracting Office certified with RS3 Delegation of Procurement Authority (DPA), the mission partner/contracting office will reimburse the RS3 Contract Office for utilization of the RS3 Contract which is equal to 0.25% of the task order's base year award value. The 0.25% RS3 Contract utilization support service charge is also assessed against the awarded value of an option when an option is exercised.

- Reimbursement for the cost of contract administrative support services is capped at \$150K per contract/task order period of performance (base year or option). The \$150K cap shall be met for each contract/task order period of performance.

Flexible Payment Options: The RS3 Contract Office offers flexible payment options to mission partners/contracting offices upon request.

The FS 7600A outlines the contract administrative support service charges (pre-award and post-award, i.e., base period of performance and option(s) periods of performance).

Technical Evaluations

The mission partner's technical team evaluates each proposal received (technical volume) in response to the Request for Proposal (RFP)/Solicitation/Fair Opportunity Proposal Request(FOPR).

The Technical Evaluation (TE)

A Technical Evaluation (TE) is the assessment of a proposal to determine an offeror's ability to successfully perform the prospective contract/task order requirements. The technical evaluation is also used to determine a fair and reasonable price for the contract/task order requirement. In order to conduct an effective evaluation, the proposal evaluation criteria must be clearly defined in the RFP/Solicitation/FOPR. Proposal evaluations must be completed to determine the proposal providing the best value to the Government. Best value can be obtained by using one or a combination of source selection approaches on the best value continuum, including Lowest Price Technically Acceptable (LPTA) and tradeoff. The contracting team and mission partner will determine the best approach to utilize based on the specifics of the contract/task order requirement. The mission partner's technical evaluators are required to evaluate all the technical proposals received.

1. Once the contracting team receives all proposals in response to the RFP/Solicitation/FOPR, each proposal's technical volume is forwarded to the mission partner's technical evaluation team along with a technical evaluation form. The technical evaluation form is used by the contracting team to assist in negotiations and award determinations.
2. A successful technical evaluation depends on:
 - a. Evaluation of the proposal solely against the specifics outlined in the RFP/Solicitation/FOPR
 - b. Appropriate, well-defined evaluation criteria
 - c. The same evaluators evaluating each proposal

- d. Evaluation rating standards that are understood and applied consistently to all proposals being evaluated
 - e. A careful review of the language in each proposal to determine how the offeror will meet the requirements of the RFP/Solicitation/FOPR and to identify assumptions and statements that may indicate increased technical risk to the Government
 - f. Fully documented evaluation findings
3. The contracting team will coordinate for the cost volume of the proposals to be evaluated internally by the contracting office's cost/price analysts. The mission partner will evaluate the technical volume, and, if applicable, other volumes/sections such as schedule if directed by the contracting officer. If the technical evaluation takes longer to complete than agreed to in the requirement milestones (i.e. discussions/negotiations which may result in revised/final technical evaluations), the award date of the contract/task order may be pushed to the right. When the mission partner provides complete technical evaluations, the technical evaluations are reviewed by the contracting officer and the legal office (if applicable). If the technical evaluations are approved by the legal office (if applicable), the contracting officer can award the task order as long as all other authority concurrences were received.

Post-Award Activities

The Kick-off Meeting

The mission partner and contracting officer may schedule a kick-off meeting with the RS3 government contractor company awardee within 30 days of task order award. During the kick-off meeting, the contracting officer and mission partner will review task order award requirements while the government contractor company will explain its execution plan and the sub-contractor's execution plan in meeting the mission partner's task order award requirements within the established task order schedule. Please note. The Contracting Officer Representative (COR) and government contractor company work collaboratively to identify and resolve any issues.

Duties Typically Performed by the Contracting Officer Representative (COR) at the Kick-off Meeting

1. Prepare for and participate in the kick-off meeting.
2. Serve as the task order's technical liaison and address any questions from the government contractor company and the sub-contractor company
3. Coordinate site entry for contractor personnel and ensure Government-furnished property is available when required.

4. Provide copies of all technical data (e.g. drawings, specifications, technical manuals etc.) referenced in the PWS to the prime government contractor company, as required and upon request.

Task Order Execution

During task order execution, the mission partner and COR monitor progress and determine if changes in project scope and/or funding are required. If changes are required, the mission partner must formally request any change in writing to the contracting officer and must receive approval of the change(s) from the contracting officer prior to the government contractor company executing the change(s). The mission partner must also assess the government contractor company's performance on a quarterly basis and review contractor status reports and vouchers on a monthly basis. The mission partner is also responsible for completing all CPARS reports and evaluations.

Duties Typically Performed by the COR During Task Order Execution

1. Prepare and forward task order execution modification documentation requests to the contracting officer. The following information should be provided to the contracting officer:
 - a. Contract Number
 - b. Task Order Number
 - c. Brief description of requested change
 - d. Expected cost impact
 - e. Any required supporting documentation
2. Verify the government contractor company performs the technical requirements of the contract/task order in accordance with the contract/task order terms, conditions and specifications. Specific emphasis should be placed on the quality provisions for adherence to both the contract/task order provisions and the government contractor company's own quality control program
3. Perform necessary inspections in connection with the preceding item, and verify the government contractor company has corrected all deficiencies if noted
4. Monitor the government contractor company's performance. Notify the contractor of deficiencies observed during surveillance and report incidents of faulty or nonconforming work, delays or problems to the contracting officer
5. Monitor and pre-approve government contractor company travel requests and material in accordance with the PWS

6. Review all monthly vouchers/invoices submitted by the government contractor company including those submitted to the Defense Contract Audit Agency (DCAA)
7. Submit a monthly report in PIEE through the COR Tracking (CORT) Tool
8. Promptly notify the contracting officer of any issues or concerns related to the task order

The mission partner must perform these tasks.

1. Monitor task order activity, and send a “Change Request” to the assigned contracting officer via e-mail whenever a change in project scope, funding, timeframe or any other factor is required

2. Conduct a monthly review of all vouchers submitted by the contractor for work accomplished during the previous month

3. Conduct a monthly review of all status reports for work accomplished during the previous month

4. Contractor Performance Assessment Report System (CPARS)
(www.cpars.gov)

5. Perform COR monthly reports using CORT Tool

Keep in Mind:

The “Change Request” is an e-mail message from the COR to the assigned contracting officer that describes a needed change. It should include:

- Contractor and Contract Number
- Task Order Number
- Brief description of requested change
- Expected cost impact
- Any required supporting documentation

The request for a change typically requires revisions to one or more documents and final review and approval by the contracting officer. The contracting officer will coordinate all changes and advise the mission partner of the required steps the mission partner must complete to obtain the appropriate approvals.

Vouchers must be reviewed on a timely basis to determine if there are any discrepancies. The contractor is paid upon submission of a voucher and voucher discrepancies can only be corrected in subsequent payments.

At a minimum, review status reports on a monthly basis.

Note: The contracting officer may determine no further contract administrative actions can be completed on a task order if COR monthly reports and CPARS are not current.

Contact the contracting officer for questions related to the CORT Tool.

The Contracting Officer Representative (COR)

1. The COR is the contractor's primary Government point of contact. The COR manages the task order award and administration processes. Only Government employees are permitted to be CORs. The COR will remain in effect through the life of a task order, unless the named COR is replaced by another individual. If reassigned or separated from Government service, the COR must notify the contracting officer in advance of reassignment or separation to permit a timely selection and designation of a successor COR.
2. The mission partner or COR's organization's management and the COR nominee must have a PIEE account. A registered PIEE JAM/SPM user completes the nomination package. For DoD, unless an agency or service component has an exemption, the COR letter of designation will be issued via the JAM/SPM Modules within the PIEE e-Business Suite.
3. For the COR to have access to CPARS, SPOT, and the Enterprise Contractor Manpower Reporting Application (eCMRA), an account is required for each application. Accounts are established after the COR has been nominated.
4. The COR resides with the mission partner and is designated to each RS3 contract/task order. The COR is appointed by the assigned contracting officer with duties designated in an appointment letter. The COR provides the government contractor company access to all available Government furnished information, facilities, material, equipment and services as required to accomplish the mission requirements associated with each RS3 contract/task order. Contract surveillance is defined and accomplished in accordance with the Basic Contract Surveillance Plan and the Task Order Surveillance Plan.
5. The COR is required to maintain adequate records describing his/her duties as COR during the task order's full period of performance. This COR responsibility includes keeping a record of inspections performed as well as the inspection results and any applicable laboratory test results.

Remember

The COR and mission partner are not empowered to award, agree to, direct the performance of, sign (such as any contract, including a task order), contract for (such as a task order modification), or in any way obligate the payment of money by the Government. A COR may not take any action that may increase task order schedules, funding or scope. The contracting officer must make all contractual agreements, commitments or modifications that involve price, quantity, quality, delivery schedules or other terms and conditions of the contract/task order.

The COR is NOT AUTHORIZED TO:

1. Grant, revise or extend the task order period of performance
2. Increase the funding ceiling amount of a task order
3. Deviate from the task order RFP and/or task order specifications
4. Approve material purchases that are not within scope of the task order
5. Authorize overtime
6. Direct subcontractors or prime contractors to perform work outside the work outlined in the task order award and PWS
7. Discuss the proposal evaluation process and the specifics of the contract/task order award with either the successful or unsuccessful offerors (A COR cannot give an "informal" debrief of any type.).

Contracting Officer Representative (COR) Certification

1. Certification is required to ensure the COR is in compliance with applicable regulations. Training requirements for the COR are directly related to the type of standards for the contract/task order, work or requirement to be performed, and the dollar value and complexity of the effort. DAU is responsible for implementing learning assets that match the COR competencies for Types A, B and C training. Mission partner CORs are required for each RS3 contract/task order. Per the contracting officer, Level A and Level B training are required. Level C is required when the contract/task order requires the training. All CORs are required to complete the courses and training identified prior to a RS3 contract/task order award. On-site CORs are required for all locations.
2. The RS3 contract/task order COR required training is provided in the ARP Requirements Checklist, which is available on the RS3 Contract SharePoint Site. There are minimum COR training requirements. DoD components may add supplemental COR training requirements when appropriate. Training certificates/course completion certificates must be provided to the contracting officer and uploaded to the Joint Appointment Module (JAM)/Surveillance and Performance Monitoring (SPM) in PIEE located at <https://piee.eb.mil/piee-landing/>.

Caution!

Read Carefully

1. The contracting officer determines the need for a COR to assist in technical monitoring and contract oversight of a task order. The RS3 Contract requires all CORs to file an OGE Form 450.

2. The RS3 Contract Office has no connection with the required on-line COR related courses and training material. RS3 Contract Office personnel cannot assist with course access or content problems.
3. If a course related problem is encountered, the COR must contact the training course proponent organization's point of contact or help desk. The course/training requirement is governed by regulations and enforced by the assigned contracting officer. The RS3 Contract Office can only inform the COR what courses and training are needed to earn COR certification.

To complete the COR certification process, the COR needs to:	Keep in mind:
1. Complete all required training courses.	When completing COR training courses, always print or save the awarded certificates. Certain training courses are agency specific and only available to members of that agency. The COR must ensure she/he obtains an agency's corresponding equivalent.
2. Training certificates and course completion certificates/verification is provided to the contracting officer.	Ensure all training is completed and secure all training certificates. The COR must keep the contracting officer updated regarding the COR's progression in meeting the COR training requirements.
3. Upload training certificates to the COR's JAM/SPM user profile.	JAM/SPM will not allow a COR to be appointed to a contract if the required training courses are not completed.
4. Start COR nomination. The COR can begin the nomination process by accessing the JAM Module in PIEE, click on "Create Appointment", click on "COR Nomination"; https://piee.eb.mil/piee-landing/	The nomination process is in the following three primary areas: - COR Information: The COR or nominee completes his or her part of the nomination record. - Supervisor: The COR's supervisor or higher authority reviews and certifies their part of the nomination process. - The contracting officer and contract specialist review the nomination and the contracting officer formally appoints the COR to the contract/task order.
5. If COR nomination is approved, the contracting officer will load the appointment or letter of designation into the JAM/SPM.	At this point, the COR will receive an email that advises her/him of the appointment. The appointment letter will be issued after the contract/task order awardee is announced.

COR Refresher Training

1. Minimum COR specific training is required if the individual has not served as a COR within the previous 24 months.
2. Annual DoD Component training to include the Acquisition Ethics Training Course and the Combatting Trafficking in Persons Training Course is required.
3. A complete list of Defense Acquisition University (DAU) continuous learning modules is available in the DAU iCatalog located on the DAU Website: <https://www.dau.edu/>

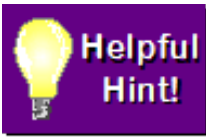
COR Responsibilities

1. Examples of COR responsibilities are listed below.

The mission partner or COR management may require the COR to perform additional duties and responsibilities. The following additional duties and responsibilities may require training and obtaining access to any or all of the databases in the Databases and Resources Section (page 35).

- a. Participate in pre-award requirements definition, acquisition planning and contract formation processes (market research, IGE and Justification and Approval documentation)
- b. Establish and maintain a COR contract/task order file. The file will contain at a minimum copies of the following documents:
 - (1) COR Letter of Designation from the assigned contract/task order contracting officer
 - (2) Signed contract and modifications
 - (3) QASP and other surveillance documents
 - (4) Trip reports
 - (5) Documentation of phone conversations and e-mail correspondences with the government contractor company and contracting officer
 - (6) All invoice and payment documentation
 - (7) Documentation required to record, evaluate and report government contractor company performance
 - (8) Surveillance documents
 - (9) Register, maintain and update databases identified in the Databases and Resources Section
- c. Participate in meetings as requested by the assigned contract/task order contracting officer
- d. Coordinate with the contractor's program manager or contracts liaison to resolve issues and monitor corrective actions.

2. The designated COR is expected to perform or expected to ensure all required tasks and responsibilities are completed in a professional, proactive and ethical manner.



For a complete list of the COR responsibilities see DODI 5000.72, Enclosure 6 and COR appointment letter.

Databases and Resources

Contractor Performance Assessment Reporting System (CPARS)

1. Website: <https://www.cpars.gov/> CPARS hosts a suite of web enabled applications used to document contractor performance information required by Federal Regulations. FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations.
2. CPARS is a web-enabled application that collects and manages the library of automated reports. CPARS assesses a contractor's performance and provides results, both positive and negative, on a given government contractor company during a specific period of time. Assessments are based on objective facts and supported by program and contract management data such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations and earned contract incentives. CPARS is for unclassified information only. Classified information is not entered in CPARS.
3. One must possess a valid User ID to logon to CPARS applications. User accounts can be acquired by contacting your organization's IT Directorate, CPARS representative or by submitting an access form. CORs can find information for CPARS training, CPARS instructor led training and training materials online. A CPARS User's Manual which provides procedures for entering, updating, revising and reviewing information in the CPARS Automated Information System (AIS) is available online.
<https://www.cpars.gov/>

Synchronized Pre-deployment and Operational Tracker (SPOT)

The DoD, Department of State and The United States Agency for International Development (USAID) uses SPOT as a repository of information on contracts and contractor personnel in contingency operations. SPOT is designated as the Joint Enterprise Contractor Management and Accountability System providing a central source

of contingency contractor information and a summary of contract services IAW DoD Instruction 3020.41 Operational Contract Support. Contractor companies and Government personnel are required to maintain a by name contractor accountability of all contractor personnel supporting a contract in a contingency environment within SPOT. The SPOT website is <https://spot.dmdc.mil/privacy.aspx>

Enterprise Contractor Manpower Reporting Application (eCMRA)

eCMRA is designed to collect various information such as funding source, contracting vehicle, organization supported mission, function performed, and labor hours and costs for contracted efforts providing services to the Department of the Army from contractors and Army activities requiring contracted services from contracting offices. Contractor Manpower Reporting enables the Army to:

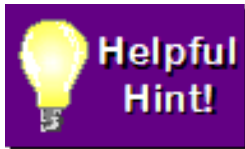
1. Fully understand the composition of the Army workforce (military, civilian, contractor), and allows for more informed decisions on funding and workforce staffing
2. Provide better oversight of the total Army workforce to avoid duplication of effort or using Contractor Manpower Equivalents to offset budget and workforce decisions
3. Better accounting for and explanation of the total workforce
4. Users can use eCMRA to view and enter contract information
5. All contract data is strictly confidential and only viewed by authorized users

Joint Appointment Module (JAM) and the Surveillance and Performance Monitoring (SPM) Module

In June 2020, functions once performed in the Contracting Officer Representative Tracking (CORT) Tool were moved to both the Joint Appointment Module (JAM) and the Surveillance and Performance Monitoring (SPM) Module in PIEE.

JAM/SPM Modules are available at <https://piee.eb.mil/xhtml/unauth/home/login.xhtml> The JAM/SPM Modules are web-based applications designed to track COR and COR related actions within DoD. The modules facilitate the nomination, appointment, revocation and termination of an individual as a COR against a DoD contract/task order or order issued on behalf of a DoD assisting agency.

Non-DoD government agency personnel who do not possess a DoD CAC are eligible for a CAC exemption and may be granted access via username and password. Those personnel should contact the WAWF Helpdesk to apply for a CAC exemption. External agencies and their personnel have the ability to register via username and password and enter contracts/task orders for which CORs are assigned. The “Department” field should be replaced with “Non-DoD”.



The WAWF / PIEE Help Desk can be reached at
Phone: (866) 618-5988
Email: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil

Benefits of JAM:

- COR nominations, appointments and terminations are managed in JAM.
- JAM features include the following.
 - Begin nomination/appointment process with contract number/task order number lookup.
 - Allows contracting officer or contract specialist to start the appointment of the COR(s) on awarded or new contracts.
 - Allows contract specialist to perform all tasks on the nomination/appointment except signing the designation letter and final approval of the nomination/appointment.
 - Allows contracting officer/contract specialist to retain contract for surveillance and administration for services-based contracts they do not plan to appoint a COR for.
 - Provides menu items to include COR Information, COR Termination and Signature Required.
 - Provides data elements to include Period of Performance Monitoring, Cost Reimbursement, Cost Vouchers and multiple types of pre-award numbers.
 - Removes the need for an active “Supervisor/Commander” role. The COR’s supervisor will be pulled from the COR’s PIEE user profile.
 - Renames “COR Profile” to “COR Information”.
 - Adds a “COR Lookup” functionally that provides a “view only” capability to allow additional personnel to see the COR’s Training and Qualification.
 - Allows the COR to request a waiver of certain training courses and allows a contracting officer to approve a COR’s nomination/appointment with training waiver in place.
 - Standardizes the designation and termination letters to comply with DoDI 5000.72 requirement.
 - Provides an audit trail of all actions via workflow history

Benefits of SPM:

- Contract Surveillance is conducted in SPM.
- SPM features include the following:
 - Replaces COR Working File and the COR Online File.
 - Introduces the COR Surveillance Contract File concept where the user can access, in a single location, the data and supporting documentation needed to conduct contract surveillance.

- Introduces COR Surveillance and Oversight Menu which serves as a data entry point for all surveillance actions and documentation.
 - Allows users with appropriate roles the ability to make updates.
 - Provides users the ability to add external documents (e.g. PDF, MS Word, Excel) for an individual contract in SPM for which they are the COR and/or performing surveillance for.
 - Provides users access to digitized and standardized forms for recurring submission of contract surveillance documentation.
 - Provides users access to a library of available DoD developed Smart Forms for documentation.
 - Allows contracting officer and contract specialist to submit Annual COR Inspection Checklist for multiple contracts/task orders without having to re-query each contract/task order.
- Provides access to COR reports and provides users the following:
 - Ability to run reports for their agency and
 - Ability to access COR management reports in PBIS.
- Provides a formalized process for the COR to inform the contracting officer, contracting specialist and quality assurance representative of any ambiguities or discrepancies in the contract/task order.
- Permits viewing of cost voucher in WAWF through a user interface from SPM.
- Connects and shares data with other PIEE enterprise systems and modules (WAWF, GFP, EDA, SPRS).
- Supports contract closeout using EDA closeout date.

Remember

The Procurement Integrated Enterprise Environment manages the JAM/SPM Modules. Help Desk Services are available at: disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil or (866) 618-5988

PIEE Training Resources:

- **Training**
 - Web Based Training and guides available on PIEE in the help and training section: <https://pieetraining.eb.mil/wbt/>
 - Guides, training slides and other helpful information available on the JAM and SPM homepage.

Procurement Integrated Enterprise Environment (PIEE) e-Business Suite

Website: <https://piee.eb.mil/>

PIEE – Procurement Integrated Enterprise Environment

The Procurement Integrated Enterprise Environment (PIEE) is a secure Web-based system for electronic invoicing, receipt and acceptance and is part of the e-Business Suite.

PIEE creates a virtual folder to combine the three documents required to pay a Vendor. The Procurement Integrated Enterprise Environment application enables electronic form submission of invoices, government inspection and acceptance documents in order to support DoD's goal of moving to a paperless acquisition process.

It provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation via interactive Web-based applications. Authorized DoD users are notified of pending actions by e-mail and are presented with a collection of documents required to process the contracting or financial action.

It uses Public Key Infrastructure (PKI) to electronically bind the digital signature to provide non-refutable proof that the user (electronically) signed the document with the contents.

More importantly, PIEE helps to mitigate interest penalty payments due to lost or misplaced documents and highlights vendor offered discounts so that the DoD benefits on both fronts, in addition to streamlining the whole process from weeks to days or minutes.

Benefits include:

1. Online access and full spectrum view of document status
2. Minimized re-keying and improving data accuracy
3. Eliminating unmatched disbursements and making all documentation required for payment easily accessible.

PIEE is the system that allows DoD to reach its e-invoicing goals and reduce interest penalties due to lost or misplaced documents.

The following systems are also located on the e-Business Suite:

1. EDA
2. myInvoice
3. WAWF
4. 3 in 1 Next Generation
5. Government Furnished Property
6. SPM
7. SDW
8. JAM
9. PCM
10. Contract Closeout

Federal Awardee Performance and Integrity Information System (FAPIIS)

Before awarding a contract/task order in excess of the simplified acquisition threshold, the contracting officer shall review the performance and integrity information available in the Federal Awardee Performance and Integrity Information System (FAPIIS), (available at <https://www.cpars.gov>), including FAPIIS information from the System for Award Management (SAM) Exclusions and the Contractor Performance Assessment Reporting System (CPARS).

Foreign Clearance Resources:

Department of Defense Foreign Clearance Guide (FCG)

<https://www.fcq.pentagon.mil/fcq.cfm>

The website provides foreign clearance guidance for many countries. The DoD FCG contains information that may be sensitive, is based on bilateral arrangements between United States and foreign government officials and is not releasable outside the United States Government unless approved by a competent authority.

Status of Forces Agreement (SOFA)

SOFA defines the legal status of DoD personnel, activities and property in the territory of another nation and sets forth rights and responsibilities between the United States and the host country government. It is the person's responsibility who is visiting a foreign country to determine if a SOFA exists, and if it does, determine what provisions exist and proceed accordingly. SOFA requirements can be identified for specific countries through the Department of Defense Foreign Clearance Guide (FCG).

Country Specific Helpful Resources:

US Army Europe and Africa <http://www.eur.army.mil/g1/content/CPD/docper.html>

United States Forces Korea <http://www.usfk.mil/Organization/Acquisition-Management-FKAQ/>

RS3 Contract Task Order Types

COST PLUS FIXED FEE (CPFF) CONTRACT

A Cost Reimbursement Contract provides for payment to the contractor of a negotiated fee (profit) that is fixed at the inception of the contract/task order (FAR 16.306(a)). The fixed fee does not vary with actual cost but may be adjusted as a result of changes in the work to be performed under the contract/task order. A CPFF Contract/Task Order permits contracting for efforts that might otherwise present too great of a risk to contractors but is thought to give contractors less incentive to control cost than does a fixed-price contract. FAR 16.306(b) limits its use to those situations where the Government has not established reasonably firm objectives (such as contracts for research). Two forms of CPFF Contracts/Task Orders: (1) the completion form contract, in which the work is described by stating a definite goal or target and an end product (frequently a report); and (2) the term form, in which the contract calls for a stated level of effort (usually hours or days of specified classes of labor) over a given period of time.

FIRM FIXED PRICE (FFP) CONTRACT

A Firm Fixed Price Contract provides for a price that is not subject to adjustment on the basis of a contractor's cost experience in performing the contract/task order (FAR16.202-1). FFP Contracts are generally subject to adjustment in accordance with contract clauses providing the equitable adjustments or price adjustments. FFP Contracts place maximum risk and full responsibility on the contractor for the contractor to control costs, perform effectively and impose a minimum administrative burden upon the contracting parties unless changes are issued, or unforeseen events occur during performance. FAR 16.103(b) states FFP Contracts are the preferred type of contract when the risk involved is minimal or can be predicted with an acceptable degree of certainty.

COST PLUS INCENTIVE FEE (CPIF) CONTRACT

A CPIF Contract is a cost-reimbursement contract providing for the initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs (FAR 16.405-1). A CFIF Contract specifies a target cost, a target fee, minimum and maximum fees and a fee adjustment formula. After contract performance, the fee payable to the contractor is determined in accordance with the formula. The formula provides, within limits, for increases in fee above target fee when total allowable costs are less than target costs and decreases in fee below target fee when total allowable costs exceed target costs. The increase or decrease is intended to provide an incentive for the contractor to manage the contract effectively. When total allowable cost is greater than or less than the range of costs within which the fee adjustment formula operates, the contractor is paid total allowable costs, plus the minimum or maximum fee.

(b) Application.

(1) A Cost Plus Incentive Fee Contract is appropriate for services or for research, development and test (RDT&E) programs when—

- (i) A cost reimbursement contract is necessary (see FAR 16.301-2); and
 - (ii) A target cost and a fee adjustment formula can be negotiated that are likely to motivate the contractor to manage effectively.
- (2) The contract may include technical performance incentives when it is highly probable that the required development of a major system is feasible and the Government has established its performance objectives, at least in general terms. This approach also may apply to other acquisitions if the use of both cost and technical performance incentives is desirable and administratively practical.
- (3) The fee adjustment formula should provide an incentive that will be effective over the full range of reasonably foreseeable variations from target cost. If a high maximum fee is negotiated, the contract shall also provide for a low minimum fee that may be a zero fee or, in rare cases, a negative fee.
- (c) Limitations. No Cost Plus Incentive Fee Contract shall be awarded unless all limitations in FAR 16.301-3 are complied with.

****RS3 task orders can be awarded having both cost type and FFP CLIN structures.**

RS3 Contract Office Contact Information

RS3 Contract Office E-Mail Address:

usarmy.apg.acc.mbx.rs3-program-customer-support@army.mil

RS3 Contract SharePoint Site:

<https://armyeitaas.sharepoint-mil.us/sites/acc-apg-rs3>

RS3 Contract Public Page:

<https://acc.army.mil/contractingcenters/acc-apg/RS3/>

RS3 Contract Office Mailing Address:

Army Contracting Command-Aberdeen Proving Ground
RS3 Contract Office
6472 Integrity Court
Building 4401, Office 113,
Aberdeen Proving Ground, Maryland 21005-1846

RS3 Contract Office Point of Contact

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