

DEIS II TO GUIDELINES ATTACHMENT 3

**DEIS II TASK ORDER (TO) STATEMENT OF WORK (SOW)
as of dd/mmm/yyyy**

*(The SOW must have an “as of” date. When SOWs are revised for TO modifications (after award) each revised SOW must have a new “as of” date. SOWs must be page numbered. **REMEMBER** to delete all italicized text, contained within parentheses herein when completing your SOW. It is shown here for instructional purposes only and must not remain part of the final SOW.)*

Contract Number:	<i>(completed by KO at time of TO award)</i>
Task Order Number:	<i>(completed by KO at time of TO award)</i>
DEIS II Tracking Number:	<i>(completed by KO when complete package is received)</i>
Follow-on to DEIS II Contract and Task Order Number:	<i>(If this SOW is a follow-on order, as defined in Chapter 3.B.2.d(3), insert the contract number <u>and</u> the TO number to which it is a follow-on. If this SOW is not a follow-on to a DEIS II task order, state “Not Applicable”)</i>

1. Task Monitors (TMs): *(Identify the individuals who will act as the Primary and Alternate TMs. TM responsibilities are explained in Chapters 2, 3, 4 and 5 of the DEIS II Task Order Guidelines.)*

a. Primary TM.

Name:	
Organization:	
Address:	<i>(TM's physical mailing address.)</i>
Phone No.:	
Fax No.:	
Internet Address:	<i>(MANDATORY - DEIS II uses electronic commerce to process pre-and post-award actions)</i>

b. Alternate TM.

Name:	
Organization:	
Address:	
Phone No.:	
Fax No.:	
Internet Address:	

2. Task Order Title: *(A short, descriptive title of the work to be done)*

3. Background: *(Reasons why this effort is required. Describe any parallel efforts to current or prior contracts, procurements, delivery orders, other agency activities and/or industry efforts. If the requested work relates to work already accomplished or ongoing through other vehicles, so state.)*

4. Objectives and Scope: *(Provide a concise overview of the goals and expectations for the results of this TO, describing how the work will meet the DoD goal of achieving an integrated and interoperable Defense Information Infrastructure (DII) and which DEIS II contract task area(s) apply to the work to be done. Non-DoD customers must describe how the work will meet the goals of an integrated and interoperable National Information Infrastructure (NII), specifying that the appropriate agency or federally approved architectures, programs, standards and guidelines are to be followed (e.g., NIST Application Portability Profile). Use the table below to indicate which DEIS II Task Areas are applicable to your SOW. Delete from the list any task area(s) that do(es) not apply to your SOW. While several of the task areas cite specific architectures, standards and guidelines,*

you must identify any additional architectures, guidelines, and/or standards that apply.) The text shown below, in red, is mandatory in all SOWs.

The contractor shall comply with the appropriate DoD-approved architectures, programs, standards and guidelines, such as Defense Information Infrastructure (DII) Strategic Technical Guidance (STG), DII Common Operating Environment (COE), Defense Information Systems Network (DISN) and Shared Data Environment (SHADE). Specific services addressed in this SOW are:

- **Task Area 1 - Task Order Management**
- **Task Area 2 - Integration Program Development and Management**
- **Task Area 3 - Benchmarking and Baseline Support**
- **Task Area 4 - Business Process Reengineering and Functional Process Improvement**
- **Task Area 5 - Integration Requirements Validation and Prototyping**
- **Task Area 6 - Logical Data Modeling and Shared Databases** *(Systems/applications will have standardized data elements with data architectures, compliant with the Shared Data Environment (ShaDE). Existing elements of the DII ShaDE will be provided as GFI.)*
- **Task Area 7 - Standard/Common/Migration Application Development** *(All development shall be in accordance with the Joint Technical Architecture (JTA), the DII Common Operating Environment (DII COE), the DII COE Integration and Runtime Specification (I&RTS), DoD initiatives such as GCCS and GCSS, and other approved DoD technical architectures, standards and guidelines such as the evolving ShaDE.)*
- **Task Area 8 - Integration Strategies**
- **Task Area 9 - Standard/Common/Migration Application Deployment** *(All services provided under this task area shall use and be integrated with approved DoD standard communications, security, data and other defined technical solutions (i.e., GCCS, GCSS, Defense Information Systems Network (DISN), DII Control Concept, Defense Message System (DMS), EC/EDI, ShaDE, Multilevel Information Systems Security Initiative (MISSI)). Applications shall be integrated with existing infrastructure or built with new infrastructure in compliance with DoD-approved standards (i.e., JTA, DII COE, DII COE I&RTS) and architectures.)*
- **Task Area 10 - Standard/Common/Migration Application Operations and Maintenance Management**

5. Specific Tasks:

(Provide a narrative of the specific tasks that make up the SOW. Number the tasks sequentially, e.g., Task 1 - Title of Task and narrative, Task 2 - Title of Task and narrative, etc. Describe in clear terms what work is to be performed. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and the Government to negotiate a meaningful price or estimated cost. SOWs must be "outcome-based," i.e., they must include the development and delivery of actual products (e.g., assessment report, migration strategy, implementation plan, etc.). The services acquired must not fall into the category of "personal services." Personal services are those contracted efforts that, by express terms or as administered, make the contractor personnel appear, in effect, as Government employees. FAR Part 37.102 contains a detailed discussion of personal services.)

(The DEIS II contracts do not allow optional or unfunded tasks. Tasks that cannot be pursued either because funding is not currently available or because a decision point will precede initiation of a task must not be included. If it is necessary or desirable to advise the contractor that a potential exists for follow-on work (either through a modification to this TO or through a separate TO), include this information in Paragraph 12 of your SOW.

Task 1. *(Description)*

Subtask 1. *(Description)*

Subtask 2. *(Description)*

Deliverables: **A0xx - Plan** *(List the deliverables associated with each task. Contractor-determined format is acceptable.)*

A0xx - Report

Task 2. (Description)

Subtask 1. (Description)

Subtask 2. (Description)

Deliverables: **A0xx - Plan**
 A0xx - Report

6. Place of Performance: (Specify whether the work will be performed at the contractor's site (contractors are based in their own facilities, with travel to Government facilities for data gathering, meetings, testing, etc.) or at a Government site (the Government provides all necessary facilities such as office space and support for the duration of the TO). Describe any local or long distance travel the contractor will have to perform to execute the TO. Identify the to/from locations of the travel, number and duration of trips.)

7. Period of Performance: (State the total *calendar* days after TO award (e.g., 180 calendar days after TO award). The PoP on *DEIS II TOs* is in any case limited to the period of time between TO award the funds expiration date on the funding document for that order. The use of "calendar" days is important because it provides complete understanding of the actual length of the TO and avoids confusion as to whether the intent is work days or calendar days.)

8. Contract Type: State the contract type (firm fixed price (FFP), time-and-materials (T&M), cost plus fixed fee (CPFF), or other (identify)) anticipated for this TO. **NOTE:** If you anticipate that the TO will be other than FFP, ensure that you include the required justification on your Requirements Package Checklist - see Attachment 6).

9. Deliverable/Delivery Schedule: (Describe precisely the items to be delivered, both during the period of performance (i.e., relating to the specific tasks described in paragraph 4. above) and at completion of the TO. Describe the schedule either in terms of calendar days from the date of TO Award or in calendar days when other projects or program elements are dependent on the delivery, e.g. "10 calendar days after draft plan approved." The required table format is as follows:)

SOW Task#	Deliverable Title	CDRL/DID#	Number/Format	Calendar Days After TO Start
1	Plan	A003/DI-MGMT-80347	Standard Distribution	Draft - 15 Final - 30
1	Report	A008/DI-MGMT-80368	Two Copies to TM; Letter Only to KO	Monthly, on 5th workday
2	Software	Contractor-Determined Format (allowable if desired)	Standard Distribution	180
2	(Continue as needed to	document all deliverables	defined in Paragraph	5)

Standard Distribution

- 1 copy of the transmittal letter without the deliverable to the Contracting Officer (KO/DITCO/DTS6)
- 1 copy of the transmittal letter and the deliverable to the Primary TM

(SOW Task# - State the task from Paragraph 5 of the SOW that requires this deliverable. **Deliverable Title** - State the title of the deliverable (e.g., Assessment Report, Integration Plan, etc.). **CDRL/DID#** - It is the customer's option to either specify an existing Data Item Description (DID) for each deliverable **OR** allow the contractor to deliver in contractor-determined format. **If no DID is specified for a deliverable, that item will be delivered in contractor-determined format.** The listing of DEIS II specific DIDs is included as Exhibit A of the DEIS II contract. If you require a deliverable format and/or number of copies above the standard distribution, specify in this column (e.g., "one electronic copy in Microsoft Word 97 and one hard copy"). **PLEASE NOTE:** Section H.18.D of the contract restricts reproduction to only the minimum number of copies required by the Government to either accept or reject the deliverables (e.g., the contractor may design a brochure but may NOT duplicate it for further distribution). **Calendar Days After TO Start** - Self explanatory. For items that have a frequency, state the appropriate frequency (e.g., "monthly on the 10th work day," etc. It is **NOT** allowable to use "as required" as a deliverable due date.)

10. Security: (State whether UNCLASSIFIED, CONFIDENTIAL, SECRET or TOP SECRET as appropriate, based on your review of the specific work to be done. The Contract Security Classification Specification, DD Form 254, in the DEIS II contracts provides for a TOP SECRET level classification and at least SECRET safeguarding at the prime contractor's facility. The contract-level DD Form 254 contains the requirement for COMSEC information and Sensitive non-classified and source selection information. It does not authorize SCI, NATO, Tempest, etc. If the DD Form 254 in the DEIS II contract is not adequate for the specific work in your Requirements Package, paragraph 8 must include the security level (as stated above) plus the statement "Also see attached DD Form 254." The TM must provide a specific DD-254 to include any security restraints or releasability constraints that will have an effect on performance of the tasks defined in the SOW. Include the DD Form 254 text information in Microsoft Word 97 or lower on the SOW diskette, titled DD-254.wpd. Please note, processing the DD Form 254 for unique security requirements may extend the timeline to award the TO. **REMINDER:** The SOW itself must be UNCLASSIFIED.)

11. Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI): (Identify any GFE and/or GFI, and any limitations that will be provided to the contractor. For GFE, provide serial numbers and all identifying information. (Note: If GFE is a sizable list, indicate "200 PC 486DXes," for example, and state that serial numbers will be provided at TO award, along with location and delivery method.) For GFI, list by document number and title, date, etc. Include standards, specifications, and other reference material required to perform the TO. Include any facilities the Government may need to provide to contractor personnel for project performance. Paragraph H.19 of the DEIS II contract applies.)

12. Other Pertinent Information or Special Considerations: (Include any special considerations or unique requirements necessary to accomplish the TO (e.g., "specialized experience with UNIX") and/or any additional information that will be helpful in determining reasonable approaches and cost estimates for the TO. As appropriate, this section needs to contain:)

a. **Identification of Possible Follow-on Work.** (Any additional work that may result from the completion of this TO, which may be added at a later date as a modification to this TO, or that may be helpful to the contractor in determining the best overall approach for the TO.)

b. **Identification of Potential Conflicts of Interest (COI).** (Any situation that may influence which contractor should be awarded the TO. FAR Part 9.501 defines "organizational COI" as a situation where because of other relationships or activities a person (company) is unable or potentially unable to render impartial assistance or advice to the Government or cannot objectively perform contract work or has an unfair competitive advantage. FAR 9.502 states that "an organization COI may result when factors create an actual or potential conflict of interest on an instant contract, or when the nature of the work to be performed on the instant contract creates an actual or potential COI on a future acquisition." An "organizational COI" exists when the nature of the work to be performed may, without some restriction on future activities, (1) result in an unfair competitive advantage to the contractor on DEIS II work or on other contracts or (2) impair the contractor's objectivity in performing the contract work. In services contracts such as DEIS II it is the latter which may most often occur because of a contractor's access to proprietary information, the evaluation and analysis of products which it may produce, and/or its role as an advocate in contract performance or other situations. The primary burden is on the contractor to identify any organizational COI, however, the Government has the responsibility to identify and evaluate such conflicts. The KO is charged with avoiding, neutralizing or mitigating such potential conflicts. Section H.2 of the DEIS II contract applies. **It is the customer's responsibility to determine that no organizational COI exists.** This is because the customer is more familiar with its requirements and the history of the requirements than the DISA KO could ever be. The customer should request approval from their KO if a competitive requirement which is similar to the work on the DEIS II SOW is contemplated by their agency. Therefore, the customer must make a determination that no COIs exist, or identify any potential COI that may exist for the execution of this TO.

c. **Identification of Non-Disclosure Requirements.** (DEIS II contractors must execute non-disclosure agreements when they work with sensitive and/or proprietary information. **Your SOW must identify any sensitive or proprietary information to which the DEIS II contractor will have access during TO execution so the non-disclosure agreements can be signed by the time the TO is awarded.** Paragraph H.18 of the contract applies.)

d. **Packaging, Packing and Shipping Instructions.** (Any task order-unique requirements that exceed those stated in paragraph D.1 of the DEIS II contract.)

e. **Inspection and Acceptance Criteria.** (Any additional requirements that exceed those stated in paragraph E.1 of the DEIS II contract. In the event the product delivered as a result of this task order, requires C⁴I interoperability, inspection

and acceptance criteria shall include that the requiring activity will obtain appropriate certification/accreditation, i.e. certification by DISA, Joint Interoperability Test Command.)