

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

CONTRACT ID CODE

PAGE OF PAGES

3

2. AMENDMENT/MODIFICATION NO.

PO0002

3. EFFECTIVE DATE

07/15/98

4. REQUISITION/PURCHASE REQUEST NO.

SEE SCHEDULE

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

45 CONS/LGCXC  
14640 Hangar Road, E&L Bldg/CCAS  
Patrick AFB FL 32925-2206

7. ADMINISTERED BY (If other than Item 6)

CODE

Same

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

Sverdrup Technology, Inc.  
8121 Canaveral Boulevard  
Cape Canaveral FL 32920

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

X F08650-98-C-0035

10B. DATED (SEE ITEM 13)

04/23/98

CODE 1EMB6

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers

is extended,

is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required)

SEE SECTION G

NO CHANGE

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X D. OTHER (Specify type of modification and authority)  
MUTUAL AGREEMENT BETWEEN THE PARTIES HERETO

E. IMPORTANT:

Contractor

is not,

is required to sign this document and return

ONE

copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE SCHEDULE

POC: KYLE ROBERTS  
PHONE (407) 853-0978

MAILING DATE:

JUL 23 1998

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Vicki G. Lockard  
Contracts Manager

16A. NAME AND TITLE OF SIGNER (Type or print)

Edward Cooper  
Contracting Officer

15B. CONTRACTOR/OFFEROR

Vicki G. Lockard  
(Signature of person authorized to sign)

15C. DATE SIGNED

21 July 1998

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

21 J. 1998

**STANDARD FORM 30 (Continued)**

- A. The purpose of this modification is to:
1. Make minor changes to Appendix A to the SOW in order to correct minor mistakes.
  2. Incorporate the correct award fee plan into the contract. An incorrect version of the award fee plan was inadvertently distributed with the contract.
  3. Incorporate the correct DD 254, Contract Security Classification Specification, into the contract. As in item #3, an outdated version was inadvertently distributed.
  4. Incorporate by reference clauses relating to the utilization of Government sources of supply and use of IFMS Vehicles, to correct an administrative oversight.
  5. Make minor revisions to the payment terms on the contract.

Changes are reflected in **Section A (SF 33), Section I, and Section J. All changes are distinguished by vertical line in the right margin. All other terms and conditions remain unchanged.**

**A. PART I- THE SCHEDULE**

**1. SECTION A- SF33**

SF 33, block 13, is changed as follows: Insert the term "Net" in the box labelled "10 calendar days." This is to reflect the fact that payment terms are Net 10 for the contract, and corrects an administrative error.

**2. SECTION B- Supplies or Services and Prices/Costs**

Page 3, CLIN 0004AA, Award Fee Pool is changed as follows: Change the evaluation dates **from "1 Jun 98 through 31 Aug 98" to "1 May 98 through 31 Aug 98."** This is accomplished to reflect the correct evaluation period as described in Section J, Attachment 4 (Award Fee Plan). Remove page 3 and replace with attached replacement page 3, marked "Modification P00002."

**B. PART II- CONTRACT CLAUSES**

**1. SECTION I- CONTRACT CLAUSES**

- a. The clause entitled "Government Supply Sources," found at FAR 52.251-1, is hereby incorporated by reference.
- b. The clause entitled "Use of Interagency Fleet Management Vehicles," found at DFARS 252.251-7001, is hereby incorporated by reference.

- c. Remove pages 53 and 61, and insert replacement pages 53, 61, and 61.1, marked "Modification P00002."

**C. PART III- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**1. SECTION J, ATTACHMENT 1-SOW**

- a. Minor discrepancies in Appendix A are corrected.
- b. Remove pages A-21, A-22, and A-24, and replace with replacement pages A-21, A-22, and A-24, marked "Modification P00002."

**2. SECTION J, ATTACHMENT 3- DD FORM 254**

Remove the DD 254 distributed with the contract and replace with the attached DD 254, Rev 1. This corrects an administrative oversight.

**3. SECTION J, ATTACHMENT 4- AWARD FEE PLAN**

Remove the Award Fee Plan distributed with the contract and replace with the attached Award Fee Plan dated 23 Apr 98 and signed by 45 LG/CC, the Contracting Officer, and 45 SW/CC.

**4. SECTION J, PART III- LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

Remove page 65 and replace with attached replacement page 65, marked "Modification P00002."

**D. RELEASE OF CLAIMS**

In consideration of the modification agreed to herein as complete and equitable adjustment for the changes proposed herein, the contractor hereby releases the government from any and all liability under this contract for further equitable adjustment attributable to such facts or circumstances giving rise to the referenced changes.

**PART I - THE SCHEDULE  
SECTION B  
SUPPLIES OR SERVICES AND PRICES/COSTS**

**BASIC PERIOD - 1 May 98 through 30 Sep 98 (FY98)**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Cost</u>
0001	<b>Operations and Maintenance, Operations and Support and Operations and Management</b> The contractor shall furnish all necessary supplies and services <i>required to perform program and business management,</i> cost reporting and segregation, environmental, industrial security, technical data, safety, exercises, training and other related items as required by launch program in accordance with the Statement Of Work for the LO&SC, dated <u>April 1998</u> , and the performance standards document. <u>COST-PLUS-AWARD-FEE</u>	\$8,508,912
0002	<b>Systems Management</b> The contractor shall furnish all necessary supplies and services required to perform systems engineering, safety engineering, logistics support analysis, configuration management, procedure development, and studies in accordance with the Statement Of Work for the LO&SC, dated <u>April 1998</u> , and the performance standards document. <u>COST-PLUS-AWARD-FEE</u>	\$624,540
0003	<b>Data</b> The contractor shall furnish all necessary supplies and services required to deliver data as set forth in the Accessible Data Products Lists, and Appendix K of the Statement of Work. <u>COST-PLUS-AWARD-FEE</u>	\$ <u>NSP</u>
0004	<b>Award Fee Pool</b>	
0004AA	Award Fee Pool (1 May 98 through 31 Aug 98)	\$773,311
0004AB	Award Fee Pool (1 Sep 98 through 30 Sep 98)	\$140,034

amount of collateral savings, and that amount shall not be subject to the disputes clause or otherwise subject to litigation under 41 U.S.C. 601-613.

(k) Relationship to other incentives. Only those benefits of an accepted VECP not rewardable under performance, design-to-cost (production unit cost, operating and support costs, reliability and maintainability), or similar incentives shall be rewarded under this clause. However, the targets of such incentives affected by the VECP shall not be adjusted because of VECP acceptance. If this contract specifies targets but provides no incentive to surpass them, the value engineering sharing shall apply only to the amount of achievement better than target.

(l) Subcontracts. The Contractor shall include an appropriate value engineering clause in any subcontract of \$100,000 or more and may include one in subcontracts of lesser value. In calculating any adjustment in this contract's price for instant contract savings (or negative instant contract savings), the Contractor's allowable development and implementation costs shall include any subcontractor's allowable development and implementation costs, and any value engineering incentive payments to a subcontractor, clearly resulting from a VECP accepted by the Government under this contract. The Contractor may choose any arrangement for subcontractor value engineering incentive payments; provided, that the payments shall not reduce the Government's share of concurrent or future contract savings or collateral savings.

(m) Data. The Contractor may restrict the Government's right to use any part of a VECP or the supporting data by marking the following legend on the affected parts:

"These data, furnished under the Value Engineering clause of contract ....., shall not be disclosed outside the Government or duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate a value engineering change proposal submitted under the clause. This restriction does not limit the Government's right to use information contained in these data if it has been obtained or is otherwise available from the Contractor or from another source without limitations."

If a VECP is accepted, the Contractor hereby grants the Government unlimited rights in the VECP and supporting data, except that, with respect to data qualifying and submitted as limited rights technical data, the Government shall have the rights specified in the contract modification implementing the VECP and shall appropriately mark the data. (The terms "unlimited rights" and "limited rights" are defined in Part 27 of the Federal Acquisition Regulation.)

(End of clause)

52.249-6	TERMINATION (COST-REIMBURSEMENT) (IAW FAR 49.503(a)(1))	SEP 1996
52.249-6	ALTERNATE I (IAW FAR 49.503(a)(4))	SEP 1996
52.249-14	EXCUSABLE DELAYS (IAW FAR 49.505(d))	APR 1984
52.251-1	GOVERNMENT SUPPLY SOURCES (IAW FAR 51.107)	APR 1984
52.251-2	INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES (IAW FAR 51.205)	JAN 1991

252.249-7001

NOTIFICATION OF SUBSTANTIAL IMPACT  
ON EMPLOYMENT  
(IAW DFARS 249.7002(c))

DEC 1991

(This clause is applicable to all contracts of \$5 million or more and all contracts with subcontracts of \$500,000 or more.)

252.251-7001

USE OF INTERAGENCY FLEET MANAGEMENT  
(IFMS) VEHICLES AND RELATED SERVICES  
(IAW DFARS 251.205)

DEC 1991

**C. AIR FORCE FEDERAL ACQUISITION SUPPLEMENT CLAUSES**

5352.204-9000

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY  
(IAW AFFARS 5304.404-90)

MAY 1996

Thirty days before the date contractor operations will begin on base, the contractor shall notify the security police activity shown in the distribution block of the DD Form 254, DOD Contract Security Classification Specification, as to:

- (a) The name, address, and telephone number of this contract company's representative and designated alternate in the U.S. or overseas area, as appropriate;
- (b) The contract number and military contracting command;
- (c) The highest classification category of defense information to which contractor employees will have access;
- (d) The Air Force installations in the U.S. (in overseas areas, identify only the APO number(s)) where the contract work will be performed;
- (e) The date contractor operations will begin on base in the U.S. or in the overseas area;
- (f) The estimated completion date of operations on base in the U.S. or in the overseas area; and
- (g) Any changes to information previously provided under this clause.

This requirement is in addition to visit request procedures contained in DOD 5220.22M, National Industrial Security Program Operating Manual.

5352.204-9001

VISITOR GROUP SECURITY AGREEMENTS  
(IAW AFFARS 5304.404-90)

MAY 1996

Prior to beginning operations involving classified information on an installation identified on the DD Form 254 where the contractor is not required to have a facility security clearance, the contractor shall enter into a security agreement (or understanding) with the installation commander to ensure that the contractor's security procedures are properly integrated with those of the installation. As a minimum, the agreement shall identify the security actions which will be performed:

- (a) By the installation for the contractor, such as providing storage and classified reproduction facilities, guard services, security forms, security inspections under DOD 5220.22-M, 5ag, classified mail services, security badges, visitor control, and investigating security incidents; and
- (b) Jointly by the contractor and the installation, such as packaging and addressing classified transmittals, security checks, internal security controls, and implementing emergency procedures to protect classified material.

5352.223-9000

ELIMINATION OF USE OF CLASS I OZONE  
DEPLETING SUBSTANCES (ODS)  
(IAW AFFARS 5323.890-7)

MAY 1996

(a) It is the Air Force policy to preserve mission readiness while minimizing dependency on Class I Ozone Depleting Substances (ODS). [redacted] their release into the environment, to [redacted] protect the Earth's stratospheric ozone layer.

PART III LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS  
SECTION J  
LIST OF ATTACHMENTS

<u>ATTACHMENT</u>	<u>DOCUMENT</u>	<u>NO. OF PAGES</u>	<u>DATE</u>
1	Statement Of Work	TBD	April 1998
2	Performance Standards Document	2	23 Sep 97
3	DD Form 254	5	30 Apr 98
4	Award Fee Plan	18	23 Apr 98
5	DOL Wage Determination	18	17 Jul 97
6	Base Support	8	19 Sep 97
7	Subcontracting Plan	24	TBD

<u>EXHIBIT</u>	<u>DOCUMENT</u>	<u>NO. OF PAGES</u>	<u>DATE</u>
A	Government Furnished Equipment		23 Oct 97

## **Appendix A-4 – Atlas Service Systems**

### **1.0 Purpose and Scope**

This appendix identifies the critical facilities, and some of the systems and equipment in those facilities, supporting Atlas launch vehicle service systems at CCAS.

### **2.0 Responsibilities**

Atlas Service Systems are composed of, but not limited to, the following components in Figure

A-4-1, Critical Facilities Database, shown on pages A-22 through A-23. It identifies the systems and equipment in each of the critical Atlas facilities which the LO&SC shall operate and maintain.

### **3.0 Facilities**

Atlas service facilities listed below require Facility Management. Facilities include, but are not limited to:

- 3.1 Atlas Blockhouse area (blast door effective 1 October 1998)
- 3.2 Space Launch Complex 36A
- 3.3 Hangar K area
- 3.4 Hangar J area
- 3.5 Atlas Administrative Buildings, Facilities 5500AY, 5505, 5500AV
- 3.6 Pump Station #4 area

**Figure A-4-1 Atlas Critical Facilities Database**

<b>Blockhouse – Facility 5501*</b>		
<b>System</b>	<b>Sub-system</b>	<b>Notes</b>
Communication	Telephone/LAN wiring	
Communication	RF Transmission	RF for hand radios
Communication	Narrow band Transmission	All equipment associated with sequencer
Communication	Antennas	Antenna supports sequencer
Communication	TOPS/Digital Voice	
Communication	Public Address System	
Environmental	Fire Protection	
Environmental	HVAC	8 ton and 30 ton unit
Equipment	Facility Control Monitoring Systems	
Mechanical	Elevators	Material Lift
Mechanical	Misc. Support Equipment	Bunker Periscopes
Safety	Eye washes /Decontaminate showers	
Safety	Hazard Notification	Evacuation Horn
Structure	Special Purpose Doors	Blast door
Structure	Basic Structure	
Water	Sanitary Sewer	
Water	Potable Water	
<b>CX-36A – Facility 5500</b>		
<b>System</b>	<b>Sub-system</b>	<b>Notes</b>
Communication	Telephone/LAN wiring	
Communication	Wide band Transmission	
Communication	Narrow band Transmission	
Communication	TOPS/Digital Voice	
Communication	Public Address System	
Environmental	Propellant Vapor Detection	
Environmental	HVAC	All HVAC except ECS; include ramp pressure blower, instrumentation cubicle, explosion proof units
Environmental	Fire Protection	
Environmental	Oxygen Hazard Monitoring	Units on service tower
Equipment	Online Lightning Monitoring System	
Equipment	Facility Control Monitoring Systems	
Mechanical	Elevators	2 elevators
Safety	Eye washes/Decontaminate Showers	
Structure	Basic Structure	Identified critical structures: MST – FACILITY 5553, UT – FACILITY 5500, LSB – FACILITY 5510

## **2.0 Responsibilities**

Titan Service Systems are composed of, but not limited to, the following components in Figure

A-5-1, Critical Facilities Database, shown on pages A-25 through A-32. It identifies the systems and equipment in each of the critical Titan facilities which the LO&SC shall operate and maintain.

## **3.0 Facilities**

Titan service facilities listed below require Facility Management. The Titan facilities include, but are not limited to:

- 3.1 Space Launch Complex 40
- 3.2 Space Launch Complex 41
- 3.3 Solid Motor Assembly and Readiness Facility (SMARF) area
- 3.4 Solid Motor Assembly Building (SMAB) (East & High Bays) area
- 3.5 Vertical Integration Building area
- 3.6 Payload Fairing Cleaning Building
- 3.7 Launch Operations Control Center area
- 3.8 Hangar AM area
- 3.9 Hangar E, Facility 1612
- 3.10 Pump Station #7 area
- 3.11 ITL Warehouse area
- 3.12 Missile Inert Storage (MIS) area
- 3.13 Receipt Inspection Shop (RIS) area
- 3.14 Segment Ready Storage (SRS) Building area
- 3.15 Titan Railroad System (including locomotives effective 1 Oct 98)

**CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

The requirements of the DoD Information Security Manual apply to all security aspects of this effort

CLASSIFICATION AUTHORITY REQUIRED  
 a FACILITY CLASSIFICATION REQUIRED  
**TOP SECRET**  
 b LEVEL OF SAFEGUARDING REQUIRED  
**SECRET**

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)		3. THIS SPECIFICATION IS: (X and complete as applicable)	
<input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER F08650-98-C-0035	<input type="checkbox"/> b. SUBCONTRACT NUMBER	<input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) Date (YYMMDD) 97 04 09	<input checked="" type="checkbox"/> b. REVISED (Supersedes all previous specs) Revision No 1 Date (YYMMDD) 98 04 30
<input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER	DUPLICATE Date (YYMMDD)	<input type="checkbox"/> c. FINAL (Complete Item 5 in all cases)	Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT?  YES  NO. If Yes, complete the following:  
 Classified material received or generated under \_\_\_\_\_ (Preceding Contract Number) is transferred to this follow on contract

5. IS THIS A FINAL DD FORM 254?  YES  NO. If Yes, complete the following:  
 In response to the contractor's requested dated \_\_\_\_\_, retention of the identified classified material is authorized for the period of \_\_\_\_\_

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE Sverdrup Technology, Inc. 600 Wm. Northern Blvd. P.O. Box 884 Tullahoma, TN 37388	b. CAGE CODE 07486	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service 2300 Lake Park Dr., Suite 250 Smyrna, GA 30080-7606
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

8. ACTUAL PERFORMANCE

a. LOCATION Cape Canaveral Air Station, FL	b. CAGE CODE 1EMB6	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service 2300 Lake Park Dr., Suite 250 Smyrna, GA 30080-7606
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9. GENERAL IDENTIFICATION OF THIS PROCUREMENT  
 Launch Operations and Support Contact

10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY		<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI		<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>	<input type="checkbox"/>
j. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>	<input type="checkbox"/>
l. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input type="checkbox"/>	<input checked="" type="checkbox"/>
m. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify)		<input type="checkbox"/>	<input type="checkbox"/>
n. OTHER (Specify) See contract "Notification of Government Security Activity"		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perform Classified AIS Processing		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Direct  Through Specific:

**NO PUBLIC RELEASE AUTHORIZED.**

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review. In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document(s) guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.*

- 10a. AFI 33-211 and AFI 33-212 apply for safeguarding COMSEC information. Disclosure of COMSEC information to another contractor requires special briefings. A final U.S Government security clearance at the proper level and formal cryptographic access IAW AFI 33-210.
- 10b,c,d. A final security clearance is required and briefings must be provided prior to access for CNWDI, RD, and FRD.
- 10j. The "For Official Use Only" information provided under this contract shall be safeguarded as specified in AFI 37-131.
- 11c. Information received or generated under this contract will be classified in accordance with applicable Security Classification guides provided to the contractor under separate cover. Program specific data may be classified TOP SECRET.
- 11d. Classified hardware too large for storage in a normal security container will be stored in either an appropriate level vault or approved contractor closed area.
- 11g. The contractor will prepare and process DD Form 1540 to DTIC. Subcontractors are required to prepare and process DD Form 1540 through the prime contractor. NISPOM Chapter 11, Section 2, Para 11-203 (a) and (b) apply.
- 11h. A COMSEC account is required for control of keying material associated with the GFE mobile/handheld encrypted radio.
- 11i. The EMSEC requirements specified for this contract shall be implemented in accordance with AFPD 33-2 with the AFSSI 7000 series.
- 11j. AFI 10-1101 OPSEC requirements are tailored on DD 254 continuation sheet.
- 11l. The AIS requirements established for this contract shall be implemented in accordance with AFPD 33-2 as supplemented. Performs classified AIS processing.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. *(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)*

Yes  No

See item 13 above for AIS, OPSEC, and TEMPEST requirements.

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. *(If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)*

Yes  No

DIS is relieved of security oversight. 45 SPS/SPRC will assume security cognizant responsibility.

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

<p>a. TYPED NAME OF CERTIFYING OFFICIAL</p> <p><b>STEVEN E. SCOTT</b></p>	<p>b. TITLE</p> <p><b>Program Manager Launch Operations and Support Contract</b></p>	<p>c. TELEPHONE (Include Area Code)</p> <p><b>(407) 853-3336</b></p>												
<p>d. ADDRESS (Include Zip Code)</p> <p><b>45 LG/LGQ Cape Canaveral Air Station, FL 32925-2206</b></p>	<p><b>17. REQUIRED DISTRIBUTION</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>a. CONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>b. SUBCONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>e. ADMINISTRATION CONTRACTING OFFICER</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>f. OTHERS AS NECESSARY</td> </tr> </table>		<input checked="" type="checkbox"/>	a. CONTRACTOR	<input type="checkbox"/>	b. SUBCONTRACTOR	<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	<input checked="" type="checkbox"/>	e. ADMINISTRATION CONTRACTING OFFICER	<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY
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<input checked="" type="checkbox"/>	e. ADMINISTRATION CONTRACTING OFFICER													
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY													
<p>e. SIGNATURE</p> <p><i>Steven E. Scott</i></p>														

DD 254 Continuation

The following actions are expected of the contractor for compliance with AFI 10-1101:

1. The contract should appoint an OPSEC officer in writing with courtesy copy to the 45 SW OPSEC officer. The appointed OPSEC officer should attend Wing provided training and periodic meetings. This is an additional duty type position not requiring a dedicated employee.
2. The contractor should follow the 45 SW comprehensive training plan being developed to ensure assigned employees.
  - a. Understand the OPSEC concept and foreign intelligence threat ( can be done at initial orientation of new hires; information regarding any threats will be provided by the 45 SW OPSEC officer).
  - b. Are given an OPSEC orientation, to include information concerning any intelligence threats (given at initial and annual briefings; information regarding any threats will be provided by the 45 SW OPSEC officer).
  - c. Understand the scope, organization, provisions of the command and unit (sponsor) OPSEC program (provided at the above briefings; actual information is provided to the contractor by the command and unit OPSEC officers).
  - d. Understand the OPSEC role in the planning and executing of command and unit missions and activities (role of contractor will be defined as needed by command unit OPSEC officers).
  - e. Attend OPSEC refresher briefings annually (to be done by the above mentioned briefings).
  - f. Are given periodic OPSEC reminders (bulletins, newsletters, commander's calls, posters, etc., provided by the 45 SW OPSEC officer).
  - g. Understand how sound OPSEC is applied to planning operations, exercises, and special activities, to include lessons learned (actual information to be provided by the 45 SW OPSEC officer).

## FORMATION PROTECTION POLICY & GUIDANCE

The following publications provide technical direction and information to persons engaged in computer security activities:

Air Force Policy Directive 33-2	13 Aug 93	Command, Control, Communications and Computer (C4) Systems
AFI 33-204	15 Dec 94	The C4 Systems Security Awareness, Training & Education Program (SATE)
AFSPC I 33-201	27 Aug 96	Air Force Space Command Computer Security Program
AFSPC SIG 90-2037	31 Oct 95	Information Protection Self-Inspection Guide (SIG)
AFSPC Chg 1 AFI 33-204	23 Aug 96	The C4 Systems Security Awareness, Training, Education (SATE) Program

### Air Force Systems Security Instruction (AFSSI)

*COMPLIANCE WITH THESE PUBLICATIONS IS MANDATORY*

AFSSI 5001	22 Jul 96	Security Policy Development Guide
AFSSI 5002	26 Aug 96	Controlled Access Protection (CAP)
AFSSI 5013	1 Jul 96	Identification and Authentication
AFSSI 5016	30 Jun 92	Embedded Computer Systems Security
AFSSI 5017	18 Feb 93	Deployable Computer Systems Security
AFSSI 5020	20 Aug 96	Remanence Security
AFSSI 5021	15 Aug 96	Vulnerability and Incident Reporting
AFSSI 5101	15 Oct 92	Computer Security in the Air Force Acquisition System
AFSSI 5102	23 Sep 96	The Computer Security (COMPUSEC) Program

### Air Force Systems Security Memorandum (AFSSM))

AFSSM 5003	29 Jan 93	Designated Approving Authority Guide
AFSSM 5004	1 Mar 91	MAJCOM Computer Systems Security Manager's Guide
AFSSM 5005	5 Nov 90	Base Computer Systems Security Officer's Handbook
AFSSM 5006	2 Aug 93	Computer System Security Officer's (CSSO) Network Security Officer's (NSO) Guide
AFSSM 5008	16 Jan 90	Evaluator's Guide
AFSSM 5010	15 Oct 92	Computer Security in the Acquisition Life Cycle
AFSSM 5012	1 Oct 90	System Vulnerabilities and Penetration Methods
AFSSM 5014	10 Feb 93	Multi-user Computer Systems Security Guide
AFSSM 5015	16 Nov 92	Protection Techniques Guide
AFSSM 5018	1 Feb 93	Risk Analysis
AFSSM 5019	15 Apr 91	Computer Security User's Guide
AFSSM 5022	1 Mar 93	Network Risk Analysis
AFSSM 5023	13 Jun 96	Viruses and Other Forms of Malicious Logic
AFSSM 5025	1 Mar 93	Security Test and Evaluation
AFSSM 5026	1 Mar 93	Certification Guide
AF MAN 33-270	8 Aug 94	C4 Systems Security Glossary

NOTE: AFSSI/AFSSM are found in the Specialized Publications Index 5  
45 CS/SCBI, Information Protection Office, 494-5366 Maintains User Library

As of 12/17/96

F08650 - 98 - C - 0035

**ATTACHMENT 4**  
**AWARD FEE PLAN**

**23 APRIL 1998**

**(page 1 of 18)**

**F08650 98 C0035**

**F08650-97-R-0413**

F08650-98-C-0035

Launch Operations & Support Contract

Prepared By:

45 LG/LGQL  
45 CONS/LGCXC

**CONCUR:**

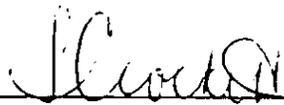
Award Review Board Chairman



Commander  
45 LG/CC

**CONCUR:**

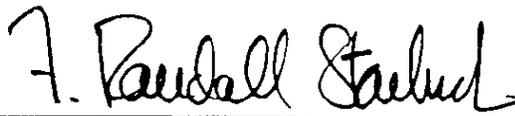
Contracting Officer



45th SW

**APPROVED:**

Fee Determining Official



Commander  
45 SW/CC

F08650 98 C0035

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## Award Fee Plan

1. Introduction. This Award Fee Plan is the basis for the Government's evaluation of the contractor's performance on the Launch Operations and Support Contract (LO&SC). The purpose of the plan is to outline the process and criteria used to present an integrated assessment of the contractor's performance to the Fee Determining Official (FDO). The specific criteria and procedures used to assess contractor performance and to determine the amount of award fee earned are described herein. FDO award fee determinations are not subject to the "Disputes", "Allowable Cost and Payment," or "Termination" clauses of the contract.

### 2. Organization Responsibilities.

a. The FDO, 45<sup>th</sup> Space Wing (45 SW) Commander, will unilaterally determine the amount of award fee to be granted. The FDO will establish an Award Fee Review Board (AFRB) to assist in formulating award fee determinations. Award fee determinations are normally made by the process outlined in paragraph 3 of this plan.

b. The 45<sup>th</sup> Space Wing will provide evaluators who will provide the initial evaluation of the contractor's performance. The evaluators will be provided with specific performance criteria, submit evaluation reports, and be prepared to present briefings, as required, to the AFRB. The Contracting Officer (CO) will implement the required award fee contractual actions.

### 3. Award Fee Process.

a. Award Fee Determination Process. This process normally consists of the following steps:

1. Continual Evaluation by Designated Award Fee Monitors. The designated award fee monitors evaluate the contractor's performance in the key areas of the award fee criteria. Evaluators or specialists assigned to key performance areas can be designated as award fee monitors. Other government personnel may also be designated as award fee monitors. For example, the CO may be designated to be the award fee monitor for cost.

2. Award Fee Reports. This step deals with the documentation required by the AFRB from award fee monitors.

3. The monitor should consider the quality assurance surveillance reports and other documentation when producing a separate document for reporting award fee evaluations. All monitors should maintain an informal written record of the contractor's performance in their areas. They should note those instances in which the contractor's performance is considered to be more or less than satisfactory. Each monitor should maintain records on correspondence, reports, data items, meetings, and conversations which demonstrate the contractor's day-to-day performance of the contract. At the

midpoint and upon completion of each evaluation period, monitors should provide specific comments concerning the contractor's strong and weak performance during the award fee period under consideration. Monitors should include any comments relative to other areas for which they are not responsible. Each monitor should obtain inputs from other sources (quality assurance documentation) to outline a complete picture of contractor performance. The monitor's periodic award fee reports and evaluations should be made part of the official contract file.

4. AFRB. The 45 LG/CC will chair the AFRB. In the event that the AFRB Chairperson is not available the Alternate Chairperson(s) will preside over the AFRB with the same authority and responsibility as the AFRB Chairperson. The Chairperson, Alternate Chairperson(s) and board members are approved by the FDO. The AFRB will convene at the direction of the chairperson and consider information submitted by the following sources to make an award fee presentation to the FDO:

- a. Initial evaluations submitted by designated evaluators.
- b. Assessments or inputs from other sources (e.g. Defense Contract Management Command (DCMC), Defense Contract Audit Agency (DCAA), General Accounting Office (GAO), and Inspector General (IG), etc.) as considered appropriate by the AFRB.
- c. The Contractor may submit a written self-assessment (limited to 10 pages) to the chairperson of the AFRB through the CO for each evaluation period under consideration no later than five days following the close of an evaluation period. The contractor may be requested by the CO to present such self-assessment orally prior to the AFRB meeting. Interim self-assessments in conjunction with interim government letters of evaluation are also encouraged.
- d. The AFRB members shall vote individually on each performance rating area after receiving the evaluators' presentations and reviewing all available information.

5. Timing of Award Fee Determinations. The AFRB will normally complete its evaluation and make a recommendation to the FDO within five weeks following the close of the evaluation period. The FDO will normally make an award fee determination within one week following the AFRB recommendation. Contractual implementation will normally take place within 30 days after notification from the FDO of the award fee determination. Contractor receipt of the contract modification will formalize the notification of the amount of award fee earned.

6. Fee Allocations by Evaluation Period.

- a. The award fee earned will be determined at the completion of each evaluation period. The percentage shown is the maximum amount that can be earned during that particular period. Any portion of award fee not awarded for an evaluation period is not transferable to another evaluation period.

<u>Evaluation Period</u>	<u>Start</u>	<u>Completion</u>	<u>Award Fee Available</u>
1	1 May 98	31 Aug 98	100%
2	1 Sep 98	28 Feb 99	50%
3 to end	TBD	TBD	TBD

b. The Government may unilaterally modify any part of this award fee plan prior to the start of an evaluation period. The contractor will be notified of such changes, if any, in writing by the CO before the applicable period is started and the Award Fee Plan will be modified accordingly. Changes made subsequent to the commencement of a period may be made only by mutual agreement of the parties.

7. Performance Criteria Areas:

a. Weighing for each performance area is as specified below. The award fee recommendation will be determined using the performance criteria contained in Annex 2.

<u>Performance Area</u>	<u>Weighting</u>
Program Management	30%
Operations & Maintenance - Mission Support	40%
Quality Assurance	10%
Service Systems Management	20%
Total	100%

b. The contractor may earn an award fee by achieving a level of effectiveness in accordance with the award fee standards set forth below.

<u>Award Fee Standard</u>	<u>Evaluated Point Range</u>	<u>Percent of Award Fee Earned</u>
Excellent	91 - 100	91% - 100%
Very Good	76 - 90	76% - 90%
Good	51 - 75	51% - 75%
Satisfactory	26 - 50	26% - 50%
Unsatisfactory	1 - 25	No Award Fee

8. Award Fee Evaluation Process - Specific Responsibilities:

a. Award Fee Evaluators. Evaluators will maintain a continuing written record of the contractor's performance in their performance evaluation area(s) of responsibility.

They will characterize contractor performance in accordance with the standards and criteria in Annex 2 by referring to events, correspondence, reports, data items, tests, meetings, conversations, or any other data which demonstrate the contractor's day-to-day performance. The evaluators will submit a compilation of inputs to the Recorder within five workdays of the end of each semiannual period during the evaluation phase or as otherwise requested by the Recorder. These reports will consist of a short written summary covering both strong and weak contractor performance during the period being evaluated. The performance evaluators will consider contractor self-assessment reviews in their evaluation process. Informal records used in the preparation of the evaluation report and the report will be retained by the recorder for the duration of the contract in order to support any inquiries made by the FDO.

b. Award Review Board. AFRB members are to review evaluation reports or summaries, consider all information from pertinent sources, and arrive at a fee recommendation to be given to the FDO by the AFRB Chairperson. Each AFRB member will have an equal vote and each AFRB member will vote in each of the weighted performance areas.

c. Fee Determining Official. The FDO will review the recommendation and presentation from the AFRB Chairman, consider all appropriate data, and advise the contractor and the CO of the award fee determination.

d. Recorder. The recorder is a nonvoting member of the AFRB and must be thoroughly familiar with current award fee policy, guidance, regulations, and government/contractor correspondence pertinent to the award fee process. The recorder is responsible for coordinating the administrative actions required by the award fee evaluators, the AFRB, and the FDO, to include: (1) receipt, processing and distribution of evaluation inputs from all required sources; (2) assisting with internal evaluation milestones, such as briefings; and (3) accomplishing other actions required to insure the smooth operation of the award fee process.

9. Interim Letters. The AFRB Chairperson will submit an interim letter at approximately mid-point of an evaluation period addressing both positive and negative performance and defining areas requiring improvement. The AFRB Chairperson may issue letters at any other time when it is deemed necessary to highlight areas of Government concern. The contractor is required to provide a written response within 30 days addressing the assessment and providing plans for increasing effectiveness in the areas addressed or explaining why it is not feasible to do so.

10. Award Fee Integrity. The award fee process is recognized to be subjective in nature, but every effort will be made to ensure fairness. The written records of the evaluators, the inputs from other pertinent sources, and the contractor's self-assessment provide the checks and balances necessary to ensure award fee integrity.

11. Termination for Convenience. In the event this contract is terminated for the convenience of the Government after the start of an evaluation period, the award fee deemed earned and to be paid for this period will be a matter of equitable adjustment in accordance with the termination clause of this contract. The remaining award fee dollars for all periods subsequent to this termination shall not be considered earned and, therefore, shall not be paid.

Annex 1  
Award Fee Review Board Members

Chairperson:

Commander, 45th Logistics Group (45 LG/CC)

Alternate Chairperson(s):

Commander, 45 OG/CC  
Chief, Performance Management, 45 LG/LGQ  
Chief, Performance Management, 45 LG/LGQL

Members:

Commander, 45th Operations Support Squadron (45 OSS/CC)  
Commander, Contracting Squadron (45 CONS/CC)  
Commander, 1st Space Launch Squadron (1 SLS/CC)  
Commander, 3rd Space Launch Squadron (3 SLS/CC)  
Commander, 5th Space Launch Squadron (5 SLS/CC)  
Chief, Quality Assurance (45 LG/LGQA)  
Contracting Officer (45 CONS/LGCXC)  
Program Manager, 45 LG/LGQLP

Non-Voting Members:

Judge Advocate (45 SW/JA) or designee  
Recorder  
Award Fee Monitor

## ANNEX 2 - AWARD FEE CRITERIA

### **PROGRAM MANAGEMENT (Area Weight 30%)**

#### 1. Unsatisfactory (No award fee)

Fails to meet minimum contractual requirements as described in the Statement of Work.

#### 2. Satisfactory (25-50% Award Fee)

**Resource Management:** Demonstrates an understanding of assigned task and parameters of contract. Manages facilities, personnel, resources, and programs to ensure contracted requirements are satisfied.

**ADPLs:** Provides access and hardcopy delivery of ADPL items on time, accurately and completely.

**Cost Accounting:** Maintains an adequate cost accounting system. A reconciliation between the P&CR and the CFSR is provided. Correctly assigns customer costs.

**Cost Controls:** Maintains adequate control of cost growth. Actual costs are on target unless the Contractor can show that cost growth is beyond his control.

**Cost-Proposals:** Submits reasonable, explicit, and timely cost proposals.

**Small Business Sub Contracting:** Meets basic contractual requirements.

**Operations Support:** Security program is complete and without significant, preventable, security violations. Provides competent operations training and complete training records.

#### 3. Good (51-75% Award Fee)

Substantially meets all of (2) above and:

**Resource Management:** Aggressively manages facilities, personnel, resources, and programs. Aware of all issues and problems. Provides real-time resolution of problems. Solutions usually do not require subsequent corrections and/or adjustments. Recognizes outstanding contributions by employees. Coordinates well with contractors/Government agencies.

**ADPLs:** Provides access and hardcopy delivery of ADPL items on time, accurately, completely, and in clear detail.

**Cost Accounting:** Demonstrates that the program is being executed within existing milestones and timetables. Explains cost variances satisfactorily. Cost reporting is aggressively managed.

**Cost Controls:** Demonstrates that measures are taken to avoid cost growth.

Cost Proposals: Submits cost proposals that provide a complete description of the requirement and are detailed and timely.

Small Business Sub Contracting: Somewhat exceeds small business sub-contracting requirements and enhances the use of small disadvantaged and women owned small businesses.

Operations Support: Aggressive security program. Responsive to program badging requests and provides current access lists. Training program supports all requirements in a timely manner. Personnel are scheduled and notified. Records are up to date and accurate.

#### 4. Very Good (76% - 90% Award Fee)

Substantially meets all of (3) above and:

Resource Management: Displays a thorough working knowledge of tasks and range parameters which allows rapid identification and resolution of problems. Problem solving is accurate and timely. Subsequent adjustments are not required. Initiates improvements in operational and technical approaches. Initiates coordination with contractors and Government agencies.

ADPLs: Provides access and hardcopy delivery of ADPL items ahead of schedule to the benefit of the Government with good quality and detail. Contents of data items are effective in supporting 45th Space Wing requirements.

Cost Accounting: Identifies problems which have a potential for impact on schedule or performance and presents solutions which minimize impacts. Explains cost variances satisfactorily. Variances are not attributable to Contractor-caused problems. Cost reporting is timely and indisputable by customers.

Cost Controls: Identifies problems which have a potential for impact on program cost and presents solutions which reduce or avoid cost. If overruns are occurring, demonstrates that the Contractor is taking measures to reduce costs.

Cost Proposals: Submits proposals that are well prepared, innovative, and require a minimum of additional fact finding.

Small Business Subcontracting: Exceeds small business sub-contracting requirements by extensively utilizing small disadvantaged and women owned small businesses with some sophisticated work contracted to small business.

Operations Support: Outstanding security program. No security infractions. Responds real-time to all program requests for badges and access lists. Training program is flexible and responsive to program training requirements. Training records are current, accurate, and easily accessible to authorized 45 SW and Contractor personnel.

5 Excellent (91% - 100% Award Fee)

Substantially meets all of (4) above and:

**Resource Management:** Has full knowledge of past, present, and future tasks and parameters of range. Draws on company-wide resources to solve unique problems. Demonstrates exceptional expertise, insight, and dedication. Sets objectives and meets them. Continually improves performance and implements innovative concepts that result in efficient operations and superior mission support.

**ADPLs:** Provides access and hardcopy delivery of ADPL items ahead of schedule to the benefit of the Government. ADPLs are detailed and quality exceeds expectations. Leverages information technology and maximizes electronic dissemination of contract data to the benefit of the Government. Content of data items is highly effective in supporting requirements.

**Cost Accounting:** Anticipates funding/resource problems and identifies risks in areas which could have a potential impact on schedule or performance. Continually seeks to improve resource and cost management. Cost reporting is completely accurate and timely and easily accessible by authorized customers.

**Cost Controls:** Anticipates funding/resource problems and identifies risks in areas which could have a potential impact on program cost. Displays a high degree of initiative by identifying problems and recommending solutions and alternatives. Underruns or maintains estimated cost levels.

**Cost Proposals:** Submits proposals that provide a level of detail that allow stand-alone cost data and task interactions with little or no fact-finding. The proposals are outstanding in their innovative interpretation and approach to the proposed effort.

**Small Business Sub-Contracting:** Exceeds small business sub-contracting requirements with maximum utilization of small disadvantaged and women owned small businesses with sophistication in work contracted to small business.

**Operations Support:** Optimum security support. No security violations. Continually improves security operations. Supports all escort requirements for programs. Top quality training program, instructors, materials, and courses. Training is provided whenever and wherever required. Continues to be totally responsive and flexible to satisfy program requirements real-time.

**OPERATIONS & MAINTENANCE - MISSION SUPPORT (Area Weight 40%)**

1. Unsatisfactory (No award fee)

Fails to meet minimum contractual requirements as described in the Statement of Work.

2. Satisfactory (25-50% Award Fee)

Planning: Understands operational tasks and maintenance requirements. Identifies and resolves problems. Maintains open and meaningful communication with the Government. Apprises Field Program Manager of status of all critical systems.

Mission Configuration: Service systems are properly configured and operated to support the scheduled operation.

Working Groups: Supports all working groups and meetings. Acceptable presentation material, agendas, and minutes.

Mission Control Operations: Provides adequate support for communication/networks operations. Effectively evaluates communication and network requirements. Accurately documents requirements.

3. Good (51-75% Award Fee)

Substantially meets all of (2) above and:

Planning: Performs operations planning, scheduling, coordination, and forecasting requirements in a timely and accurate manner, without creating ineffective use of LOSC or other range resources. Provides real-time identification of and solutions for operational problems to avoid impacts to scheduled operations. Solutions usually do not require subsequent corrections/adjustments.

Mission Configuration: Configures service systems properly to support all operations. Quickly responds to schedule changes to support operational requirements.

Working Groups: Completely supports working groups and meetings. Presentation material and minutes are accurate and timely.

Mission Control Operations: Provides complete support for all communication/networks operations. Effectively evaluates requirements and ensures requirements are satisfied or shortfalls quickly identified. Communication documents reflect latest changes.

4. Very Good (76% - 90% Award Fee)

Substantially meets all of (3) above.

Planning: Rapidly identifies and resolves operational problems through working knowledge of assigned tasks and requirements. Real-time, advance problem solving is accurate and timely. Subsequent adjustments are not required.

Mission Configuration: Operates service systems properly to support scheduled test or processing activities. Configuration problems or issues are identified in advance and resolved real-time to avoid schedule impacts. Anticipates and identifies deficiencies in planning, scheduling, and coordination to avoid impacts to support requirements. Immediately responds to Field Program Manager needs to ensure operation requirements are satisfied.

Working Groups: Supports with outstanding working groups and meetings. Responds to last minute changes in scheduled working groups and meetings.

Mission Control Operations: Completely understands and supports all communication/network operations. Communication/network requirement shortfalls are identified in real-time to ensure prompt resolution to avoid any mission impacts. Communication documents reflect latest changes and are accurate. Initiates and demonstrates an effective plan for rapid dissemination of last minute changes to test documentation to ensure program support satisfies test requirements.

5. Excellent (91% - 100% Award Fee)

Substantially meets all of (4) above.

Planning: Has full knowledge of past/present/future tasks and operational support requirements. Draws on company-wide resources to solve unique problems. Demonstrates exceptional expertise, insight, and dedication.

Mission Configuration: Actively seeks out and solves problems to ensure service systems are properly configured to support scheduled test or processing activities. Configuration problems or issues are identified in advance and resolved real-time to avoid schedule impacts. Implements innovative practices that produce efficiencies in operation and superior mission support. Accomplishes accurate planning, scheduling, and coordination in an exceptional manner. Interfaces with users and range contractors to promote early identification of conflicts and solutions to ensure a conflict-free test schedule.

Working Groups: Supports all working groups and meetings. Presentation material always top quality. Agendas and minutes extremely detailed to accurately document program requirements and decisions.

Mission Control Operations: Provides optimum communication/networks support. Requirements are aggressively worked and identified in real-time. Through innovative and exceptional work effort, all shortfalls are satisfied to completely satisfy all mission requirements. Submits program documentation prior to the required date while taking the initiative to quickly provide detailed data in response to Government concerns or questions.

## QUALITY ASSURANCE (Area Weight 10%)

### 1. Unsatisfactory (No Award Fee)

Fails to meet minimum contractual requirements as described in the Statement of Work.

### 2. Satisfactory (25-50% Award Fee)

Operations: Operators are certified and follow approved procedures; operator errors are rare and quickly corrected. Safety requirements of the Pad Safety Plans are satisfied. MPICD verifications are accomplished. Contamination control is maintained per the MPICD.

Maintenance: Equipment is maintained and/or modified in conformance with established system configuration. Technicians are certified and follow approved procedures; technician errors are rare and quickly corrected. Calibrations, preventive maintenance, repairs, and modifications are performed consistently with approved maintenance plans, schedules, and procedures. Non-conformances are satisfactorily identified. Spares and supplies are available, current, and accurate.

Management Systems: Policies, procedures, and written instructions are developed and implemented to ensure management control systems are in compliance with contractual requirements. Corrective actions are initiated on findings reported by Government quality assurance audits.

### 3. Good (51-75% Award Fee)

Substantially meets all of (2) above.

Operations: Procedure improvements to enhance effective operations are initiated. Safety is emphasized by management and exhibited through disciplined work habits of employees.

Maintenance: Potential maintenance problems are sometimes identified and corrected early enough to prevent system or equipment failure. Actions are initiated to bring non-conforming equipment back into conformance. Logistics support is flexible, responsive, and satisfies all requirements.

Management Systems: Continuous improvement programs are implemented. Accurate, detailed, and comprehensive quality records are maintained. Corrective actions are initiated and presented to Government representative before due date.

### 4. Very Good (76% - 90% Award Fee)

Substantially meets all of (3) above.

Operations: Minor operator errors that induce incident are very rare. Improvements in safety awareness and in daily operations are pursued. Decreased elective Government quality assurance surveillance due to continued high Contractor performance.

Maintenance: Technician errors that induce incident are very rare. Potential maintenance problems are usually identified, worked around, or corrected early enough to prevent system performance failure. The non-conformance identification process is timely and thorough. Improvements to Logistics program are pursued and implemented. Improvements to safety awareness are achieved.

Management Systems: Improvements to established systems are actively pursued to increase management effectiveness. Findings reported by Government quality assurance audits are minor and are corrected immediately.

5. Excellent (91% - 100% Award Fee)

Substantially meets all of (4) above.

Operations: No operator errors that induce incident. Minimal elective Government surveillance due to sustained high Contractor performance. Innovative concepts result in greater emphasis on safety without an increase in cost. No outstanding safety concerns regarding daily operations or procedures that would impact mission.

Maintenance: No technician errors that induce incident. Exceptional maintenance program minimizes adverse mission impacts. Logistic support is exceptional and demonstrates innovative solutions, great expertise, and exemplary dedication to the mission.

Management Systems: Exercises optimum management control. Minimal findings reported from Government audits that would adversely affect the mission.

**SERVICE SYSTEMS MANAGEMENT (Area Weight 20%)**

1. Unsatisfactory (No award fee)

Fails to meet minimum contractual requirements as described in the Statement of Work.

2. Satisfactory (25-50% Award Fee)

Engineering Studies and Data: Service systems management ensures contractual and technical operational requirements are satisfied. Studies, directives, and change proposals are responded to in a timely manner. Technical data has adequate scope and depth. Technical library documents, software, drawings, program documents, operating procedures, support logs, and other records are available, current, and accurate. Service Systems Management ADPLs meet all requirements and provide accurate technical basis to minimally sustain service systems. ADPLs are aggressively developed, maintained, and continuously reviewed, updated and improved.

Level II Maintenance: Develops solutions to equipment non-availability or unique mission requirements to ensure maximum mission support.

Safety and Logistics: Safety analyses and risk assessments identify potential hazards and risks. Logistics analyses identify logistics requirements. Documents satisfy the intent of the requirement.

3. Good (51-75% Award Fee)

Substantially meets all of (2) above.

Engineering Studies and Data: Scope of technical studies, proposals, or other technical documents satisfy tasking and addresses important aspects of issues not specifically called for in tasking. Documentation approaches are efficient and effective. ADPLs are sufficiently accurate and reliable to be comprehensively used, without modification, by Contractor management for real-time and long-range decision making.

Level II Maintenance: System and equipment anomalies are analyzed real-time and in sufficient detail to provide correct solutions. Resolution to problems are quickly implemented to avoid schedule impact.

Safety and Logistics: Logistics and safety analyses and documents are efficient and effective.

4. Very Good (76% - 90% Award Fee)

Substantially meets all of (3) above.

Engineering Studies and Data: Takes the initiative to quickly provide detailed data in response to the Government's fact finding questions. Depth of the engineering analyses exceeds requirements. Incorporates state-of-the-art technology and innovative procedures through an established program to review and update technical data. ADPLs are nearly 100% accurate, concise, and highly efficient to use. ADPLs properly interface support, and reconcile with each other as required and are comprehensively integrated into the Contractor's management processes.

Level II Maintenance: Outstanding service systems management. Anomaly resolutions are accomplished promptly, accurately, and are detailed.

Safety and Logistics: Logistics analyses are innovative. Safety analyses and risk assessments are comprehensive. Documents seldom require significant changes.

5. Excellent (91% - 100% Award Fee)

Substantially meets all of (4) above.

Engineering Studies and Data: Continually implements new technical solutions. Personnel are highly knowledgeable, motivated, and cognizant of all phases of engineering, such as aerospace ground equipment (AGE) sustainment, logistics support, safety engineering, contamination control engineering, and quality engineering. ADPLs preventive and predictive maintenance and repair aspects are incorporated

operationally and fully utilized by the Contractor to result in only rare unplanned maintenance or repair activity.

Level II Maintenance: Contractor provides optimum service systems management. Anomalies are resolved and expanded to preclude similar anomalies in the future. Innovative approaches are explored and analyzed quantitatively.

Safety and Logistics: Documents do not require significant changes.