

**'I ASSURE' 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 will have a new "as of" date.)

***(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 the KO at time of TO award)</i>
Task Order Number:	<i>(completed by the KO at time of TO award)</i>
IAssure Tracking Number:	<i>(completed by the KO when complete package is received)</i>
Follow-on to IAssure Contract and Task Order Number:	<i>(If this is a follow-on order, as defined in Chapter 4.1.e(3), insert the contract number <u>and</u> the TO number to which it is a follow-on. If this is not for a follow-on 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 'I Assure' Task Order Guidelines.)*

a. Primary TM.

Name:	
Organization:	
Address:	<i>(TM's physical mailing address)</i>
Phone Number:	
Fax Number:	
E-Mail Address:	<i>(MANDATORY) - Encore uses electronic commerce to process pre- and post-award actions)</i>
DODAAC:	

b. Alternate TM.

Name:	
Organization:	
Address:	
Phone Number:	
Fax Number:	
E-Mail Address:	
DODAAC:	

2. Task Order Title. *(Provide a short, descriptive title of the work to be performed)*

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. *(Provide a concise overview of the goals and expectations of this TO. This overview must describe how the work to be accomplished in the TO will support the agency's mission. Describe how the tasks are compliant with any applicable DOD architectures, guidelines, and standards.)*

5. Scope. *Provide a general description of the work required to accomplish your objectives. You must also identify the contract Task Area(s) and subtask areas contained in the contract SOW which relate to your effort. This is an important means*

of ensuring your tasks are within the contract scope. Use the list below to indicate which 'I Assure' 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 - Policy, Planning, Process, Program and Project Management Support**
- **Task Area 2 - Standards, Architecture, Engineering and Integration Support**
- **Task Area 3 - Solution Fielding/Installation and Operations**
- **Task Area 4 - Education, Training and Awareness, Certification and Accreditation and IA Support**

6. Specific Tasks.

(Provide a narrative of the specific tasks and subtasks that make up the SOW. Number the tasks sequentially, e.g., 6.1 Task 1 - Title of Task and narrative, 6.2 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 'I Assure' contracts do not allow 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 14 of your SOW.)*

The text shown below, in red, is mandatory in all SOWs. Remember to list the deliverables associated with these and your other tasks in Section 9 of the SOW.

6.1 - Task 1 - Contract-Level and TO Management.

6.1.1 - Subtask 1 - Integration Management Control Planning. Provide the technical (task order level) and functional activities at the Contract Level needed for the Program Management of this SOW. Include productivity and management methods such as Quality Assurance, Progress/status reporting, and Program Reviews at the Contract and Task Order level. Provide the centralized administrative, clerical, documentation and related functions.

6.1.2 - Subtask 2 - TO Management. Prepare a TO Management Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements throughout TO execution. Provide a monthly status report monitoring the quality assurance, progress/status reporting, and program reviews applied to the TO (as appropriate to the specific nature of the SOW).

7. 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).*

IMPORTANT NOTE: For internal DISA contract users, you are highly discouraged from specifying that work must be performed within Government facilities, unless absolutely necessary. If work must be performed in Government spaces, a written waiver must be submitted to D41. Contact Ms. Melissa McGinness for further information regarding waiver format and procedures at (703) 681-1675.

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.)

8. Period of Performance. (State the total *calendar* days after TO award (e.g., 180 calendar days after TO award). The PoP on 'I Assure' TOs is in any case limited to the period of time between TO award and 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.)

9. 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#	Due Date	Copies	Distribution	Frequency and Remarks
6.1.1	Plan	A003/DI-MGMT-80347	Date or calendar days after award or event	5	Standard Distribution*	Draft - 15 Final - 30
6.1.2	Report	A008/DI-MGMT-80368			Two Copies to TM; Letter Only to KO	Monthly, on 5th workday
6.1.3	Software	Contractor-Determined Format (allowable if desired)			Standard Distribution*	180
6.x	(Continue	as needed to document all	deliverables)			
* Standard Distribution: 1 copy of the transmittal letter <u>with</u> the deliverable to the Primary TM						

(Explanation of Terms:

- **SOW Task#** - State the task from Paragraph 6 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.** 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").
- **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, add Compartments/Handling Instructions, if appropriate.) The Contract Security Classification Specification, DD254, in the 'I Assure' contract 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, Restricted Data, Formerly Restricted Data, Intelligence Information (including Sensitive Compartmented Information and Non-SCI), and Sensitive non-classified information (including For Official Use Only). The contract level DD Form 254 does not allow for TEMPEST, Foreign Government Information, or Limited Distribution Information, etc. If the DD Form 254 is not adequate for the specific work in your Requirements Package, Paragraph 10 must include the security level (as stated above) plus the statement "also see attached DD Form 254". The TM must provide a specific DD Form 254 to include any security restraints or releasability constraints that will have an effect on the performance of the tasks defined in the SOW. Include the DD Form text information in MICROSOFT Word 97 or lower on the SOW diskette, titled DD-254.doc. Please note, process the DD Form 254 for unique security requirements may extend the timeline to award the TO. **Reminder:** Please contact the COR for information regarding the processing classified SOWs.

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 Pentium II's," 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.12 of the 'I Assure' 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 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 Encore work or on other contracts or (2) impair the contractor's objectivity in performing the contract work. In services contracts such as Encore, 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.20 of the Encore 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 Encore 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.** *(Encore 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 Encore contractor will have access during TO execution so the non-disclosure agreements can be signed by the time the TO is awarded.**)*

d. **Packaging, Packing and Shipping Instructions.** *(Provide any task order-unique requirements that exceed those stated in Section D of the Encore contract.)*

e. **Inspection and Acceptance Criteria.** *(Include any additional requirements that exceed those stated in Section E of the Encore 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.)*

13. Section 508 Accessibility Standards. The following Section 508 Accessibility Standard(s) (Technical Standards and Functional Performance Criteria) are applicable (if box is checked) to this acquisition.

Technical Standards

- 1194.21 - Software Applications and Operating Systems
- 1194.22 - Web Based Intranet and Internet Information and Applications
- 1194.23 - Telecommunications Products
- 1194.24 - Video and Multimedia Products

- 1194.25 - Self-Contained, Closed Products
- 1194.26 - Desktop and Portable Computers
- 1194.41 - Information, Documentation and Support

The Technical Standards above facilitate the assurance that the maximum technical standards are provided to the Offerors. Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance. This block is checked to ensure that the minimally acceptable electronic and information technology (E&IT) products are proposed.

Functional Performance Criteria

- 1194.31 - Functional Performance Criteria