

U. S. Department of Agriculture  
Farm Service Agency/Natural Resources Conservation Service

**A GUIDE**  
**TO THE**  
**EFFECTIVE ADMINISTRATION**  
**OF THE**  
**FSA/NRCS IT SUPPORT**  
**SERVICES CONTRACT**

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Prepared in Partnership with the Contracting Officer



**A GUIDE TO EFFECTIVE ADMINISTRATION OF THE FSA/NRCS SUPPORT SERVICES CONTRACT**

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## PREFACE

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This GUIDE is intended for use by Government Contracting Officers, Software Project Managers, Computer Specialists, Computer Analysts, Senior Technical Personnel or any Government employee who may be responsible for administering, developing or monitoring contractor performance for task order contracts. Hopefully it will aid in defining the Task Order Management process from cradle to grave.

The GUIDE addresses the:

- C establishment of a Task Order,
- C establishment of the IGCE and evaluation criteria,
- C subsequent responsibilities and lines of communication required,
- C processing steps as the document flows through the organization,
- C contractor's proposal - technical and cost review,
- C Task Order Placement process,
- C monitoring the contractor's performance,
- C personal services,
- C task order contract close-out procedures, and
- C ethics and procurement integrity.

Also included in this GUIDE is a sample document showing the organization and content of a basic task order specification with suggested contractor services required during the normal system life cycle. This tool may be useful for individuals responsible for developing task order specifications. This GUIDE is intended to help provide for consistency in the development of task order specifications and to simplify the negotiation process.



## **PART 1      BASIC PROVISIONS**

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### 1.1      Introduction

The purpose of this GUIDE is to formalize and document the responsibilities, procedures and guidelines for effectively managing the FSA/NRCS IT Support Services task order contract.

### 1.2      Scope

This GUIDE addresses the task order management process and provides specific guidelines and procedures for controlling work activities.

### 1.3      Applicability

The guidelines and procedures applies to FSA, NRCS, other agencies and contractors participating in task order work activities. It should be noted that the basic contract overrides any provisions or terms and conditions in a task order specification.



## **PART 2      TASK ORDER MANAGEMENT PROCESS**

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### 2.1      Introduction

The following describes the lines of communication and responsibilities for the individuals, both Government and contractor, responsible for the management of the task order management process. The process described in paragraph 2.8 assumes multiple Government offices are involved in the process. All FSA task orders will be issued through the FSA Contracting Officer. NRCS task orders will be issued through the NRCS Administrative Contracting Officer. Other agencies using this contract must go through either the FSA Contracting Officer or the NRCS Administrative Contracting Officer.

### 2.2      Contracting Officer (CO)

The Contracting Officer has delegated authority for the administration of the contract and all procurement matters in the agency and has the SOLE responsibility for negotiating contract matters with contractors. The Contracting Officer also has sole authority for approving and executing supplemental agreements and changes or deviations in the scope of work to be performed under the contract. Only the Contracting Officer has the authority to sign and release delivery orders and changes in or deviation from the scope of work.

### 2.3      Administrative Contracting Officer (ACO)

Since this contract will be used by other agencies such as NRCS, the Contracting Officer may appoint an ACO to act as the contractual representative for a range of delivery orders (DOs). The ACO will be authorized to act as the CO for such DOs, including the ability to issue, modify, or terminate DOs, under this contract. The ACO's authority will be limited to the designed range of DOs and will not extend to the authority to modify or terminate the basic contract.

Additional responsibility of the ACO for any DO issued under this designation will include:

- C    Securing compliance of all basic contract terms and conditions as well as the terms and conditions of DOs the ACO issues against the basic contract.
- C    Providing necessary contractual interpretation or guidance related to the DO.
- C    Issuing task order requests, receiving proposals, and conducting negotiations pertinent to the award of a DO.
- C    Issuing, modifying, or terminating a DO.
- C    Receiving, providing final approval for, and processing payments under a DO.
- C    Providing final acceptance of deliverables under a DO.

- C Designating a Contract Specialist for each DO.
- C Appointing a COTR in writing for each DO issued.
- C Executing final compliance and close-out of each DO.
- C Initiating any correspondence and other documentation requiring CO signature under the contract.

2.4 Contract Specialist

The ACO may designate a contract specialist for each DO. The contract specialist will provide any necessary contractual interpretation or guidance related to the DO. The specialist will also conduct negotiations pertinent to the DO and will prepare any contractual documentation required for the CO's signature.

2.5 Contracting Officer's Representative/Contracting Officer's Technical Representative (COR/COTR)

The Contracting Officer has the authority to delegate certain duties to monitor the technical aspects on the contract. The person delegated these responsibilities is called the Contracting Officer's Representative or Contracting Officer's Technical Representative. The COR/COTR coordinates the work under the contract and task orders among the various offices and organizational units served.

COR/COTR issues instructions to the contractor within the general scope of work called for by the contract and task order specification. The COR/COTR serves to expedite urgent communication, coordinates the handling of work under the contract which affects more than one office, and reviews contractor products and Government furnished material for compliance with contract provisions.

The COR/COTR takes an active role in the coordination, development, processing and negotiation of task order contracts. COR/COTR is responsible for explaining the task order management process and approves task orders for procedures compliance. They are also required to report monthly to the Project Manager on the status of active task order contracts both technically and financially. The COR/COTR's signature is required on all task order documents.

2.6 FSA Recommended Training Courses

All FSA personnel assigned the functions of COR or COTR under the basic contract or any of the subsequent task orders must be adequately trained to perform the delegated functions from the Contracting Officer. To be delegated the responsibility of COR or COTR, the individual must receive the following training:

- C Contracting Officer's Representative course, minimum 24 hours

## **PART 2      TASK ORDER MANAGEMENT PROCESS, *Continued***

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- C Advanced Contracting Officer's Representative and/or Contract Administration course, minimum 16 hours
- C Refresher COTR training if more than 3 years since last course.
- C Basic course on project management.
- C Training on the development of cost estimates.

### 2.7      Other Agency Training Requirements

NRCS and other agencies using this contract should contact the CO/ACO for training requirements.



## **PART 3      TASK ORDER DEVELOPMENT**

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### 3.1      Introduction

This part provides guidance for preparing task orders. Task order specifications describe the work to be performed by the contractor. The procedures contained herein shall provide for consistency in the development, processing and monitoring of task orders as well as the work and products results from their issuance.

### 3.2      Coverage

All task order contracts issued to the contractor under the basic contract must comply with the guidelines and procedures specified in this part. Task orders received from the COR/COTR that do not comply with the specified content guidelines shall be returned to the task order developer for correction.

### 3.3      Development Guidelines and Format

The task order development process includes determining the size and scope of work required for that effort. Task order project planning, resource estimates, development tasks, consolidation, phasing, and cost estimation are also addressed.

Task orders adhere to a standard format. The standard format assists in providing orderly preparation and review, consistent presentation of required elements, ready utilization by the contractor, reduced risks of claims arising due to ambiguity, reduced proposal review time, and expedited processing time in Contract Administration.

The format selected simulates the Uniform Contract Format (UCF) as outlined in the FAR, Subpart 15.4. It is believed that this format will facilitate the coordination that is necessary between contract provisions and those contained in individual orders. The formats for each form (term and completion) are outlined elsewhere in this plan under Attachment B, Sample Task Orders. The input required of technical personnel is all elements contained in Sections 1 through 4, unless specified otherwise.

PLEASE NOTE: It is important, especially in lengthy and complex task orders, that there be consistent tracking between numbers contained in the Description of Tasks and Sub-Tasks, Description of Deliverables (or Level of Effort/Skill Requirements, if Term), and Delivery Schedule.

In other words, in the Task Order document, there needs to be a table that contains the deliverable product names and their corresponding work plan paragraphs. This cross reference table eliminates any confusion when looking at the descriptions of tasks and sub-tasks, deliverables, or schedules.

3.4      Task Order Resource Estimates

Task orders should be limited in scope to allow for effective management of the work by the Government. Task order developers should strive to specify work that falls within the range of 2 to 12 calendar months to complete.

Cost and schedule estimation should be done to support the planning and tracking of software projects. The Government estimate must be prepared to reflect the effort and duration of a project to enable managers to assess costs, return on investment, time to market, and quality.

3.5      Task Order Scope

The scope of work specified in each task order contract will vary depending on the requirements. The scope may range from a software project that follows the entire development cycle from system design through implementation or requirement for developing of updated programs specifications or a system concept document for an existing system.

Where possible, full systems and functions requiring the full range that follows the entire development cycle should be considered for contracting thus making the contractor responsible for the entire segment of work. This will enable the contractor to maintain continuity of resources.

However, contracting for the development of a single work segment (e.g., programming, program specification development) is recommended when Government personnel can be utilized to perform other critical segments of the work.

3.6      Task Order Consolidation

Consideration should be given to consolidation when a number of small task orders are for similar work. For example, some programming branches may have several programs which could be contracted for design specification through implementation; however, individually the scope of work may require about one month of effort to complete for each branch. Since the scope of work is the same (i.e., program specification, coding, testing, etc.) consolidating the work into one task order will provide the workday requirements to complete the work, thus fulfilling the sizing guidelines and allowing the contractor to maintain a continuity of resources.

3.7      Combination of Labor Hour and Fixed Price Orders

On rare occasion, it may be necessary to combine labor hour and fixed price work. Combining both forms of efforts under one task is possible, but it requires special efforts to keep work descriptions separate. For example, requirements for a contractor to operate and maintain a technical library (cost reimbursement) and also to deliver a final report on the latest technical library software (fixed price) should not be co-mingled in the same description of effort. To do so could create an ambiguity or conflict between requirements that makes it unclear which was required and provides an excuse for non-performance. Labor hour orders require hours and skill mixes but not completed end products, and completion orders require end products but not specific skills or hours. It must be clear and unambiguous as to what the requirement is. If it is necessary that the term and completion work be contracted together, the task order should be broken into two sections as if two separate task orders were merely attached together.

3.8      Task Order Phasing

Task order developers are encouraged to develop task order contracts which divide the task requirements into logical phases of work. For example, the System Life Cycle as defined by most Government agencies normally consists of the following phases: Feasibility Analysis, User Requirement Definition, Concept Document Development, Design & Program Specification Development, Implementation activities (coding, testing, installation), through System maintenance. Task order contracts should be written so that work is accomplished by phase or a logical group of phases to enable developers to better estimate the costs and manpower requirements on an incremental basis.

3.9      Task Order Cost Estimation

Individuals responsible for the development of task order contracts shall be required to provide estimates on: the amount of time required to complete the work specified, the categories of personnel required to perform the work (e.g., senior system analyst, journeyman programmer) and the costs associated with the performance of the stated work and identified deliverable products.

Estimators shall use the estimating tools available through their agencies. A sample task order cost estimate form is attached to help those estimators who need guidelines on preparing their estimates. Instructions for the preparation of the form are contained in Attachment C.

Estimators shall use as many Task Order Cost Estimate forms as necessary to cost the work elements specified in Section 2, Statement of Work, of the task order contract.

These estimates will be used by the CO/ACO and COR/COTR during negotiations as a basis to measure the response from the contractor in terms of understanding the scope of the work and to negotiate man hour estimates and deliverable products.

Personnel categories are specified in the basic contract document and must be used when estimating the work to be performed for costing purposes. For purposes of illustration throughout this Guide, the following personnel categories will be used:

- Project Manager (PM)
- Senior System (SSA)
- Senior Programmer (SP)
- Journeyman Programmer (JP)
- Typist (T)

The hourly rates can be obtained from the basic contract.

3.10      Evaluation Factors

All task order solicitation must contain evaluation factors in order to allow the technical personnel reviewing the contractors' proposals to determine which offeror provides the best value to the Government. Task order technical evaluations shall be as simple and non-complicated as possible, to allow for quick and objective analysis of the proposals. Specifics will be addressed in individual task orders.

3.11      Review/Self Check

The following is offered as a checklist for use with a draft task order.

1. Terminology Review:

- a. Use clear, simple language, free from terms subject to variations in interpretation.
  - b. Define unusual technical terms.
  - c. Use "shall" when the provision is required, "may" when expressing a non-required provision, and "will" when expressing simple future tense or to express a declaration of purpose on the part of the Government.
  - d. Avoid use of colloquialisms.
  - e. Avoid using words such as "proper" or "adequate" to signify a degree of acceptance. Include definitive acceptance or rejection criteria.
  - f. Avoid using symbols to define dimensions. For example: "%" for "percent", the quotation sign for includes, etc. Spell it out as "one foot" (or "one meter").
  - g. Avoid using the number "1" alone; write it out as "one".
  - h. Avoid using extraneous words like "thoroughly clean" or "extreme care is to be taken". Say "clean" and indicate criteria.
2. Language Style:
- a. Language style should be clear and concise.
  - b. There shall be only possible interpretation.
  - c. Simple words and phrases should be used.
  - d. Short sentences are encouraged.
  - e. Active voice is better than passive ("The contractor shall establish a program..." rather than "A program shall be established...").
  - f. Spell out acronyms and abbreviations the first time they are used.
  - g. Avoid redundancy in an attempt to clarify or emphasize. Make each statement stand by itself.
  - h. Write sentences so that there is no question of whether the contractor is actually obligated to perform (e.g., "the contractor shall ..." rather than "... work will be required").
3. Definitive and Specific Requirements
- a. Define work requirements such that they can be satisfactorily accomplished as you

intend without regard to which qualified contractor would perform the work.

- b. Describe in clear, concise and complete language exactly what you are willing to pay for and only what you expect the contractor to deliver.
- c. Provide definitive acceptance, rejection and/or test criteria in accordance with specific USDA or other reference standards. State the review criteria in such a way (e.g., checkpoints, QA requirements) that the contractor will have a clear understanding.
- d. Avoid use of non-definitive statements and phrases, especially under completion orders. Examples are:

"as applicable"

"in accordance with latest requirements"

"or other recognized methods"

"as practicable"

"as necessary"

"or other suitable methods"

"check for proper values"

"included, but not limited to"

"as required"

"any and all"

"each and every"

"etc."

"not limited to"

- e. Assure that the COR/COTR who signs the acceptance document can tell whether the contractor has complied.
- f. Provide clear reference to the period of performance. Assure it is within the basic contract performance period.
- g. Assure the task order is specific enough to permit the writer to estimate the

probable cost and the proposer to determine the levels of expertise, manpower, and other resources needed.

4. Documents and References

- a. Assure that the proper reference documents are shown. Assure they are pertinent to the sub-task. Be specific as to parts, sections, etc. that apply, if possible.
- b. Verify that the reference material is available and applicable.
- c. Become familiar with available background and reference material.
- d. Avoid using attachments and references as a substitute for writing requirements into the task order.

5. Document Organization

- a. Separate general information from direction so that background information and suggested procedures are clearly distinguishable from contractor responsibilities.
- b. Assure that the scope and background information are in Sections (1) and (2) only of the task order contract.
- c. Assure the paragraph headings have meaningful application, and that subheadings are comparable. Assure the text is compatible with the title. Assure sub-tasks are presented in a chronological order -- first thing first and last things last.
- d. Avoid putting multiple thoughts in a single paragraph. Keep each paragraph short, concise, and complete -- expressing a single thought or requirement.

6. Authority/Direction

- a. Avoid using statements which assign arbitrary authority to the activity or an individual. The contractor is not required to meet the expectations of the CO/COTR unless they are clearly illustrated in the written delivery order. All requirements must be provided for in the delivery order. Statements which effectively do this should not be used. Examples are:

"when directed by the quality inspector"

"to the satisfaction of the USDA representative"

"in accordance with USDA directives"

"as directed by the Technical Monitor"

- b. Avoid statements which could lead to violation of rules on Personal Services.
7. Realism
- Avoid imposing unrealistic requirements on the contractor. Exercise care in developing statements of work to ensure that requirements are always capable of being performed.
8. Ambiguity/Conflicting Statements
- a. Avoid developing a task order that includes unresolved problems. You may be providing misdirection that wastes resources by establishing unnecessary work.
  - b. Use consistent terminology. Don't call it cable in one section and wire in another.
  - c. Avoid using anything in the task order that is not necessary to describe the desired effort or product.
  - d. Avoid using poor sentence structure that could result in two or more interpretations of what is required. An example of an ambiguous requirements is: "Develop 126 routines for the Disaster and Claims systems." Does this require a total of 126 or 252 routines?

## **PART 4      INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)**

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### **4.1          Introduction**

It is important to understand the significance of the Independent Government Cost Estimate. Along with the task order, the IGCE is a significant document that has direct influence on how long it takes to execute an order, and ultimately, the cost of performance.

It is not expected that individuals assigned as COR/COTR's will be expert cost estimators. Nor is it considered feasible that each receive specialized training in this area. It is necessary, however, that persons preparing the IGCE have "access" to individuals reasonably well trained in this discipline. Training requirements specify that, if the COR/COTR does not have this training, then there should be someone readily available in the requesting organization to assist in this regard. It is the CO/ACO's responsibility to maintain records of who is providing this type of assistance in order to assure that the expertise is maintained in organizations using this contract.

### **4.2          Importance of IGCE**

The Government is entitled to receive quality supplies and services at fair prices. Under normal market conditions, competing offers ensure that adequate value is received. The Contracting Officer/Administrative Contracting Officer must rely on the IGCE to arrive at an estimated cost for the proposed task order.

It is sometimes hard to imagine why the IGCE is important under cost type contracts. After all, the contractor will be paid all allocable, allowable, and reasonable costs regardless of estimates. The problem relates to the incentives given the contractor when a poor IGCE results in estimated costs for the order that are not accurate. An example would be the following:

The preparer of the IGCE, without performing an analysis of requirements, simply guesses at the labor mix and number of hours associated with this task. On the bottom line, the IGCE estimates a total of 2,000 staff hours and an estimated cost of \$50,000. Had an adequate analysis been performed, the preparer of the IGCE would have determined that the task order could have been performed for 1,500 staff hours at an estimated cost of \$40,000.

The contractor proposes 1,900 staff hours, but uses a higher labor mix with a total proposed cost of \$52,000. The Contracting Officer/Administrative Contracting Officer reviews the contractor's proposal against the IGCE, and, on the advice of the COR/COTR, accepts the contractor's proposal.

What's wrong with this scenario? The contractor will only be reimbursed for its actual costs to perform the requisite task order, so what's the damage? Let's look at some of the contractor incentives as a result of the above example:

- The contractor may be motivated to "slow down" or "make work" under the task order to keep its employees working and thereby recover all of the direct and indirect costs incurred up to the ceiling amount of the task order.
- The contractor may be motivated to expend every hour available, whether required or not, to justify earning fee for purposes of future negotiations.
- The contractor may be motivated to use higher than required skill levels to utilize every available labor dollar.

Additional impacts from the above include payment of fee that would not have been necessary and using up unnecessary dollar authority for the contract, thus reducing the amount of other work that can be contracted for under the program.

The above is an example of a too-generous IGCE. On the other side of the equation there are problems as well. An under-estimated project can result in too little funding, delayed and iterative proposal processes, negotiation difficulties and delays, and other internal administrative problems.

#### 4.3      Administrative Requirements

The following is required for acceptance of the IGCE by the Contracting Officer/Administrative Contracting Officer as part of the Task Request Package:

- The IGCE must be approved by the individual on record as having met the requisite training requirement;
- The IGCE must be calculated using the applicable contract rates;
- The IGCE must include detailed breakdowns of estimates for material and travel;
- The IGCE must include methodology used for estimating the level of effort required; and
- The IGCE must be structured to identify and address each task.

In the event there is a significant disparity between the proposal amount and the IGCE, it will be necessary to reconcile this difference to avoid the appearance of over-pricing or other error on the part of Government contracting officials. The Contracting Officer Technical Representative will be responsible for documenting this reconciliation. Assistance will be required of the CO/ACO in helping to develop a basis for this documentation.

4.4      Documentation of Methodology

As part of the documentation submitted to support the IGCE, the preparer must indicate how the IGCE was developed. If historical data was used, the source of such data should be identified. If standards were applied, reference to those should be indicated. Or if, for example, a work-breakdown using in-house experience at doing similar work is utilized, reference to the particular project or other similar reference should be shown with the IGCE. This reference is important, both as a record to be used for reference for future efforts, and as evidence of the realism of the IGCE so that it can be relied on by the Contracting Officer.

4.5      IGCE Requirements

Each IGCE will address the below-listed cost elements in the format specified in Attachment C. Along with each portion of the cost breakdown there should be an explanation of the rationale used to formulate the estimate. (NOTE: If an industry standard is used that combines labor and material, for example, it might be possible to combine some of the Attachments to avoid some of the detail.)

4.5.1    Labor Mix/Hours

The IGCE must clearly indicate the labor categories and associated hours at each level to perform each task identified in the task order. For ease of evaluation and comparison, each task shall be listed in order in which it appears in the body of the task order specification. In some cases where a particular task involves multiple functions, the preparer may want to further break down the IGCE according to these separate functions. Needless to say, if the task order specification is broken down into sub-tasks, then there should be a separate analysis of each.

One commonly overlooked consideration is in the area of task order management or direction. Although it is possible that management hours can be charged as either direct or indirect costs, for purposes of the IGCE it should be assumed they are direct-charged. The preparer should include a reasonable number of hours for this function.

The preparer of the IGCE should consider the skills required for task order accomplishments, not individuals. The Government is not bound to provide full-time employment for any contractor employee. Show only the number of hours that will be productively utilized.

4.5.2    Overtime

The IGCE shall not include any allowances for overtime unless it is accompanied by a separate justification memo which clearly indicates that overtime is a known requirement and fully addresses the cost impact of adverse action to the Government should the overtime not be available. Overtime and regular labor hours by labor category will be clearly identified in the IGCE.

4.5.3      Subcontracting

For the purposes of developing the IGCE, the preparer will assume all work under the task order will be done by the prime contractor even if the preparer knows or assumes the contractor will propose subcontracting a portion of the requirement. It is the contractor's responsibility to identify and propose work which it intends to subcontract. It is the Contracting Officer's responsibility to evaluate the proposed subcontract and determine whether it is an acceptable method to meet objectives.

4.5.4      Travel

The IGCE shall be consistent with travel requirements identified in the task order specification. The IGCE shall clearly indicate the anticipated destinations, number of trips, number of personnel involved with each trip, and trip duration. (NOTE: Travel time should be considered when calculating the trip duration, e.g., if the contractor is required to travel on Sunday for a Monday to Friday trip, the trip would be six days, not five. And, travel hours should be included in compensable labor hour estimates.)

All rates utilized in the IGCE will be consistent with those specified in the Federal Travel Regulations.

4.5.5      Material

Material costs will typically include purchased parts, raw material, subcontracted parts, and other material directly identified with task order effort. Material costs should not be confused with Other Direct Costs (ODCs) which are addressed separately. The contractor is responsible for determining material requirements based on the task order specification. The IGCE (not the task order specification) should anticipate, identify, and price all known material requirements. The intent of this contract is to procure services, not supplies; thus, material should be incidental to the other requirements. Where material needs are anticipated to be significant, the COTR should explain with the IGCE why the material is necessary and why it should be furnished by the contractor and not as Government Furnished Property/Material. Estimates establishing a dollar value for "miscellaneous material" are not acceptable without further defining the composition.

4.5.6      Other Direct Costs (ODC)

The IGCE should identify all estimated costs other than labor and travel as ODC cost elements. The Contracting Officer/Administrative Contracting Officer will determine whether such costs are more appropriately identified as a material or ODC charge.

The preparer of the IGCE shall not include any cost element, whether it be a material or ODC, for general or miscellaneous office supplies. Such supplies are part of the contractor's normal business operations cost and will not be included as direct cost unless such supplies are unique to task order requirements.

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**PART 4      INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE), Continued**

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**4.5.7      Overhead/G&A/Fee**

Applicable burden and fee rates will be applied according to whatever is current under the particular contract and principal task area.

**4.5.8      Assistance from Contractor**

It is important to note that the Independent Government Cost Estimate **MUST BE DEVELOPED WITHOUT ANY ASSISTANCE OR INPUT FROM A CONTRACTOR**. It is totally inappropriate to develop the IGCE using input from a contractor since the IGCE will be the basis for the Government's negotiation position relative to the contractor's cost proposal. The use will be required to comment upon any significant discrepancies between the IGCE and the cost proposal and may be called upon to explain and defend the Government's position during face-to-face negotiations.

**4.5.9      Format**

A typical format is provided as Attachment C as assistance in developing the IGCE in a consistent fashion.

**4.6        Requisition Form and Funding Requirements****4.6.1      Purchase Request - Funding Required with Task Order Package**

The amount of funding required and the nature of the required funding certification submitted as part of the task order processing depends on several factors.

**4.6.2      Amount of Funding**

The total amount of funding required will include the amount necessary to cover the Independent Government Cost Estimate (IGCE), including the estimated cost for proposal preparation. This amount, of course, may have to be adjusted prior to task order execution of represent the actual amount of the order based on the results of negotiations.

4.6.3      Nature of Funding Certification

The "certification" of funds is accomplished at USDA by the Information Technical Services (ITS) Managers or the designated officials for your agency. (The certification of funds is accomplished at NRCS by the Financial Management Officer responsible for tracking the budget from which the funds are being appropriated for the specific contract action.) He or she identifies an accounting strip on the face of the requisition, specified the amount of the certification, and signs to confirm that funds are available for the anticipated contract action. Contracting Officers regard such an unqualified certification as being equivalent to the receipt of cash, and short of any subsequent amendment of the certification by the plan manager, the Contracting Officer/Administrative Contracting Officer is free to obligate the Government up to the full amount of the certification through the issuance of the contract instrument (in the present discussions, a task order or task order modification).

Some task orders will be "severable" and others will be "non-severable." The final decision in this regard is made by the Contracting Officer. The severability/non-severability decision will not impact the overall formulation of the Independent Government Cost Estimate, but may impact its separation into the current year's efforts and subsequent years' efforts. The structure of the task order is similarly affected by this judgment.

Finally, the decision will also have a direct impact on the budgetary certification process. The nature of this impact stems from the fact that the ITS Managers can certify only to the availability of current fiscal year funds. Any funds certified for subsequent years will include the legend that availability of such funds is subject to receipt of the upcoming appropriation(s).

4.6.4      Actions Required

In sorting all this out, COR/COTR's should work with ITS Managers/Financial Management Officer through the following process:

1. Obtain a determination from the Contracting Officer/Administrative Contracting Officer as to whether or not the requirement is severable. If a level-of-effort (term) type task order will result, the requirement will, by definition, be severable. If the task order is a completion type, it may either be severable or non-severable.
2. If the requirement is determined to be severable, structure your independent Government cost estimate to set apart the estimated costs that will be incurred through September 30 of the current fiscal year vs. cost that will accrue in the following fiscal year(s). Obtain a corresponding unqualified funding certification from the ITS Manager equivalent to the amount that you anticipate will be chargeable (but not necessary billed out) to USDA by September 30 of that same fiscal year. Obtain qualified certifications for the full balance of the task order amount. (In such instances, work taking place in the new fiscal year must be offset

by an option.)

In the case of all severable requirements, work in the new fiscal year will be set off by an option. The task order should thus be separated into two parts. The first part should include all work and estimated hours for performance starting at task order execution and continuing through the end of the current fiscal year. An option should then be placed in the task order that will be exercised by the Government once the funds become available in the next fiscal year. Wording similar to the following should be incorporated into the option of your task order:

"Once the funds become available in FY \_\_\_\_\_, the Government shall exercise this option at its discretion."

3. If the requirement is determined to be non-severable, you will have the choice of funding it entirely out of the current year's appropriation (assuming work will begin in the current year), or you will be able to fund work on a "pay-as-you-go" (incrementally funded) basis, making sure that at all times, unqualified funding exists on the task order to cover current work and work that will be performed in the immediate future. Incremental funding should be used sparingly, as it creates significant administrative burdens for all parties to the contract.

When you fully fund a non-severable requirement at the point of award, the plan manager must certify, without qualification, the full amount of the IGCE, including proposal preparation costs. This funding approach is the simplest administratively. It also allows excess funds that may exist at the end of a fiscal year to be put to productive use.

In the case of incremental funding, the ITS Manager certifies only the funds available at that time. Inasmuch as the billing cycle often runs 60-90 days after the incurred costs by the contractor, the COR/COTR will have the responsibility to keep adequate funding for the task order at all times. The COR/COTR must anticipate incurred cost before it is billed out, obtain more money as necessary, and request a task order modification to effect a further obligation. It is a good practice to never allow funds to dwindle to fewer than four weeks' worth, at most. Should funding fall behind the incurred cost by the contractor, the contractor will be instructed to stop work by the Contracting Officer.

#### 4.6.5      "No-Year" Funds

"No-Year" funds are appropriated by Congress with the understanding that they never expire. Multi-year funds expire at longer intervals than one year. Though such funds are rarely available, if you have access to them, and wish to fund efforts with them, the above discussion of severable vs. non-severable requirements becomes largely moot. All efforts under these circumstances are handled similarly to non-severable requirements. The requirement for options may still apply. In addition, incremental funding may also be utilized.

4.6.6      Notice of Availability of Funds

When funds have been certified with the qualification that availability is subject to the next year's appropriation (or similar and equivalent language), the mechanism for making the funds available should be a new requisition requesting a modification of the task order to obligate the additional funds. ITS Managers/Financial Management Officer should recertify the funds on this requisition, absent any qualifications.

4.6.7      Forms, Source of Funding and Certification

In addition to identifying the amount of both qualified and unqualified funds needed for the task order, the user must also complete a procurement request form, AD-700 (see Attachment D). The form serves the dual purpose of summarizing the services requested and certifying corresponding funds. It also identifies the source of funds to be used to perform the work described in the task order. Instructions for completion are contained on the back of original copies of the form. Requisitions and Funding Certifications from other USDA offices or other customers should conform to local directives and formats. Documents with original signatures will be required.

## **PART 5      TASK ORDER PROCESSING**

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### 5.1          Introduction

All task order contracts developed for issuance under the basic contract are processed according to the Task Order Processing Cycle shown in paragraph 5.10. The cycle consists of several steps which are discussed in detail in subsequent paragraphs.

### 5.2          Task Order Submission

Task order development offices are required to forward the original and one copy of all task orders along with the associated cost and staff hour estimates to the Contracting Officer's Representative for review and processing. The original will then be forwarded to the CO/ACO for processing. A copy of the task order and cost estimates should be retained and filed in the developers location.

### 5.3          Task Order Review

Task order contract shall be reviewed by the COR/COTR for compliance with the guidelines prior to submission to the Contracting Officer/Administrative Contracting Officer. This review shall be completed within two work days after receipt of the task order.

### 5.4          Task Order Placement/Issuance

The Contracting Officer/Administrative Contracting Officer is responsible for validating the principle task area as spelled out in Section C of the contracts and the task order statement of work. The Contracting Officer/Administrative Contracting Officer will also determine if the work is follow-on from previous efforts or if special requirements exist that narrows the eligible vendors.

The package is forwarded, along with the cost estimates, to the Contracting Officer/Administrative Contracting Officer for delivery to the Contractor (cost estimates shall not be forwarded to the contractor).

Task orders requiring clarifications or additional material shall be returned to the developer by the COTR within three days of receipt. Sufficient comments shall be attached to allow for correction.

Task order solicitations will be forwarded to the contractors via the ADP Support Services Task Order Bulletin Board System (BBS). All contractors will be notified by e-mail when a new solicitation, amendment, or announcement of award is posted to the BBS. The solicitations will be in WordPerfect or Word format, and will be compressed using PK ZIP software to shorten download time.

5.5      Contractor Response

If not otherwise stated in the solicitation, the contractor shall be allowed ten (10) working days to review and respond to Government prepared task order solicitations. All offerors are not required to respond to all solicitations. Contractor responses shall be returned to the Contracting Officer /Administrative Contracting Officer in a format specified in the task order solicitation. Enough copies to the proposal shall be requested in order to provide one to the CO/ACO, the COR/COTR, and each of the technical evaluators.

Technical proposals shall be limited to 20 pages, unless a higher number is specified in an individual task order. The proposals shall address only the task or issue at hand.

5.6      Oral Proposals

Oral proposals may be required if desired by the task order developer or the COR/COTR. If so, the task order will include a description of the topics that must be covered by the offerors, and the amount of time available to make the presentation. In addition, the offerors may submit a written synopsis of the presentation to aid in understanding (overheads, handouts, etc.), but not to exceed 5 pages. The oral presentation will not address price, which will be submitted separately in writing.

5.6.1      Government Attendance

As a general rule, all of the Government evaluators should be present at every presentation. The Contracting Officer/Administrative Contracting Officer shall attend if possible, but need not be present for all presentations.

5.6.2      Scheduling

Oral presentation should be scheduled tightly to minimize the time between the first and last presentation. The order should be determined by the established of a lottery, as described earlier.

5.6.3      Presenters

Presentations by the offeror are to be made in person, by the proposed task manager and key personnel for the task. Submission of video tapes or other forms of media is not allowed. All presentations will be made recorded by either videotaping or by use of a court reporter.

5.6.4      Time Limit

A time limit shall be set in the task order solicitation for each oral proposal. In general, one hour should be sufficient.

5.6.5      Presentation Outline

The agency should provide an presentation outline of the specific points that it needs to have discussed in the presentation. The offerors shall follow the task order solicitation and evaluation factors in determining the order of their presentation. Within these guidelines, offerors should be permitted to structure their presentation as they see fit.

5.6.6      Communications During the Oral Presentation

During the presentations, Government personnel shall not inform the offeror of their reactions -- favorable or adverse. The Government will receive information, but will not engage in a dialogue or bargain terms during the presentation. Requests for clarification shall be limited to asking the offeror to repeat statements that were not heard clearly.

5.6.7      Evaluation of Presentations

The technical evaluation team will perform the evaluation immediately upon conclusion of each presentation. Scoring shall be as detailed in the task order solicitation.

5.6.8      Documentation

The task order should require that, as part of the presentation, the offeror will provide a listing of names and position titles of all presenters and copies of all slides and other briefing materials that will actually be used in the presentation. These items become part of the official record along with the transcript.

5.6.9      Security

There shall be no discussions within or outside of the agency about anything that was said in the presentation until all of the presentations have been given.

5.6.10     Outline Example

(A presentation outline example will be provided later.)

5.7        Task Order Negotiations

Using the contractor response and the cost estimates (staff hours, category of personnel required) prepared by the task order developer, the CO, PM, and COTR shall negotiate staff hour estimates and other costs with the contractor before task order award.

Variances in Government estimated costs (staff hours and personnel) and contractor estimated costs may require amendments or clarifications to the task order contract or the contractor's response during the negotiation period. The task order developer, or his representative, may be required to participate in the negotiation process to answer

technical questions and clarify portions of the task order contract. Normally, negotiations will be conducted at the Government's facility where the task order work is to be performed and should be completed in one day.

The CO/ACO and COR/COTR shall document, in the form of a Memorandum of Negotiations, all items both technical and cost related that the Government and Contractor negotiate that differ from the Government's task order and the initial contractor response (see Attachment F for Sample Memorandum of Technical Negotiations).

The Memorandum of Negotiations will then become an integral part of the task order contract and shall be binding to both the Contractor and the Government. The CO/ACO shall forward a copy of the Memorandum of Negotiations to the COTR within two days after negotiations are completed.

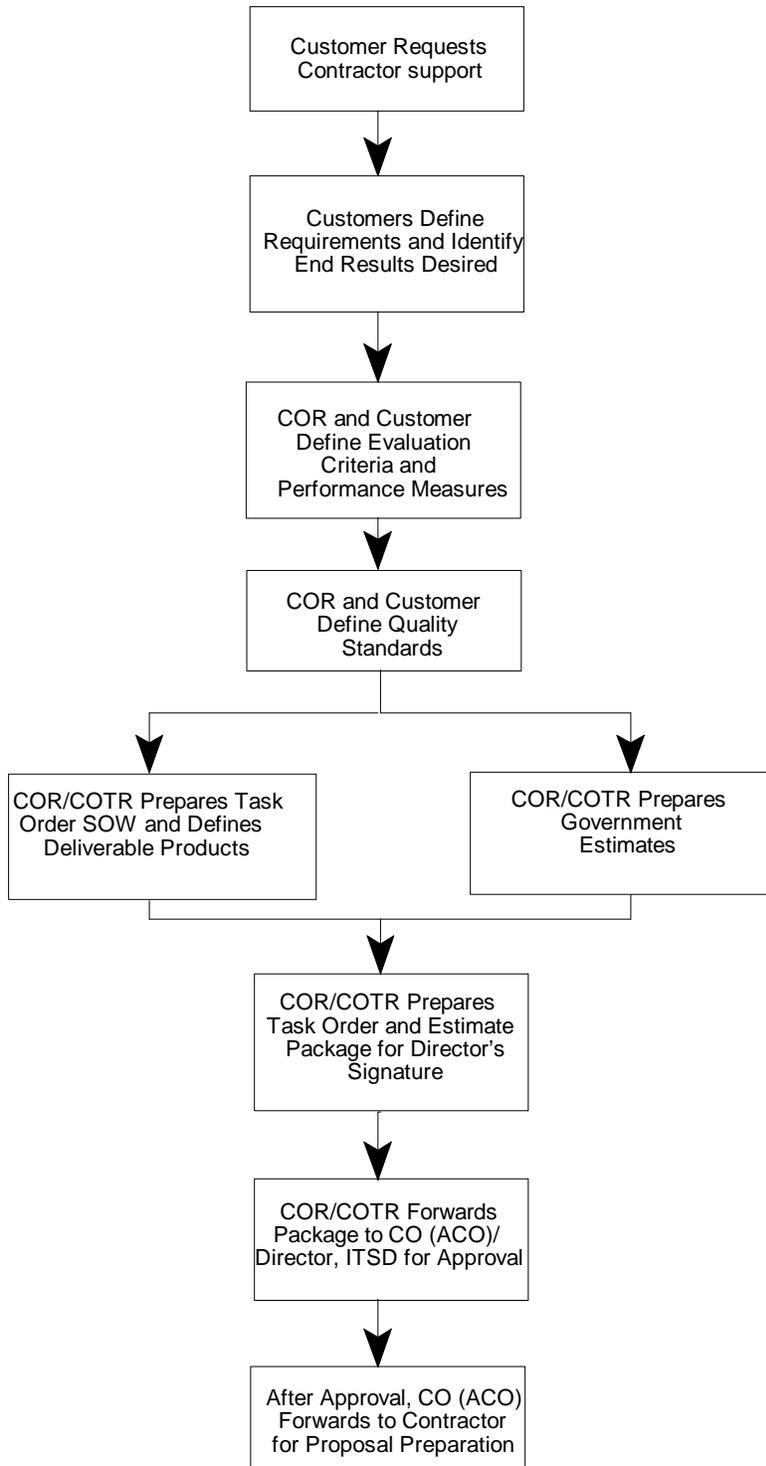
5.8      Task Order Award

After negotiations are completed, and the contractor and Government have agreed upon the scope of the work to be performed and the staff hours and categories of personnel required to perform the work, the CO/ACO shall prepare and sign delivery orders signifying award. Work may then be initiated in accordance with the schedule specified in the task order contract. A copy of the delivery order shall be forwarded to the COTR by the CO/ACO at the same time that the Contractor's delivery order is mailed.

5.9      Initiating Task Order Work

Depending upon the size and complexity of the work specified in the task order, a post award (project kick-off) meeting may be conducted at the Government's facility for the benefit of the contractor and the Government personnel tasked with performing the work stated in the task order contract. The need for this meeting will be determined by the COTR prior to task order award. During the meeting, the task order contract will be reviewed by both the Government and contractor in detail to clarify lines of communications, work to be performed, products to be delivered, acceptance criteria, etc. Additionally, the detailed project should be presented and reviewed.

5.10 FSA TASK ORDER PROCESSING CYCLE





6.1      Introduction

The office originating the task order contract must assign an individual as Contracting Officer's Technical Representative (COTR) for the purpose monitoring the progress of work performed by contractor personnel on a specific task order. This individual shall receive and review progress reports, problem reports and deliverable products as specified in the order contract and shall conduct day to day business with contractor personnel. One COTR may be responsible for multiple task order contracts.

It is the responsibility of the CO/ACO assigned to assure that all personnel having responsibilities related to contract administration are adequately trained.

6.2      Training and Certification Requirements

Prior to designation as a FSA task order COTR, evidence must be received by the CO that the individual has complied with requirements as outlined in this Guide. Minimal training requirements are:

- C A basic COTR course, minimum 3 days or 24 hours
- C A signed Procurement Integrity Act certification document
- C If three years or more since last training - refresher or advanced COTR class.

Additional training requirements include a basic course on project management and cost estimating.

NRCS and other agencies should contact their CO/ACO for training requirements.

6.3      COTR Appointments

The appointment process should take place in the following required steps:

- C Training - The technical organization will complete the required training. A training certificate is required demonstrating that the COTR has completed the required training.
- C Nomination - The technical organization will send a memo to the CO/ACO nominating the individual as a COTR with a copy of the pertinent training certificate attached.

- C Appointment/Designation - The Contracting Officer/Administrative Contracting Officer will prepare a Letter of Designation to the newly assigned individual.  
(Sample Letter of Designation contained in Attachment G)

6.3.1     Designation by Task Order

Each order will identify the assigned COTR. The Contracting Officer/Administrative Contracting Officer and Contracting Officer's Representative are responsible to assure proper COTR designation prior to issuing task orders.

## **PART 7      TASK ORDER PERFORMANCE MONITORING**

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### 7.1      Introduction

In order for COR or COTR to manage task order work effectively, they must be completely familiar with the terms and conditions specified in the task order contract. Of particular importance are Sections 2, 3, and 4; Statement of Work, Schedule of Work and Deliverable Products respectively. These sections should be read and completely understood by the COR or COTR prior to initiating work on the task.

Particular attention should be given to phased implementation tasks. The COR, COTR, and contractor must closely coordinate tasks (as outlined in the project plan) to ensure transitioning from the end of one phase of a task requirement to subsequent phases. Notification must be submitted by the COR and COTR of the deliverable acceptance to the contractor on or before the expected completion date.

### 7.2      Monitoring Negotiated Dates

The COR or COTR must monitor all task order specifications and related project plans to ensure that the negotiated dates are adhered to. Any slippage in these dates by the Government or contractor may be reason to request some type of consideration.

#### 7.2.1      Task Duration Date

The Task Duration Date specified in Section 3, Schedule of Work (or as agreed to by negotiation) is a firm date that cannot be changed without a formal revision by the CO/ACO. CO/ACO notification and approval are also required. Revision of the task duration date may be requested for the following reasons:

- 1) Changing Government system or user requirements which impact work already accomplished or affect development schedules previously negotiated.
- 2) Delays imposed on the Contractor by the Government which have a negative impact on Contractor delivery schedules. For example, the unavailability of negotiated computer time, or other Government furnished materials specified in the task order contract.

Justification for extending the task duration date must be fully documented by the Government and the Contractor through the use of Modification Enhancement Requests, Biweekly Progress Reports, Problem Reports and other forms of written communication between the Government COR or COTR and the Contractor Project Manager (e.g., memorandums to the project files). If the Contractor fails to meet the negotiated delivery schedule specified at the time of negotiations, liquidated damages or some other considerations (as agreed to by the Contracting Officer) shall be assessed. This assessment will continue until such time that the work is completed and all products are received and accepted by the Government. Clarification on the procedure for the assessment of liquidated damages is provided in a subsequent paragraph.

7.2.2      Individual Product Due Dates

Section 4, Deliverable Products, of the task order document specifies individual product due dates for the major deliverables identified by the Government. These dates are negotiated by the Government and the Contractor prior to the date of task order award and are considered as firm negotiated dates.

At the discretion of the COR or COTR, individual product due dates may be missed by the Contractor (except those dates which signify the end of a phase). COR or COTR judgment must be exercised in assuring that slippages in individual product due dates will not have an effect on the task duration date, or on Government or contractor developed products which may be dependent on the product that is being delivered late. Liquidated damages shall be assessed on the task delays that cause the Government slippage in the development of a system until such time that the product(s) in question are delivered to and accepted by the Government. COR/COTR should be aware that slippages in individual product due dates are often indicators of problems that could impact overall task schedules. Therefore, any slippage in the negotiated dates must and should be documented for the project file and notification should be forwarded to the COR/COTR.

7.3      Monitoring Periodic Reports

Monitoring of Contractor performance shall be the responsibility of the COR and COTR jointly. Several methods shall be used in order to determine work progress and satisfactory contractor performance.

Progress Reports. As specified in all task order contracts, the contractor shall be required to submit written progress reports to the CO, ACO, COR and COTR on a schedule specified by the Government. These reports, as outlined in Section 8, Reporting Requirements, of the task order, shall provide progress information to map against the plan and schedule developed by the contractor at the time of task order award. Labor hours expended by personnel category over the reporting period shall also be provided to monitor task expenditures.

Problem Reports. The Contractor shall be required to submit problem reports, as problems occur, that effect schedules or manpower requirements or other factors affecting the performance of work specified in the plan and schedule. The format and content of this report is specified in Section 8, Reporting Requirements, of the task order contract. This report shall be used along with other information to renegotiate task order estimates when serious problems are encountered.

Plan and Schedule. The contractor shall be required to submit a plan and schedule for completing the work specified in the task order at the time of task order negotiations. This plan and schedule will be the basis on which work progress is measured. It will be the responsibility of the Contractor, COR, and COTR to insure that the plan and schedule are revised as progress and problems are reported. Revised plans and

schedules necessitated by problem reports shall be used as a basis for renegotiation of the task cost estimates as original task funds near consumption.

In-Process Reviews. The COR/COTR's are encouraged to hold weekly or biweekly in-process reviews with the Contractor's First Level Technical Manager and senior technical personnel to discuss problems and work progress. Meetings of this nature should promote a desirable working relationship between the Government and Contractor personnel and provide for early warning of possible problem areas.

Task Order Information System (TOIS). The Kansas City Management Office CORs and COTRs may be required to enter task order information into the applicable areas of TOIS. TOIS is an FSA automated system that tracks task order resources for contracting, budget and management reporting. It is planned to have all contractors working on task orders (used by the Kansas City Management Office) enter time charged on Task Assignment Sheets for projects into the Work Status Reporting System which interfaces with TOIS to produce the BiWeekly Status Reports. Contractors that are located outside the complex will be able to enter data through a remote access via the Internet. Informal training will be provided for this system. (Attachment I)

7.4      Government Approval of Contractor Delivered Products

The following action is required by all Government CORs and COTRs for all products delivered in accordance with Section 4, Deliverable Products, of the task order contract.

- 1) The COR or COTR shall prepare an official notification, in writing, for the project file and for delivery to the Contractor Project Manager identifying products accepted or rejected by the Government.
- 2) If the Contractor has not received official notification of acceptance or rejection of delivered products within the number of days specified in the individual task order contracts after delivery to the Government, authorization to proceed with approval shall be assumed.

7.5      COR and COTR Reporting Responsibility

The COR or COTR may be required to prepare a monthly progress report for submission to the Project Manager or other designated official which provides the status, both technically and financially, of all task order contracts. A sample Monthly Progress Report is provided in Attachment H. It is organized to present the status of each task order contracts issued to the Contractor, any amendments made to task order contracts during the reporting periods are reviewed, all matters forwarded to the CO/ACO should be listed, any changes or amendments to the basic contract document that were initiated by the COR or COTR should be addressed, and future task order requirements both actual and anticipated should be addressed.

In addition to the narrative portion of the report, the COR or COTR is required to prepare a financial summary of the funds obligated during the reporting period and year-to-date. As a minimum, the following dates should be highlighted for management review: Task Order Issuance, Task Order Award, Deliverable Dates, Scheduled Completion Date, Revised Completion Date, Technical Close-Out Date.

7.6 Personal Services

7.6.1 A personal services contract is characterized by the employee-employer relationship it creates between the Government and contractor personnel. A personal services contract means a contract or purchase order that, by its express terms or as administered, makes the contractor personnel appear, in effect, to be Government employees. Each proposed contract arrangement must be judged in light of its own facts and circumstances, the key question always being: Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the contract?

7.6.2 It is essential that we understand the difference between personal and non-personal services and the factors that may arise which may render a proper task order illegal.

Basically, personal services result when the Government exercises the right to instruct, supervise, or control a contractor in how its employees perform their work.

Although the key factor is the degree to which supervision and control are exercised by the Government, related factors may also contribute to a conclusion that the services are personal, such as:

The Government providing material or equipment to the contractor which any employer ordinarily provides to employees, e.g., office equipment, supplies, etc. When this occurs, then an inference may be drawn that the Government is "treating" the contractor like an employee.

Similarly, an inference may be made when Government and contractor personnel work side-by-side under similar conditions and supervision, performing in essence the same or interchangeable work.

7.6.3 Personal services could possibly arise under this contract, whether it is term or completion form. As a guideline, if you can answer yes to any of the questions below, there may be an appearance of or the potential for personal services (although it is important to note that no single criteria listed herein would be considered conclusive in that regard):

Will contractor personnel exercise personal judgement on behalf of the Government?

Will the requiring technical activity assign work or prepare schedule for contractor

employees?

Will the contractor occupy Government space?

Will the requiring technical activity exercise control over individual contractor employees?

Will the requiring technical activity direct the contractor through day-to-day ongoing contact on how to perform task order services or will it, in any way, establish the contractor's work routine?

Factors such as the above are important because each such circumstantial evidence may contribute to a later conclusion that the services are personal. It should be noted that no factor alone would necessarily be fatal to the task order's legality. If there are good reasons for providing the contractor with tools, working space, or doing anything else which might imply Government supervision or control, the task order can provide for them, but be administered in such a way that will not be susceptible to an inference of personal service.

- 7.6.4      Avoiding Personal Services - The first thing to do to avoid personal services is to ensure that the Statement of Work is written in a clear and understandable language which sets forth exactly what you want to have done. It must provide all the specifications or instructions the contractor needs, both to undertake and complete the task order. This will insure that further informal direction is unnecessary. Second, the contractor's privilege to do the job however it sees fit should be recognized, just so long as they stay within the terms and conditions of the task order. It is the contractor's right to hire and fire employees, assign, schedule and organize the work, and so forth. The moment the Government usurps that right and begins to tell the contractor what to do next or how to do it, then it has crossed into the forbidden personal services area.

Personal services occurs when the contractor's employees can only perform a function as a result of supervision and/or direction by Government personnel. The writer needs to understand that contractor employees are not Government employees. As such, Government supervision and/or direction of contractor personnel is prohibited. The interface between Government and contractor personnel must be limited to clarification of technical issues only. Such clarification may only be provided by the COR and/or Lead COTR.

**PART 7      TASK ORDER PERFORMANCE MONITORING, *Continued***

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The need to avoid personal services impels the Statement of Work author to be explicit, inclusive, and comprehensive in defining requirements to ensure performance without Government intervention.

7.7 Task Assignment Sheet Description and Usage

A form KC-208 is a Task Assignment Sheet (TAS) used as a vehicle to assign a well-defined work process which may range from the development of a new module or modification of an existing module to systems design including analysis of a user-defined problem, and automation of requirements that are an enhancement of or maintenance to a system. Documentation development for new or existing systems may also be required.

**Information on the task assignment must be entered into the Work Status Reporting System, by the COTR,** to help produce the required status reports for Task Order Information System (TOIS). Reports in the TOIS system are the required status reports to help administer the contract. (Refer to “A Guide to the Effective Administration of the FSA/NRCS IT Support Services Contract.” and Section 8 “Reporting Requirements” of this task order.)

The COTR and Contractor’s Task Leader should attempt to resolve any conflicts related to the task assignment before beginning work.

7.7.1 Performance-Based TAS and Examples

The following information is provided to the COTRs as a guide for the development of performance-based TAS. The COTRs need to use good judgement when developing the TAS. It is important that each task to be performed be described in a complete manner, including the completion criteria, deliverables, due dates, etc. The information below contains the descriptions and some examples to assist in the development of the KC-208. The **Bold Face** words are the KC-208 block titles.

**Description of Task Block**

- Well-defined tasks with concrete deliverables
- Not all tasks have deliverable products

*Too Broad:*

- Research and modify, as necessary.

*Better:*

- Research programs listed below for Year 2000 impact
- Provide list of programs requiring modification
- Modify program specs & modify code, written in PC Basic V7.0
- Test programs to verify successful modification

**Completion Criteria Block**

- Objective method for measuring quality and timeliness of deliverable
- Standards to judge performance

*Too Broad:*

- ASAP
- As required

*Better:*

- List of programs researched with results of analysis, due 7 days after start date.
- Modified program specs, developed in compliance with .....
- Test plan developed in compliance with .....
- Test programs (code) in accordance with ....., due x days after start date
- The finished program will successfully pass testing with 90% accuracy, as evaluated against the baseline evaluation criteria. Errors (as defined by the Government) will be documented. Error rate should be less than 10%. If there are more than 10%, the contractor will be responsible for corrections and the product will not be accepted or invoice paid until an acceptable product is delivered. Payment will be adjusted.

**Person Assigned/People Assisting:**

- List by skill category only, as provided in the accepted technical proposal.

**Work Hours Estimated Block**

- Hours should be manageable sized tasks

**Remarks Block**

- Add any additional information necessary to fully explain the assignment.

8.1      Introduction

This part contains instructions on the development of the Task Order Contract. Examples of task order contracts are included in Attachment B. It is recommended that the example be placed on the Word Processing system to provide task order developers with a rapid means of utilizing portions that may apply directly to their needs.

8.2      Basic Contract Organization

Task order developers are encouraged to clarify and/or tailor the wording in the guidelines to meet specific needs; however, the section headings below should be present in all task order contracts:

Cover Page

Table of Contents

Section 1 - Introduction

Section 2 - Statement of Work

Section 3 - Schedule of Work

Section 4 - Deliverable Products

Section 5 - Government Furnished Materials

Section 6 - Applicable Standards

Section 7 - Inspection & Acceptance

Section 8 - Reporting Requirements

Section 9 - Contract Administration Contacts

Section 10 - Contractor Response Requirements, if applicable

8.2.1      Task Order Checklist (Attachment A)

This checklist is for use by the COR or COTR to insure all the necessary information is incorporated in the task order.

8.3 Instructions for Preparing the Task Order Cover Page

The task order contract cover page contains several items of information that must be supplied by the task order developer. These are indicated in Attachment B (Sample Task Order). A description of each item follows:

Service Title - Provide a title describing the primary type of services being sought by the issuance of the task order.

Document No. - The structure for all task order numbers is:  
AAAA-BBBB-CC-DD.

Where: AAAA = Office Identifier  
BBBB = Branch or Section originating task order  
CC = Calendar year developed  
DD = Sequential decimal number (starting with 01 at the beginning of each calendar year)

Example: KCMO-TSD-96-01

Assignment of Revision Number - The revision number shall be set at 01 for the original task order. Subsequent revisions to the task order document shall increment the revision number by one for each revision.

Contract Number - The number of the contract governing the issuance of task orders must be provided as follows:

AA-BBB-Y-CCCC

AA = Type of Contract  
BBB = Office of Award  
Y = Fiscal Year  
CCCC = Number of Contract

Example: 43-D74-6-4325

Developing Office Title - Provide the Title of the Office responsible for developing and revising the task order.

Date Completed - Provide the date that the task order is prepared.

Approval Signature - Approval signatures are required from the COTR in the developing office, and the COR and Director before the task order can be forwarded to the CO/ACO for delivery to the

Contractor.

8.4      Instructions for Preparing the Task Order Document

As stated above, the body of the task order contract is comprised of ten basic sections. Task order developers are encouraged to utilize as much of the wording provided in the example (Attachment B) as possible but may modify or add material to meet specific requirements. A task order check list has also been included in Attachment A that may be useful during the development of the task order.

Some sections may be taken as is (e.g., Section 8, Reporting Requirements, Section 10, Contractor Response Requirements) others will require wording that must be supplied by the developer.



9.1 Introduction

The fiduciary relationship between the Government and its citizens demands that you conduct yourself with absolute fidelity in performing your duties.

Congress has enacted a number of statutes which make criminal many actions by public officers which could result in corruption in Government. These are often referred to as the "conflicts of interest" statutes. They are governed by two basic concepts, as follows:

First, to maintain public confidence in the integrity of the Government, its representatives must always be impartial.

Second, no one is entitled to use his Government position to secure advantages for himself or other persons.

9.2 Ethical Behavior Examples

Some specific examples which illustrate appropriate behavior are as follows:

Do not engage in private business or professional activity where there would be a conflict between private interests and official duties.

Do not hold financial interests, either directly or indirectly, where there would be a potential conflict between financial interests and official duties.

Do not use, or give the appearance of using, inside information to further a private interest of yourself or other persons with whom you have family, business or financial ties. ("Inside information" means information obtained under Government authority which has not become a part of the body of public information.)

Do not use your position to coerce, or give the appearance of inducing or coercing, any person or entity to provide a financial benefit to yourself or another person (particularly one with whom you have family, business, or financial ties).

Even though a technical conflict of interest may not exist, you must avoid the appearance of a conflict from a confidence point of view.

Do not solicit or accept, either directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of value from any person or firm that is engaged or is endeavoring to engage in procurement activities, business, or financial transactions of any sort with USDA. (A gift, gratuity, favor, entertainment, etc. includes any passes, transportation, accommodations, or hospitality. A gratuity or other thing of value does not include any unsolicited item, other than money, having a market value of \$10 or less per event or presentation.)

Attendance at luncheons, dinners, and similar gatherings sponsored by technical or professional associations for discussion of matters of interest to the Government and industry are permissible. All personnel who attend these functions are required to pay their own fair share of the cost of the function. Participation is appropriate when the host is the association and not a designated firm. Acceptance of gratuities or hospitality from a designated firm in connection with such association's activities is prohibited.

Things available to the general public, such as a free exhibition by a contractor at an industry exhibition, are also available to the Government employee.

Trophies, prizes, etc. given to competitors in contests open to the public may generally be accepted if participation is as a member of the public and not as a Government employee.

Personal transactions between relatives consistent with that relationship are proper where it is clear that it is the relationship and not the business of the persons concerned which is the motivating factor for the gratuity.

Participation in civic and community activities where relationship with contractors is remote is permitted. For example, participation in a little league luncheon which is subsidized by a contractor would not amount to a conflict.

These examples are not all inclusive. But, this will give you an idea of the guidelines which will surround you when you begin dealing with designated firms. All of these are for the protection of the Government. There are some more "don'ts" which are for the protection of the designated firm. The most important of these is that you may not divulge a contractor's proprietary data outside the Government unless the contractor has authorized this to be done. It is your duty to inquire in good faith of the CO/ACO regarding whether information is proprietary and whether or not the individual seeking the information has been authorized access, prior to disclosing it. Proprietary information is any information contained in a proposal, cost or pricing data, or any other information submitted to the Government by a contractor and designated as proprietary by the contractor, the Head of the Agency, or the Contracting Officer.

In any case, where you are uncertain about the application of these guidelines, the Office of the General Counsel should be contracted for further guidance.

9.3 Procurement Integrity Summary

As a more specific summary of currently applicable Procurement Integrity statutes which have become requirements for anyone associated with a federal procurement, the following applies:

During the conduct of a procurement, a procurement official shall not knowingly:

solicit or accept future employment or business opportunities from a competing contractor,

solicit or accept money or anything of value from a competing contractor, or

disclose proprietary or source selection information to unauthorized individuals.

After leaving government service a procurement official may not:

participate in any manner on behalf of a competing contractor in contract award, modification, or extension negotiations, or

participate personally and substantially on behalf of a competing contractor in the performance of the contract for two years after the last date he or she participates in the procurement process.

A procurement official is an agency employee who has participated personally and substantially in the conduct of an agency procurement including officials and employees responsible for reviewing and approving the procurement.

Agency employee includes a contractor, subcontractor, consultant, expert or advisor who acts on behalf of or provides advice to the agency for any phase of the procurement.

Personally means to participate directly in the procurement.

Substantially means something of a significant nature.

Procurement functions include activities such as:

drafting or reviewing and approving a specification or statement of work,

preparing or developing a procurement or requisition (procurement request),

preparing or issuing a procurement solicitation,

evaluating bids or proposals or selecting sources,

negotiating to establish the price or terms and conditions of a contract or contract modification,

reviewing and approving the award or modification of a contract.

In addition to the activities listed above, any employee who is involved personally and substantially in performing any other function that is an integral part of the process leading to the award, modification, or extension of a contract is required to complete a Privacy Act Notice and Procurement Integrity Certification.

**Conduct of Procurement:**

For a new procurement -

Begins with a discussion of the acquisition strategy to satisfy an agency requirement or the drafting of a statement of work or specification and concludes with contract award.

For a contract modification for new work -

Begins with a request for the modification and concludes with the award of the modification.

For a contract extension -

Begins with request for the extension and concludes with the award of extension.

**Proprietary information:**

Information in a bid or proposal,

Cost or pricing data,

Information submitted by contractor and designated as proprietary by the contractor, Head of Agency, or Contracting Officer.

**Source Selection Information:**

Information, if disclosed, would jeopardize the integrity or successful completion of the procurement.

Examples -

Proposed costs or prices or list of those prices

Source selection plans

Technical evaluation of plans

Technical evaluation of proposals

Audit reports

Competitive range reports

Reports and evaluations of source selection panels or boards or advisory councils

Other information marked as source selection information as determined by the CO/ACO or Head of the Agency



**TASK ORDER CHECK LIST**

SECTION	QUESTION	ANSWER
1	Is there an overview of the task order work i.e., nature of work?	
	Are the objectives and justification for the work stated in the background section?	
	Is how the task order relates to other projects stated?	
2	Are the specific tasks to be performed described?	
	Is the task sequence described?	
	Are the relationship between tasks described?	
	Is the type of contract stated i.e., fixed price, level of effort, labor hour?	
3	Is the task order period of performance stated i.e., all tasks must be completed by September 30, 19xx?	
	Is the place of performance stated?	
4	Are the type of deliverables stated?	
	Is the quantity of each deliverable stated?	
	Is the deliverable schedule stated?	
	Is there a description of each deliverable's content and level of detail?	
	Are the delivery instructions and place of delivery stated?	
	Is the form in which the deliverables are to be supplied stated?	
	Is the Government's acceptance period stated?	
5	Is the document number and title of Government furnished documentation stated?	
	Is when or under what condition Government furnished resources will be provided stated?	

**ATTACHMENT A TASK ORDER CHECK LIST, *Continued***

SECTION	QUESTION	ANSWER
6	Are the standard's number and titled stated?	
	Is there a cross reference between the standards and tasks?	
7	Are the quality standards and level of quality expected stated?	
	Is there a description of the inspection and/or performance review process?	
	Is there a description of the acceptance criteria?	
8	Are the type of reports stated, outside of the status reports?	
	Is the quantity of each report stated?	
	Is there a description of report's content and level of detail?	
	Is the form in which reports are to be supplied stated?	
9	Is the contractor's response scheduled stated?	
	Are the delivery instructions and place of delivery stated?	
	Is the form in which the contractor's response is to be supplied stated?	
10	Are the Government contacts and their responsibilities stated?	
	Are security, travel or other special requirements stated?	
Other	Are ambiguous words and acronyms clearly defined?	

COTR: \_\_\_\_\_

**ATTACHMENT B - 1            FIXED PRICE EXAMPLE**

**ATTACHMENT B - 2            FIXED PRICE LEVEL OF EFFORT EXAMPLE**

**(the following attachment will be provided later)**

**ATTACHMENT B - 3            COST PLUS FIXED FEE**

**A. LEVEL OF EFFORT**

**B. COMPLETION TASK**



**FARM SERVICE AGENCY  
TASK ORDER SPECIFICATIONS**

**FOR**

**Package Transfer System (PTS)  
Software and Support**

**KCMO-XX-9x-xx**

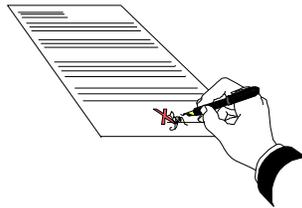
**CONTRACT # XX-XXXX-X-XXXXX**

**PREPARED BY**

**TELECOMMUNICATIONS DIVISION**

**&**

**TECHNICAL SERVICES DIVISION**



***Recommended:*** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Contracting Officer's Technical Representative**

***Recommended:*** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Contracting Officer's Representative**

***Recommended:*** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Acting Director, Kansas City Management Office**

***Approved:*** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**Contracting Officer or  
Administrative Contracting Officer (NRCS)**

# TASK ORDER SPECIFICATIONS

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## SECTION 1 - INTRODUCTION

### 1.1 NATURE OF WORK

The nature of work sought under this task order consists of contractor resources required for:

- ! Program Coding
- ! Test Planning
- ! Unit Testing
- ! Integration Testing
- ! Development of Documentation

These tasks are mandated by the development life cycle of the Package Transfer System (PTS). The contractor shall work directly with Government personnel in review and implementation of specified task assignment requests.

### 1.2 BACKGROUND AND OBJECTIVES

The FSA Kansas City Management Office (KCMO) operates the State-County Office Automation Project (SCOAP) Network consisting of approximately 3,000 IBM System/36's, and Advanced System/36's located at each FSA headquarters county, State Office, KCMO and WDC.

KCMO-TD is responsible for the operation of all telecommunications networks which currently interface with SCOAP including: Peanuts, Data Share, Cotton, and Tobacco, as well as future telecommunications networks which may be required to maintain customer service and performance.

The objective of this task order is to develop and implement a communications package, the Package Transfer System (PTS), that will provide connectivity between the Advanced S/36s located in FSA field offices and the ITSC mainframe.

**THIS TASK ORDER IS FIXED PRICE.**

### 1.3 ORGANIZATIONAL CONTACTS

The contractor shall work directly with the Government's Contracting Officer's Representative (COR) in the Kansas City Management Office (KCMO). This office is located at 8930 Ward Parkway, Kansas City, Missouri, second Floor.

Direct contractor interface with the COR/COTR is encouraged under this task order. Any actions which result from such meetings and affect products developed under this task must be reported to the **COR in writing and approved** before being implemented by the contractor.

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## SECTION 2 - STATEMENT OF WORK

### 2.1 TASK DESCRIPTION

The contractor shall perform work as detailed by the following segments

### 2.2 WORK SEGMENTS

Work requested will be broken down into segments of work. Each segment consists of performing required tasks in the system development cycle, resulting in specific deliverables. Required tasks include the following:

- ! Programming
- ! Test Planning
- ! Unit and Integration Testing
- ! Development of Documentation and User and System Manuals

Documentation will include: revisions to the System Concept Document, updated system and program specifications, flowcharts, diagrams, source code, unit test results, and User and System manuals. Program specifications must not be written solely in pseudo code; a comprehensive narrative description of the intended program logic must be included. It must be possible to successfully compile and recreate the delivered executables from the delivered program source code.

#### 2.2.1 Design Specifications/System Specifications

The contractor shall prepare design/system specifications. The contractor shall create a hi-level system flow and screen flow diagrams. The contractor shall create decision charts and identify general validations.

The contractor shall reference the approved user requirements as the baseline document for development of the system specification.

#### 2.2.2 Program Specification

The contractor shall prepare program specifications. The contractor is required to provide updated narrative logic block description, as required in 29-ADM. The contractor shall update screen and report layouts, update the control flow diagrams and validation tables as required. The contractor shall reference the approved system specifications as a baseline for the development for the program specification.

#### 2.2.3 Test Plan

The contractor shall develop a test plan. Test criteria shall encompass test requirements and test

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scenarios required to adequately test criteria in the program specifications. Test criteria shall contain sufficient detail to enable Government analysts to interpret all data flow paths and changes are tested.

## 2.2.4 Program Code

The contractor shall write all programs using structured programming techniques and in accordance with guidelines in 14-ADM and 29-ADM standards. Internal narrative to describe the objective of the program and a narrative for each paragraph shall be required. Record Descriptors shall be extracted from the appropriate library and data administration standards. The contractor shall also be required to maintain their own development library. The contractor shall also have a code walkthrough.

## 2.2.5 Unit Testing

The contractor shall conduct unit tests on all programs under this task order. These tests shall be conducted in accordance with approved test requirements in the program specifications. Unit tests shall be performed using test data designed to test all instructions in the program. Tests shall be conducted according to test plans approved by the Government.

## SECTION 3 - SCHEDULE OF WORK

### 3.1 INTRODUCTION

Work assigned under this task will require expertise in IBM S/36 and Mainframe. S/36 programming skills required include: Assembler, COBOL, OCL, and RPG. Mainframe programming skills required include: JCL, MVS, C Language, and DB2. Additional programming skills may be required if defined by a specific TAS. Knowledge of other telecommunications software used for interagency Data Share & Info Share Projects is also needed.

Expertise in state-of-the art development methodology shall be required and exercised in the completion of the assignments. Specific experience shall include but not be limited to:

- *Structure design*
- *Structure flowcharting and coding*
- *Design and coding walkthrough*
- *Project control*
- *Unit, Integration and System Testing*
- *Documentation development*

**All work is performed at Kansas City Management Office.**

### 3.2 JOB DURATION

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Work performed under this task order must be completed no later than September 30, 1997.

### 3.3 PERSONNEL REQUIREMENTS

The contractor shall be required to furnish personnel with qualifications meeting or exceeding the criteria specified in the Contract document governing the issuance of this task order. The contractor must specify in their response to this task order the number(s) and categories of personnel required to perform the work identified in Section 2. The contractor shall not exceed the ceiling price/individual labor categories specified in the delivery order. If the contractor exceeds the ceiling prices, the contractor shall do so at his own risk.

## SECTION 4 - DELIVERABLE PRODUCTS

### 4.1 CROSS REFERENCE TO THE TASK ORDER DELIVERABLE PRODUCTS

TASK ORDER DOCUMENT DELIVERABLE PRODUCTS	CONTRACTOR PROPOSAL WORK PLAN PARAGRAPH	DUE DATES
Design/System Specifications	3.4.3 Systems Specifications	July 15, 1997
Program Specifications	3.4.4 Program Specifications	July 22, 1997
Test Plan, Test Data, results, etc.	3.4.5 Test Plan, Test Data, Results, etc.	August 30, 1997
Program Code/ Walkthrough	3.4.6 Program Code/Walkthrough	September 30, 1997

**Refer to 14-ADM and 29-ADM for example of minimum requirements of deliverable context and detail. All documentation should be in hard copy and on electronic media such as WordPerfect as required.**

### 4.2 GOVERNMENT ACCEPTANCE OF CONTRACTOR DELIVERED PRODUCTS

The COR/COTR shall prepare an official notification, in writing, for the project file and for delivery to the CO/ACO and Contractor Project Manager identifying products accepted or rejected by the Government. The contractor shall deliver the completed project to the COR/COTR within the time frame specified in the task order. The COR/COTR will then have fifteen (15) working days to review the deliverable and issue a written acceptance or rejection to both the Contractor's Project Manager and Contracting Officer.

If the deliverable is unacceptable, the COR/COTR will provide written comments specifying the deficiencies to both the contractor's project manager and Contracting Officer. The Government shall have the right to reject or require corrections of any deliverables found to be deficient. In the event of rejection, the contractor shall correct the deficiencies within ten (10) calendar days.

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## SECTION 5 - GOVERNMENT FURNISHED MATERIALS

### 5.1 INTRODUCTION

Facilities, Supplies and Services. The Government will provide the necessary office space, equipment, computer time and access, reproduction support and forms.

### 5.2 GOVERNMENT FURNISHED DOCUMENTATION

The Government shall provide a copy of any additional applicable documentation. The Contractor shall make documentation requests known to the COR/COTR on an as needed basis.

### 5.3 INFORMATION RESOURCES

Technical Information Advisory (TIA), 14-ADM ADP Standards and Procedures for Development of Computer Systems, 29-ADM SCOAP Application Development Standards, Departmental Information Processing Standards (DIPS), manuals, and user requirements.

The Government will provide access to individuals within the KCMO with application knowledge. The degree of Government and contractor interface will be controlled by the designated COR and the Contractor Project Manager. All contractor access to Government application specialists shall be through the COR/COTR unless otherwise specified.

### 5.4 GOVERNMENT SUPPLIED SOFTWARE AND DATA

The Government will provide any pertinent common software modules that are used for routinely performed application software activities.

## SECTION 6 - APPLICATION STANDARDS

### 6.1 PROGRAM CODE

Program code will be sequential with selective processing using If/Else structures, and iteration of code using Perform/Until structures wherever possible in order to foster the top down structure and program readability.

A standard will be observed in order to facilitate program readability. Some principles that will be observed are:

- *The use of record numbering by fives, e.g. 01, 05, 10, 15, 20,...*
- *Use of program comments to enhance readability and comprehension*
- *Indentation of nesting in If statements and alignment of matching If/Else conditions*

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- *Spacing before and after paragraph modules*
- *Internal program documentation of any major control breaks in program*
- *All coding will be developed using 29-ADM and 14-ADM standards*

## 6.2 REFERENCES/INFORMATION SOURCES

- Technical Information Advisory (TIA),
- 14-ADM Handbook
- 29-ADM Handbook
- Departmental Information Processing Standards (DIPS), manuals, and user requirements
- Draft FSA Standards for Bundled Files

The Government will deliver all pertinent Technical Information Advisories to the contractor. The TIA is a communication providing guidance and recommendations for those using Departmental computer facilities. Typical matters addressed could include computer programming techniques, operating system changes or data management services. The content of TIA's are normally used in application handbooks or user's guide at a later time.

## 6.3 QUALITY ASSURANCE

- (a) The Contractor shall manage this contract in a manner consistent with customary software quality assurance principles and the methodology set forth in the Contractor's accepted proposal or task order.
- (b) The Contractor shall have a formal system of measurement which shall include metrics related to software attributes of quality, maintainability, testability, and software development productivity (including data collection). The contractor shall meet all performance requirements (identified in individual task orders) related to quality, reliability, maintainability, and productivity developed to support these measures.
- (c) The Contractor shall develop, deliver, implement and maintain a Quality Assurance Plan throughout the life of this contract. The Contractor's Quality Assurance Plan shall be provided upon request with individual task orders. The Plan shall consist of detailed systematic method of ensuring that material, data, supplies, and services fulfill technical requirements of the individual task orders.

## SECTION 7 - INSPECTION AND ACCEPTANCE

### 7.1 INTRODUCTION

This section identifies the methodology that the Government shall use in accepting the products

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identified in Section 4, Deliverable Products, of this task order. The acceptance of contractor developed documentation shall be based on the standards identified in Section 6 as to content and form. The accuracy with respect to the specification of products to be developed as compared to the products delivered shall be determined through a series of tests and inspection activities as specified below.

## 7.2 ACCEPTANCE OF DOCUMENTATION

Documentation will be required to meet Government format requirements for documentation, unless this requirement is specifically waived by the individual TAS.

## 7.3 TESTING

The contractor shall unit test all programs as defined in the TAS. Unit tests will be conducted using Test Plans and data approved by the designated representative of the COR. Test results shall be validated by the Contractor Project Manager to ensure compliance with the program specifications and approved test plans.

The contractor shall conduct integration tests on all programs that interface via the passage of information from one to the other, as specified in Section 2. Contractor personnel shall provide interface test results to the COR/COTR who shall verify the results against the program specifications to ensure that all interfaces are tested as specified.

The contractor shall system test all programs developed as a result of this task order as specified in Section 2. Test results shall be validated against user requirements, design and program specifications and operating instructions to ensure that the system operates as specified.

The Government shall prepare acceptance test data and conduct acceptance tests on all contractor delivered programs. Problems encountered during the test activity which necessitate modification of application programs due to hard halts, non-conformance to accepted standards, or noncompliance to design and program specification shall be corrected at the expense of the contractor.

## SECTION 8 - REPORTING REQUIREMENTS

### 8.1 INTRODUCTION

This section describes the reporting requirements of the contractor during the performance of work addressed within this task order. The contractor shall be required to submit work progress reports and problem reports.

### 8.2 PROGRESS REPORTS

The contractor shall submit **PROGRESS REPORTS** in accordance with instructions outlined in the contract. Individual copies shall be forwarded to the Contracting Officer, Contracting Officer's

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Technical Representative and Contracting Officer's Representative via GroupWise or by regular mail.

## SECTION 9 - CONTRACT ADMINISTRATION CONTACTS

### 9.1 ADMINISTRATIVE CONTACTS

Points of Contact - Contracting Officer (CO). The CO/ACO is the point of contact for clarifying contract issues or negotiations, and can be reached at the following addresses and phone number:

<b>Regular Mailing Address</b>	<b>Overnight Mailing Address</b>
USDA/FSA/MSD Attn: XXXXX XXXX Room 6958-S	
P. O. Box 2415 Washington, DC 20013	14th & Independence, SW Washington, DC 20250
Commercial & FTS: (202) 720-XXXX	

Contracting Officer's Representative (COR) - The COR is the point of contact for administrative issues and for formal problem notification, and can be reached at the following address and phone number:

<b>Regular Mailing Address</b>	<b>Overnight Mailing Address</b>
USDA/FSA/KCMO/TSD Attn: XXXX XXXXXX	
P. O. Box 419205 Kansas City, MO 64131-6205	8930 Ward Parkway Kansas City, MO 64114-3362
Commercial & FTS: (816) 926-XXXX	

\*Refer to USDA/ASCS appointment memorandum dated August 13, 1991 for COR's responsibilities and limitations.

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## 9.2 TECHNICAL CONTACT

Contracting Officers Technical Representative (COTR) - The COTR is the point of contact for technical issues and problem notification, and can be reached at the following address and phone number:

Regular Mailing Address	Overnight Mailing Address
USDA/FSA/KCMO/TD Attn: XXXX XXX	
P. O. Box 419205 Kansas City, MO 64131-6205	8930 Ward Parkway Kansas City, MO 64114-3362
Commercial & FTS: (816) 926-xxxx	

## SECTION 10 - CONTRACTOR RESPONSE REQUIREMENTS

### 10.1 WORK PLAN PREPARATION

In addition to the information specified in Section X.3.c. of the Contract, the Work Plan shall consist of:

- . Technical Approach
- . Basis for Estimate
- . Cost

The technical approach must include a detailed, clear and concise description of the techniques and procedures to be employed in achieving the proposed end results in compliance with the requirements of the task order.

The Contractor may portray facts with charts, lists, matrix tabulations, etc. The Contractor shall prepare the Work Plan to facilitate the evaluation process. The Work Plan shall not contain more than 50 pages.

**TASK ORDER SPECIFICATIONS**

**FOR**

**Development**

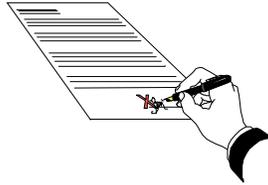
**KCMO-XXX-FY-XX**

**PREPARED BY**

TECHNICAL SERVICES DIVISION

&

PRICE SUPPORT AND COMMODITY APPLICATION DIVISION



**RECOMMENDED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Contracting Officers Technical Representative

**RECOMMENDED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Contracting Officers Representative

**RECOMMENDED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Acting Director Kansas City Management Office

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Contracting Officer or  
Administrative Contracting Officer (NRCS)

**TASK ORDER SPECIFICATIONS**  
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SECTION 1 - INTRODUCTION

1.1 Nature of Work

The nature of work sought under this task order consists of contractor resources required for applications program enhancements, maintenance, problem determination, and technical support.

The contractor will perform tasks as follows under this task order:

- ! **analysis and software project planning**
- ! **technical support including assisted and unassisted problem determination**
- ! **preparation of technical proposals**
- ! **research/revision of changes**
- ! **development of new (emergency and of short duration - 6 months or less) or updated specifications**
- ! **flowchart/diagram preparation**
- ! **all levels of software/hardware documentation**
- ! **coding/software development**
- ! **software and hardware configuration**
- ! **test plan preparation**
- ! **unit testing**
- ! **integration testing**
- ! **functional demonstrations**
- ! **system job charts and program run books**

1.2 Background and Objectives

FSA applications support loan administration, inventory management, farm credit, production/collateral/sales oversight, policy making, and conservation practices. Applications have interactive and integrated interfaces to accounting, inventory, and production adjustment applications. The applications reside on distributed micro, mini, and mainframe computer platforms supported by a full range of communications networks and data base management system replication. Software development environments also vary widely - COBOL, C, C++, Paradox, PowerBuilder, Sybase, DB2, etc. FSA applications directly impact producers, commodity associations, servicing agent banks, taxing authorities, commodity warehouses, FSA State and County offices, and numerous Federal agencies.

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Ultimately, price support reporting and control functions are administered by program specialists in Washington, D.C. Supported price support functions are volatile because of changing Executive and Legislative policy. Rapid responsive application development is critical to meeting price support policy implementation time frames. Many time sensitive application development and implementations are tied to individual crop life cycles (planting, growing, harvesting, processing, storage, and sales).

The objective of this task order is to assure timely applications enhancement, maintenance, problem determination, and technical support services to all levels of price support program participants.

**THIS TASK ORDER IS FIXED PRICE LEVEL OF EFFORT.**

1.3 Organizational Interface

The contractor shall interface directly with the Contracting Officer's Representative (COR) and the Government's Contracting Officer's Technical Representative (COTR). This office is at 8930 Ward Parkway, Kansas City Missouri, on the second floor. The COTR may be reached after task order award.

Direct contractor interface with the COR/COTR, and other contacts as designated by COR/COTR, is encouraged under this task order. Any actions that change scope of work that result from such meetings and affect products developed under this task order must be reported to the COR/COTR in writing before being implemented by the contractor.

SECTION 2 - STATEMENT OF WORK

2.1 Task Description

The contractor shall develop user design/system specifications, software project plans, program specifications, coding, unit testing, problem and solution analyses, system testing, and system test plans in support of applications. This task order will require the performance of tasks in the system development cycle, resulting in specific outputs.

2.2 Work Segments

This task will be broken into segments defined in Task Assignment Sheets (KC-208). Each segment consists of performing required tasks in the development life cycle, resulting in specific deliverables. The specific deliverables are addressed in Section 4.

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2.2.1 Development of System Specifications

The contractor shall develop or revise system specifications according to standards referenced in Section 6 and changes as requested in the attachments.

The contractor shall provide a narrative logic description, as required in standards 14-ADM, 29-ADM, and KCMO Technical Information Advisories (TIA), or as referenced in Section 6 of this task order, for all modules of the system, to include program name plus a program description. The contractor shall also update associated application and business rule repositories.

2.2.2 Development of Program Specifications

The contractor shall develop program specifications according to standards referenced in Section 6. The contractor shall also develop test criteria for unit testing according to standards referenced in Section 6 and incorporate this information into the program specifications.

2.2.3 Preparation of Test Plan

The contractor shall develop a system test plan. Test criteria shall encompass unit test requirements and test scenarios required to adequately test criteria in the program specifications. Test criteria shall contain sufficient detail to enable Government analysts to assure all data flow paths and changes are tested.

2.2.4 Coding

The contractor shall write all programs using structured programming techniques and follow 14-ADM and 29-ADM standards. Internal narrative to describe the objective of the program and a narrative for each paragraph is required. Record descriptors shall be extracted from the **data dictionary repositories** maintained by IMSD. Record descriptors are available from the COTR. Common Routines shall be called from the DV.COMON Library maintained by IMSD. Copy Members shall be copied from the COPYLIB Library. The contractor must also maintain their own development library.

**Contractor changes must be documented such that they can be merged into the latest version of each module by COTR or their designee upon deliverable acceptance.**

2.2.5 Unit Testing

The contractor shall conduct unit tests on all programs under this task order. These tests shall be conducted according to approved test requirements in the program specifications. Unit tests shall be performed

# TASK ORDER SPECIFICATIONS

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using test data designed to test all instructions in the program. Tests shall be conducted according to test plans approved by the Government.

## 2.2.6 System Testing

The contractor shall be required to develop production operating system control language instructions for any platform in the development environment and perform system testing on all developed segments. The system test shall include all programs developed for the milestone being tested and all preceding programs of the task order. Tests shall verify operating system control language instructions and the data passed from one program to another by local data area, disk files, etc. Tests shall be conducted according to approved test plan.

## 2.2.7 Hardware and Software Configuration

The contractor shall recommend, implement, and document hardware and software configuration enhancements, augmentations, or assistance. Changes, their impacts, and purpose shall be documented by the contractor.

## 2.2.8 Functional Demonstrations

The contractor shall deliver functional demonstrations of concept proofs, activities performed, and technology. Contractor deliverables include demonstration plans, documentation, and presentation.

## 2.2.9 Additional Documentation Requirements may include:

- Process model
- Business Area Analysis
- Functional Requirements Document
- System Concept Document
- Impact Statement
- Warnier/Orr Diagram
- Database Modification Document
- Test Plan
- Users Manuals
- System Administrators Manuals
- Installation Manuals
- Operations Manual

Any of the above documents may require a walk-through.

## 2.3 TASK ASSIGNMENT SHEET (KC-208) DESCRIPTION AND USAGE

### 2.3.1 Background

## TASK ORDER SPECIFICATIONS

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A Task Assignment Sheet (TAS) is a vehicle used to assign a specific work process. Work process scope may range from development of a new module or modification of an existing module to systems design, configuration, analysis of a user and contractor defined problems, and automation of new user requirements. Work processes include problem determination and maintenance. Documentation development and functional demonstrations for new or existing systems and technology are additional examples of KC-208 defined work processes.

### 2.3.2 Purpose

A TAS form defines the scope of the task in the Activity section (i.e., Program I.D., brief description of objective, operating procedures affected and completion criteria).

The Task Assignment Control section lists the skills required to manage and accomplish the task with respective completion time tables noted.

The Approval section must be signed by the COR (or submitted via a cover memo), COTR and the Contractor Project Manager (CPM) to authorize work to commence based on the information found in the above sections of the form.

Finally, the Agreement on Actuals section (or via a cover memo) denotes the contractor's completion of the task assignment and the Government's acceptance of the deliverables defined. The actuals will include the total hours necessary for the contractor to complete the work processes required on the TAS.

### 2.3.3 Procedures

**Step 1** - The Government COTR will complete the Activity and Assignment Control Section of the KC-208. Next, the form and all supporting documentation will be submitted to the COR for approval.

**Step 2** - Upon approval, the COR will submit the TAS, along with all supporting documentation for needed work to commence, to the Contractor Site Manager.

Product results and resource work hours will be defined on the form. The COR, COTR and the Contractor Site Manager should attempt to resolve any conflicts related to the anticipated completion date or resource hours required before work beginning.

**Step 3** - While work is in progress, the COTR will assign a Technical Project Officer (TPO) to work with the contractor and provide **technical** guidance to ensure that work is in compliance with the TAS. The TPO will also provide in writing all technical input to the COR and COTR.

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**Step 4** - Upon completion of a TAS, the contractor will submit a copy of all documents to the COTR and the COR.

**Step 5** - The COTR must review and inspect all deliverables. The COR acknowledges receipt of all deliverables requested on the TAS and forward acceptance or rejection to the CO.

#### 2.3.4 Resource and Duration Overruns

If the contractor is unable to meet the target date on a TAS because of change in requirements or as result of an analysis, the Contractor Project Manager shall contact the COR, who will review the status of the original TAS and request in writing that the TAS is amended to show the requested increase.

If the resources (work hours) used by the contractor fall within a 15% tolerance range of the estimated resource requirements specified on the TAS, then no amendment will be needed on the TAS, and a written notice shall be given to the COR. If, however, the contractors require resources exceeding the original estimated TAS resources above the 15% tolerance, then the COR should be notified in writing as earliest knowledge and an amendment must be made to the TAS by the COTR and submitted to the COR.

### SECTION 3 - SCHEDULE OF WORK

#### 3.1 Introduction

The planned completion date for this task order is September 30, 1996. The contractor shall propose a schedule for review by the COR/COTR.

#### 3.2 Personnel Requirements

The contractor shall be required to furnish personnel with qualifications meeting or exceeding the criteria specified in the Contract document governing the issuance of this task order.

The contractor must specify in their response to this task order the number(s) and categories of personnel required to perform the work identified in Section 2.

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**SECTION 4 - DELIVERABLE PRODUCTS**

**4.1           Cross Reference to the Task Order Deliverable Products**

All products shall be delivered to the COR. Proposed products may be:

<b>TASK ORDER DOCUMENT DELIVERABLE PRODUCTS</b>	<b>CONTRACTOR PROPOSAL WORK PLAN PARAGRAPH</b>
System Specifications	3.4.3 System Specifications
Test Plan	3.4.4 Test Plan, Test Data
Program Specifications	3.4.5 Program Specifications
Source Code, Operating System Language Instructions and Unit Test Results	3.4.6 Source Code, Operating System Language

\* All documentation, source code, test results, etc. should be in hard copy and on electronic media such as diskette or tape media. Porting deliverables across KCMO networks to pre-specified directories is an alternate electronic delivery path.

**Deliverables format, content, and level of detail will be addressed on a case by case bases.**

**4.2           Government Acceptance of Contractor Delivered Products**

The COR/COTR shall prepare an official notification in writing for the project file and for delivery to the CO/ACO and Contractor Project Manager identifying projects accepted or rejected by the Government.

The contractor shall deliver the completed project to the COR/COTR within the period specified in Section 4.1. The COR/COTR will then have fourteen (14) calendar days to review the deliverable and issue written acceptance or rejection to both the Contractor Project Manager and the Contracting Officer.

If the deliverable is unacceptable, the COR/COTR will provide written comments specifying the deficiencies to both the Contractor Project Manager and Government Contracting Officer. The Government shall have the right to reject or require corrections of any deliverables found deficient. In case of rejection, the contractor shall correct the deficiencies following the conditions of the contract, Section E.3. Criteria to be used for acceptance is identified in Section 7 of this task order.

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**SECTION 5 - GOVERNMENT FURNISHED MATERIALS**

**5.1 Facilities, Supplies, and Services**

The Government will provide the necessary office space, equipment, computer time and access, reproduction support and forms.

**5.2 Government Furnished Documentation**

The Government shall provide a copy of any available documentation. The contractor shall make documentation requests known to the COR/COTR on an as needed basis.

**5.3 Government Furnished Resources**

The government shall provide resources for the following purposes only:

- ! ***the necessary initial familiarization of contract personnel on applicable systems, file structures, and modes of operation***
- ! ***the provision of additional non-documented information required for the successful performance of this contract, subject to the judgment of the COTR.***

**5.4 Application Analysts**

The Government shall provide, on a limited basis, access to individuals within the KCMO with application knowledge. The degree of Government and contractor interface shall be controlled by the Government COR/COTR and Contractor Project Manager. All access to Government application analysts will be through the COR/COTR unless otherwise specified.

**5.5 Government Supplied Software and Data**

The Government shall provide any pertinent common software modules used for routinely performed application software activities.

**SECTION 6 - APPLICABLE STANDARDS**

**6.1 Program Code**

Program code of the final implemented system (based on this deliverable) will be structured with selective processing using If/Else structures, and iteration of code using Perform/Until structures wherever possible to foster top down structure and program readability.

A standard of neatness will be observed to facilitate program readability. Some principles that will be observed are:

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- ! *the use of record numbering by fives, e.g.: 01, 05, 10, 15, 20, . . .*
- ! *alignment of picture clauses, value clauses, redefines, and other record information (i.e., literals) in the same column*
- ! *indentation of nesting in If statements and alignment of matching If/Else conditions,*
- ! *paragraph names will be preceded by a 4-digit number,*
- ! *spacing before and after paragraph modules,*
- ! *internal program documentation of major control breaks in program,*
- ! *all coding of the final product will be developed using 14-ADM, Technical Information Advisories (TIA), 29-ADM, and other internal system standards as applicable,*
- ! *if COBOL standards are otherwise unspecified, the contractor shall conform to examples provided in:*

L *Structured ANS COBOL Parts 1 & 2, by Mike Murach, Paul Noll; printed by Mike Murach & Associates, Inc.; (Library of Congress Catalog Card Number: 86-61654)*

- ! *if standards are otherwise unspecified, the contractor shall identify the standard used and reason for use in writing and submit the documented exception to the COR like a normal deliverable.*

## 6.2 References/Information Sources

Technical Information Advisory (TIA), Handbook 14-ADM, Handbook 29-ADM, department manuals, circulars, other documented internal system standards and user requirements. **Structured ANS COBOL Parts 1 & 2** by Mike Murach and Paul Noll.

The Government shall deliver all pertinent Technical Information Advisories to the contractor. The TIA is FSA technical communication providing standards guidance and recommendations for issues not covered by other FSA data processing standards. Typical matters addressed could include computer programming techniques, operating system changes, or data management services. TIA's are normally incorporated into application standards handbooks periodically.

## 6.3 Quality Assurance

- (a) The Contractor shall manage this contract in a manner consistent with customary software quality assurance principles and the methodology set forth in the Contractor's accepted proposal or task order.
- (b) The Contractor shall have a formal system of measurement which shall include metrics related to software attributes of quality, maintainability, testability, and software development productivity (including data collection). The contractor shall meet all performance requirements (identified in individual task orders) related to quality, reliability,

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maintainability, and productivity developed to support these measures.

- (c) The Contractor shall develop, deliver, implement and maintain a Quality Assurance Plan throughout the life of this contract. The Contractor's Quality Assurance Plan shall be provided upon request with individual task orders. The Plan shall consist of detailed systematic method of ensuring that material, data, supplies, and services fulfill technical requirements of the individual task orders.

## SECTION 7 - INSPECTION AND ACCEPTANCE

### 7.1 Introduction

The acceptance of contractor developed documentation shall be based on the standards identified in Section 6 as to content and form. The accuracy with respect to the specification of products to be developed as compared to the products delivered shall be determined through a series of tests and inspection activities.

### 7.2 Acceptance of Documentation

The inspection of documentation shall be accomplished in two steps. First, the content and format shall be measured against the documentation standards specified in 14-ADM, 1-AS, and 29-ADM.

Second, the accuracy of the documents with respect to specifying actual products delivered shall be determined through a series of testing activities. Errors in documentation uncovered during the testing phases will be corrected by the contractor at no additional costs to the Government. This does not include changes required because of changing Government requirements.

### 7.3 System and Program Specifications

User requirements will be the baseline document for the evaluation of the system and program specifications. The system and program specifications must be developed according to the user requirements.

### 7.4 Unit Testing

The contractor shall unit test all programs. The contractor shall conduct unit tests using test criteria included in program specifications as approved by the Government. The contractor shall validate test results to insure compliance with the program specifications and approved test criteria.

### 7.5 Integration Testing

The Government will integration test all programs developed as a result of this task order as specified in Section 2. Test results shall be validated

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against user requirements, design and program specifications and operating instructions to insure that the system operates as specified.

7.6 System Testing

The contractor shall conduct integration tests on all programs that interface via the passage of information from one to the other as specified in Section 2.

The contractor shall provide interface test results to the Government COTR who shall verify results against the program specifications to insure that all interfaces are tested as specified. Test results shall be validated against user requirements, designs and program specifications and operating instructions to insure the system operates as specified.

SECTION 8 - REPORTING REQUIREMENTS

8.1 Introduction

This section describes the reporting requirement of the contractor during the performance of the work addressed within this task order. The contractor shall be required to submit work progress reports and problem reports.

8.2 Progress Reports

The contractor shall submit PROGRESS REPORTS as specified in the contract. Individual copies shall be forwarded to the **CO**, **ACO**, **COR** and **COTR** through GroupWise E-mail or by regular interoffice mail.

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SECTION 9 - CONTRACT ADMINISTRATION CONTACTS

9.1 ADMINISTRATIVE CONTACTS

**Contracting Officer (CO).** The CO/ACO is the point of contact for clarifying contract issues or negotiations, and can be reached at the following addresses and phone number:

Regular Mailing Address	Overnight Mailing Address
USDA/FSA/MSD Attention: XXXXX XXXX Room 6958-S	
P.O. Box 2415 Washington, D.C. 20013	14th & Independence, S.W. Washington, D.C. 20250
Commercial & FTS: (202)720-XXXX	

**Contracting Officer's Representative (COR).** The COR is the point of contact for administrative issues and for formal problem notification, and can be reached at the following address and phone number:

Regular Mailing Address	Overnight Mailing Address
USDA/FSA/KCMO/TSD Attention: XXXXXX XXXXXXXX	
P.O. Box 419205 Kansas City, MO 64131-6205	8930 Ward Parkway Kansas City, MO 64114-3362
Commercial & FTS: (816) 926-XXXX	

\* Refer to USDA/FSA appointment memorandum dated August 13, 1991 for COR's responsibilities and limitations.

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9.2 TECHNICAL CONTACTS

**Contracting Officer Technical Representative (COTR).** The COTR is the point of contact for technical issues and can be reached at the following address and phone number.

Regular Mailing Address	Overnight Mailing Address
USDA/FSA/KCMO/xxx Attention: John Doe	
P.O. Box 419205 Kansas City, MO 64141-6205	8930 Ward Parkway Kansas City, MO 64114-3362
Commercial & FTS: (816) 926-xxxx	

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***Definition of acronyms used in this document:***

<b>ASD</b>	<u>A</u> dm <u>i</u> nistrative <u>S</u> ervices <u>D</u> ivision
<b>CAMD</b>	<u>C</u> ontracting and <u>A</u> cquisition <u>M</u> anagement <u>D</u> ivision
<b>CO</b>	<u>C</u> ontracting <u>O</u> fficer
<b>COBOL</b>	<u>C</u> ommon <u>B</u> usiness <u>O</u> riented <u>L</u> anguage
<b>COR</b>	<u>C</u> ontracting <u>O</u> fficer's <u>R</u> epresentative
<b>COTR</b>	<u>C</u> ontracting <u>O</u> fficer's <u>T</u> echnical <u>R</u> epresentative
<b>CS</b>	<u>C</u> ontract <u>S</u> pecialist
<b>FSA</b>	<u>F</u> arm <u>S</u> ervice <u>A</u> gency
<b>FTS</b>	<u>F</u> ederal <u>T</u> elecommunications <u>S</u> ystem
<b>IMSD</b>	<u>I</u> nformation <u>M</u> anagement and <u>S</u> upport <u>D</u> ivision
<b>KCMO</b>	<u>K</u> ansas <u>C</u> ity <u>M</u> anagement <u>O</u> ffice
<b>PC</b>	<u>P</u> ersonal <u>C</u> omputer
<b>PSCAD</b>	<u>P</u> rice <u>S</u> upport and <u>C</u> ommodity <u>A</u> pplication <u>D</u> ivision
<b>TD</b>	<u>T</u> elecommunications <u>D</u> ivision
<b>TIA</b>	<u>T</u> echnical <u>I</u> nformation <u>A</u> dvisory
<b>TPO</b>	<u>T</u> echnical <u>P</u> roject <u>O</u> fficer
<b>TSD</b>	<u>T</u> echnical <u>S</u> ervices <u>D</u> ivision



**ATTACHMENT C TASK ORDER COST ESTIMATE/IGCE**

**TASK ORDER COST ESTIMATE  
(FIXED PRICE EXAMPLE)**

<b>KCMO-XXX-97-XX</b>				
<b>#</b>	<b>TASK ORDER/DELIVERABLE NAME</b>	<b>DELIV. ESTIMATE</b>	<b>*ODC ESTIMATE</b>	<b>TOTAL DOLLARS</b>
1	Develop Materials - Execute Leadership and Partnership	20000.00	1500.00	\$21,500.00
2	Coaching - Execute Leadership and Partnership (months 1, 3, 5)	45000.00	4000.00	\$49,000.00
3	Develop materials - Administrative management overhaul	20000.00	1500.00	\$21,500.00
4	Coaching - administrative management overhaul (ongoing months 2-8)	50000.00	2250.00	\$52,250.00
5	Develop material for management - leadership for reinvention	20000.00	1500.00	\$21,500.00
6	3 classes Management - Leadership for Reinvention (over 6 months)	71000.00	5000.00	\$76,000.00
7	Develop materials for 1st line situational leadership	20000.00	1500.00	\$21,500.00
8	5 classes - Situational Leadership (over 6 months)	100000.00	27000.00	\$127,000.00
9	Develop materials - Transition Management Team Development	20000.00	750.00	\$20,750.00
10	Coaching - Transition Management Team	30000.00	1500.00	\$31,500.00
11	Coaching Leadership Team	20000.00	0	\$20,000.00
12	Coaching GPRA Project Officer	12000.00	0	\$12,000.00
<b>TOTAL</b>				<b>\$474,500.00</b>

\* Other Direct Costs include:

- C Travel
- C Course Materials
- C Supplies

**TASK ORDER COST ESTIMATE  
(FIXED PRICE LEVEL OF EFFORT EXAMPLE)**

<b>TASK: KCMO-XX-97-XX</b>	<b>ORIGINAL GOVERNMENT ESTIMATES</b>	
<b>HELP DESK</b>	<b>HOURS YEAR 1</b>	<b>DOLLARS \$</b>
HELP DESK		
SR. SYSTEM A/P	X,XXX	XX,XXX
JOURNEYMAN A/P	X,XXX	X,XXX,XXX
JR. A/P	XX	XXX
DATA COM SPEC.	X,XXX	XX,XXX
TYPIST	X	X
<b>TOTAL HELP DESK</b>	<b>XX,XXX</b>	<b>\$X,XXX,XXX</b>
<b>**PROJECT MANAGEMENT ACTIVITIES</b>		
PROJECT MANAGER	X,XXX	XXX,XXX
SR. SYSTEM A/P	XXX	XX,XXX
DATA COM SPEC.	X	X
TYPIST	XXXX	XX,XXX
<b>TOTAL PROJECT MANAGEMENT ACTIVITIES</b>	<b>X,XXX</b>	<b>\$XXX,XXX</b>
<b>PRICE - HELP DESK</b>		<b>\$X,XXX,XXX</b>

\*\* Project Management Activities are usually a percentage of the total cost of the task order.

<b>RATE PER HOUR TABLE</b>	
<b>JOB TITLE</b>	<b>YEAR 1</b>
Project Manager	\$XX.xx
Sr. System Analyst Programmer	XX.xx
Journeyman Analyst/programmer	XX.xx
Jr. Analyst Programmer	XX.xx
Data Com. Specialist	XX.xx
Typist	XX.xx

**ATTACHMENT D AD-700 PROCUREMENT REQUEST FORM**

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**ATTACHMENT D - 1            FIXED PRICE EXAMPLE**

**ATTACHMENT D - 2            FIXED PRICE LEVEL OF EFFORT EXAMPLE**



**ATTACHMENT D - 1**

**AD-700 PROCUREMENT REQUEST FORM -  
FIXED PRICE EXAMPLE**

<b>PROCUREMENT REQUEST</b>	TO: (Procurement Office) CAMD	1. REQUESTING OFFICE KCMO
----------------------------	----------------------------------	------------------------------

*INSTRUCTIONS Agencies must provide entries in unshaded areas. See page 2.*

2. RECEIVING OFFICE NO.	3. CONTRACT NUMBER <i>(If Applicable)</i>	4. ORDER DATE	5.	6. UNIT CODE	7. FUND CODE XX	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB.	1A. PROCUREMENT REQUEST NO. KMOD-96-XX
								1B. DATE May 26, 1999

CHECK ONE	10. TO: (Seller) ABC COMPANY 678 B STREET KANSAS CITY, MISSOURI 64114	11. SHIP TO: (Consignee and Destination) KANSAS CITY MANAGEMENT OFFICE 8930 WARD PARKWAY KANSAS CITY, MISSOURI
<input type="checkbox"/> Purchase Order		
<input checked="" type="checkbox"/> Delivery Order		<input type="checkbox"/> INSIDE DELIVERY REQUESTED

12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION	15. BUDGET OBJECT	16. ACC. LINE	17. QUANTITY	18. UNIT ISSUE	19. UNIT PRICE	20. AMOUNT
01		IGE FOR TASK ORDER KCMO-XX-XX-XX	XXXX			task		XXXXXX XX
02		ODCs						XXXXXX XX
<p><i>For additional information, please contact:</i>                  XXXXX XXXXXXXX                      926-XXXX                  TECHNICAL CONTACT                      TELEPHONE NO.</p>								

21. FOB POINT	22. DISCOUNT TERMS	<b>Sub-Total 6</b>	25 XXXXXXX XX
---------------	--------------------	--------------------	------------------

23. REQUIRED DELIVERY <i>(Do not use ASAP)</i>	23A. NEGOTIATED DELIVERY	24. SHIP VIA	26. ESTIMATED FREIGHT	<b>TOTAL</b>	27 XXX,XXX.XX
				<	

28 ACC LINE	29. ACCOUNTING CLASSIFICATION										30 DISTRIBUTI	31 AMOUNT
	A	B	C	D	E							
2	5	10	5	3	4	1	4	1	2	2		
97-70274-		14 (Mainframe)	42 (Project)									

RECOMMENDED SOURCE(S) <i>(If necessary, use attachment)</i>	I certify that the above items are necessary for use in the public service. TITLE ACTING DIRECTOR, KCMO SIGNATURE OF AUTHORIZED REPRESENTATIVE
---	---







## **ATTACHMENT E TASK ORDER ISSUANCE MEMORANDUM**

---

TO : Chief, Acquisition Management

THROUGH : Director, ITSD

FROM : Director, KCMO

SUBJECT : Approval of Task Order for Century Date Conversion and Systems Development of Foreign Export Programs

---

Background                    The XXX Division Accounting and BBB Branch provides software development support to CCC Division and Foreign Agriculture Service (FAS). The APLUS PL-480 Title I and the GSM Credit Guarantee foreign export systems require continuous maintenance and new development. Currently, the XYZ staff utilizes contractor resources to support these efforts. Hours remaining on XYZ's current Task Order are projected to be exhausted by early XXXX,1997.

XYZ must provide continuous support to XXX in four major project areas:

- C Ongoing APLUS user support, maintenance, and new development to keep pace with legislated PL-480 program changes
- C Ongoing GSM Credit Guarantee System user support, maintenance, and new development to keep pace with legislated GSM program changes
- C APLUS PL-480 System Century Date Conversion
- C Development of a New Integrated GSM Credit Guarantee System

The objective of this task order is to continue the use of contractor resources to support the Foreign Export systems. The contractor is expected to provide support for current system maintenance and development, CDC analysis and implementation, and the development of a new Integrated GSM system. This task order is fixed price level of effort.

---

**Justification**

Contractor resources currently provide XX% of the effort XYZ expends to support the APLUS and GSM systems. This level of staffing barely provides enough support to perform many of the ongoing changes both systems require to remain functional. Loss of the contractor support will quickly lead to dysfunctional systems and extreme customer dissatisfaction.

APLUS PL-480 Century Date Conversion is currently underway using limited contractor support in the CDC analysis stage. Support must be increased when the programming and testing phase begins in order to meet the agency's XXXX XX, 1998 due date. If the system is not CDC compliant, APLUS will fail upon entry of FY2000 data in beginning in XXXX 1999. Implementation of CDC changes by XXXXX X, 1998 will provide a full annual processing and reporting cycle, allowing time to ensure that all CDC changes are in place and fully operational.

The current GSM Credit Guarantee system consists of several fragmented processes utilizing IDMS, Paradox, Lotus, and considerable manual effort. The system is quickly becoming obsolete and failing to meet the users needs, especially with reduced staffing in FMD, FAS, and KC. FMD has proposed the development of a new integrated client/server system to be developed jointly by FMD, FAS, and AGB developers.

Contractor support is currently utilized by the AGB development staff in the maintenance of the present system. To provide ongoing maintenance and to assist in the new system development, contractor support must be retained. Without contractor support, the AGB staff will allocate all available resources to maintain the existing system and will be unable to devote resources to new development to meet our customer's needs.

Intended use of contractor support for the new GSM system is in the areas of analysis and design, project management, and development support. Contractor support will also provide expertise that the AGB staff does not currently possess but will gain through a technology transfer from the contractor that will occur as the project progresses.

---

**ATTACHMENT E TASK ORDER ISSUANCE MEMORANDUM, *Continued***

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**Attachments**

Attached are the following items:

- ! Task Order Specification - KCMO-XXX-97-XX
  - ! Independent Government Estimate
  - ! AD-700 to obligate funds.
- 

**Inquiry**

If you need additional information, please contact  
XXXXX XXXXXXXX at FTS 926-XXXX.

---



**ATTACHMENT F MEMORANDUM OF TECHNICAL NEGOTIATIONS**

---

TO: File

FROM: XX XXXXXX, Contract Specialist

SUBJECT: Negotiation Memorandum (FAR 15.808)

---

CONTRACT XX-XXXX-X-XXXXX  
RFP FSA-X-XXXX-XXXX  
REQUISITION XXX-96-XXX

---

CONTRACTOR XYZ, Inc  
xxxx 15th Street, NW  
xth Floor  
Washington, DC 20005

---

AWARD The total amount of this award is \$XXX,XXX for the base year only.

---

TYPE/SIZE 8(a)  
CONTRACTORS

---

PERIOD OF The performance period for the base year of this contract is from  
PERFORMANCE the date of award through 9/30/96.

---

COR Joe Doe, FSA, KCMO, XXX

---

PURPOSE The United States Department of Agriculture (USDA) Farm Service Agency (FSA), is mandated by Executive Order 12861 issued on September 11, 1993, and the Paperwork Reduction Act of 1980, to eliminate not less than 50 percent of its civilian internal management regulations that are not required by law, and to reduce the volume of paper used when possible, respectively.

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*Continued on next page*

**ATTACHMENT F MEMORANDUM OF TECHNICAL NEGOTIATIONS, *Continued***

---

PURPOSE,  
*Continued*

The Kansas City Management Office (KCMO) currently carries out FSA activities that include developing internal and national directives, general correspondence, and microfiche reports. KCMO currently meets its obligations in developing directives and correspondence through personal computers. Microfiche reports generated on an IBM mainframe computer system are written to tape and forward to a Contractor for development.

USDA Headquarters, located in Washington, D.C., currently carries out FSA activities that include developing directives, notices, Administrator's memorandum, and general correspondence. USDA Headquarters meet its obligation in developing these documents through personal computers.

---

CONTRACT TYPE

This is a fixed price IDIQ contract.

---

NEGOTIATION  
AUTHORITY

Negotiations were conducted within the meaning of Federal Acquisition Regulation (FAR) Part 15.

---

NEGOTIATORS

XXX XXXX, USDA  
XXXX XXXXXXXX, XYZ Inc.

---

COST ANALYSIS

Direct Labor Rates:

The direct labor rates were compared to other direct labor rates proposed by 8(a) Contractors for similar services. XYZ Inc. has been audited by DCAA. XYZ inc. proposed rates are within the acceptable limits of DCAA's determination. Based on the comparison, the direct labor rates proposed by XYZ Inc. are fair and reasonable (**See Exhibit A**).

---

*Continued on next page*

COST ANALYSIS,  
*Continued*

MULTIPLIERS:

(Overhead, Fringe, G&A)

The above multipliers were compared to multipliers awarded under previous 8(a) contracts. XYZ Inc. overhead rate of 64%, fringe rate of 26%, and G&A rate of 23% is fair and reasonable.

FEE:

XYZ Inc. proposed fee of 8.5% is determined to be fair and reasonable.

ESCALATION RATE:

XYZ Inc. initially proposed a 4.5% escalation rate. XYZ Inc. revised their proposed escalation rate to 4%. XYZ Inc. revised proposed escalation rate compares as follows to the following 8(a) firms AAA (4%), BBB (5.5%), CCC (3.8%). XYZ's proposed escalation rate of 4% is determined to be reasonable.

---

PRICE ANALYSIS

The following rates were proposed by XYZ Inc. for the base year of this contract. The foregoing labor mix and labor hours have been reviewed by FSA technical personnel and have been found technically acceptable.

**1003A Program Manager \$XX.XX**

XYZ's proposed hourly rate of \$XX.XX for CLIN 1003A is determined to be fair and reasonable.

**1003B Senior Systems Analyst \$XX.XX**

XYZ's proposed hourly rate of \$XX.XX for CLIN 1003B is determined to be fair and reasonable.

**1003C Systems Engineer \$XX.XX**

XYZ's proposed hourly rate of \$XX.XX for CLIN 1003C is determined to be fair and reasonable.

**1003D Software Engineer \$XX.XX**

XYZ's proposed hourly rate of \$XX.XX for CLIN 1003D is determined to be fair and reasonable.

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*Continued on next page*

**ATTACHMENT F MEMORANDUM OF TECHNICAL NEGOTIATIONS, *Continued***

---

PRICE ANALYSIS,  
*Continued*

**1003E DBMS Engineer \$XX.XX**  
XYZ's proposed hourly rate of \$XX.XX for CLIN 1003E is determined to be fair and reasonable.

**1003F Technical Writer \$XX.XX**  
XYZ's proposed hourly rate of \$XX.XX for CLIN 1003F is determined to be fair and reasonable.

**1003G Document Clerk \$XX.XX**  
XYZ's proposed hourly rate of \$XX.XX for CLIN 1003G is determined to be fair and reasonable.

**1003H Scan Technician \$XX.XX**  
XYZ's proposed hourly rate of \$XX.XX for CLIN 1003H is determined to be fair and reasonable.

**1003I QA Engineer \$XX.XX**  
XYZ's proposed hourly rate of \$XX.XX for CLIN 1003I is determined to be fair and reasonable.

RECOMMEND-  
ATION FOR  
AWARD

Based on the information referenced and contained in this memorandum, award to XYZ's in the amount of \$XXX,XXX is hereby determined to be fair and reasonable and in the best interest of the Government.

---

SUBMITTED

\_\_\_\_\_  
XXXXX XXXXX Date  
Contract Specialist

APPROVED

\_\_\_\_\_  
XXX XXXXX Date  
Contracting Officer

*Continued on next page*

**EXHIBIT A**

**RATE COMPARISON**

<b><u>CONTRACTOR</u></b>	<b><u>CONTRACT/FY</u></b>	<b><u>OH</u></b>	<b><u>G&amp;A</u></b>	<b><u>FRINGE</u></b>	<b><u>FEE</u></b>
XYZ, Inc.	1996	XX.00	XX.0	XX	X.X
AAA, Inc.	XX-XXXX-X-XXXXX	XX.XX	XX.X	XX	XX
BBB, Inc.	XX-XXXX-X-XXXX	XX.XX	XX.XX	----	----
CCC, Inc.	XX-XXXX-X-XXXXX	XX.XX	X.X	XX.X	X.X
DDDD, Co.	19xx	XX.XX	XX.X	XX.X	----
EEE, Co.	19xx	XX.XX	X.X	----	----

**LABOR RATES:**

	<b><u>XYZ, Inc.</u></b>	<b><u>AAA</u></b>	<b><u>BBB</u></b>	<b><u>CCC</u></b>	<b><u>DDDD</u></b>
Program Manager	XX.XX	XX.XX	XX.XX	XX.XX	XXX.XX
Sr. System Analyst	XX.XX	XX.XX	----	XX.XX	XXX.XX
System Engineer	XX.XX	XX.XX	XX.XX	----	XX.XX
Software Engineer	XX.XX	----	----	XX.XX	----
DBMS Engineer	XX.XX	XX.XX	----	XX.XX	----
Technical Writer	XX.XX	----	----	XX.XX	----
QA Engineer	XX.XX	----	XX.XX	----	----

**DCAA Rate Verification**

As of September 17, 1996, DCAA had not completed an audit of XYZ's rates.



**ATTACHMENT G LETTER OF DESIGNATION - COR**

---

TO : XXX XXXXX, Chief, GCAB  
FROM : XXX XXXXX, Contracting Officer  
SUBJECT : Appointment of Contracting Officer's Representative

---

Purpose This letter is your notification that you are hereby appointed the Contracting Officer's Representative (COR), for Contract Number XX-XXXX-X-XXXXX, effective September XX, 1996.

---

Authority, Responsibility As the COR you are empowered, and responsible, to perform the functions detailed below:

- C Know and understand the terms of the contract. Discuss any unclear areas with the Contracting Officer. In this regard, your maintenance of an organized contract file for the subject task is essential. Your file should contain the basic contract, the subject task and all modifications, and copies of all other documentation (for example, telephone records, memoranda, reports, invoices, etc.). This also includes maintenance of copies of the Technical Approval (TA), including all amendments to both. This is necessary so that you can identify whether an increase in them is required prior to initiating a contract action. Further, you are to ensure that required changes in the TA and DPA are initiated, and received, in sufficient time to allow for the orderly execution of such contractual actions, after their receipt, by the Contracting Officer. Each request for a change in the contract or certification of invoice must contain the following information:

Original T/A Amount \$ \_\_\_\_\_NA\_\_\_\_\_

T/A Amount Committed to Date \$ \_\_\_\_\_NA\_\_\_\_\_

Remaining TA Amount (after this action) \$ \_\_\_\_\_NA\_\_\_\_\_

---

*Continued on next page*

**ATTACHMENT G LETTER OF DESIGNATION - COR, *Continued***

---

Authority,  
Responsibility,  
*Continued*

Original DPA Amount	\$ _____ NA _____
DPA Amount Committed to Date	\$ _____ NA _____
Remaining DPA Amount (after this action)	\$ _____ NA _____

Remember, no contract or modifications may be awarded or invoices paid if there is not TA authority to cover the action.

- C Know the scope and limitations of your authority and use good judgment, skill, and reasonable care in exercising your authority.
- C Safeguard the Contractor's confidential business and technical information. Confidential information may include proposal pricing, technical documentation, or personnel data. Anytime you are uncertain if information is confidential or not you must obtain the Contracting Officer's advice prior to releasing the information.
- C Monitor the Contractor's performance of the contract, and notify the Contractor and the Contracting Officer of your findings.
- C Be the single coordinating point of contact with the Contractor. Other than myself, only those individuals authorized by you may contact the Contractor, and, then only within the directions furnished by you.
- C Provide clarification, interpretation, and inquiry assistance to the Contractor on technical matters.
- C Monitor the quality of the Contractor's performance and deliverables. This includes the requirement that you verify efficient and satisfactory performance of work for payment purposes.

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*Continued on next page*

## **ATTACHMENT G LETTER OF DESIGNATION - COR, *Continued***

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Authority,  
Responsibility,  
*Continued*

- C Review, and approve or disapprove invoices submitted by the contractor. Ensure that you do this in a timely manner that ensures that the Government avoids paying penalties under the Prompt Payment Act (see paragraph #1 above).
- C Coordinate the review and approval of change order requests. This includes the Government's determination whether the change order request is a deficiency (which should be corrected by the Contractor at no additional cost) or whether it is, in fact, a change to the contract specifications currently in the contract for which the Contracting Officer must negotiate a new price.
- C Be the single coordinating point of contact for all matters under the contract.
- C Furnish the Contracting Officer with copies of all pertinent trip reports, conference reports, and correspondence.
- C As the COR you are responsible for the implementation of the Procurement Integrity Act. After reviewing the attached information package on the Procurement Integrity Act you should determine those individuals who will be procurement officials for this action, consult the list of individuals who have signed certificates and obtain signed certificates from individuals who are not on the list. Copies of these certificates, as well as a list of all persons who you have identified as procurement officials for this action, should be forwarded to the Contracting Officer for further processing. The original certificates should be forwarded to the individual's servicing personnel office for incorporation in their official personnel file. Individuals are prohibited from performing as procurement officials until their certificates are completed and returned to the Contracting Officer.
- C Maintain the official property records for Government property in the possession of the Contractor. This includes periodic inspection of Government property being maintained by the Contractor.

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*Continued on next page*

**ATTACHMENT G LETTER OF DESIGNATION - COR, *Continued***

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Authority,  
Responsibility,  
*Continued*

- C Assist the Contractor in obtaining Government security clearances and building passes.
  - C Provide the Contracting Officer with Government estimates for all contract actions.
  - C Notify the Contracting Officer in writing whenever you become aware of a future change in your position that will end your appointment as COR.
- 

Contracting Officer  
Approval

In performing the duties of the COR and particularly when issuing instructions to the Contractor in implementing the scope of work, your instructions are considered directions of the Contracting Officer. Therefore any directive you issue which will result in, or may tend to result in, modification of:

- C the scope of work;
  - C existing prices;
  - C time of performance or delivery dates; or,
  - C any other of the previous mutually agreed to provisions of the contract, shall be furnished to the Contractor only over the Contracting Officer's signature. Any such directive shall not be binding on the Government unless, and until, such Contracting Officer approval is provided.
- 

Limitations

In regards to the preceding paragraph you are not authorized to perform any of the following, either formally or informally:

- C Award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract or subject task.
  - C Obligate in any way the payment of money by the Government. The Contracting Officer is the only one who is authorized to obligate funds on this or any other contract.
- 

*Continued on next page*

**ATTACHMENT G LETTER OF DESIGNATION - COR, *Continued***

---

Limitations, *Continued*

- C Change any delivery terms of the contract.
  - C Make any final decision on any contract matter subject to the Disputes Clause (FAR 52.233-1).
  - C Terminate for any reason the Contractor's right to proceed.
- 

Caution

When performing your duties under this designation, you shall constantly stress protection of the Government's interests. Similarly, you shall avoid any act that places yourself in any real or apparent conflict-of-interest position, tends to compromise the Government, or which will impair confidence in the Government's integrity.

---

Alternate COR

In your absence, and with your expressed direction, (see note #1 below), may serve as COR in your place. However, such action to direct the above individual to act in your stead shall immediately be communicated to the Contractor and the Contracting Officer.

---

You are required to acknowledge receipt of this appointment on the original copy and return to the Contracting Officer for retention in the contract file. The duplicate copy should be maintained in your contract file.

XXX XXXXX  
Contracting Officer

Receipt Acknowledged:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE & GRADE

\_\_\_\_\_  
DATE

Note #1: If you would like to nominate a COR to act in your absence, please enter the name here and attach a brief description of his/her position and responsibilities.



## ATTACHMENT G LETTER OF DESIGNATION - COTR

---

TO: COTRs

FROM: XXXXXX XXXXXXXXX, COR

SUBJECT: Responsibilities - XXXXXXXX Contract

---

Purpose The purpose of this memo is to provide some guidance regarding your responsibilities as Contracting Officer's Technical Representative (COTR).

---

Responsibilities As COTR, you:

- Serve as a *technical* liaison between the Government, the contractor and the WDC user.
- Determine whether contract deliverables meet *technical* specifications.
- May NOT modify the intent or the terms and conditions of a task order.
- Are the *technical* advisor to the COR and CO for all aspects of task order administration. All **changes** to the task order MUST be directed to the COR/CO.
- Must use good judgement.
- Must stay in close communication with COR.
- Must relay all information (in writing) that may affect contractual commitments and requirements, i.e., delivery schedule change.
- Should clearly understand the requirements (user's needs). Requested changes in the product MUST be directed through the COR/CO to see if it is within the scope of the contract.
- Must ensure that all personnel involved in estimating hours and having direct involvement with the contractor fill out and sign a "Procurement Integrity Form". Forward a list of the personnel who signed the form to the COR.

---

Contact For assistance, please feel free to contact me at 926-XXXX.

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## **ATTACHMENT H MONTHLY PROGRESS REPORT**

---

The following format shall be used when preparing the Monthly Progress Report. A format other than this format may be used for a specific task order, if specified in the task order.

MONTHLY PROGRESS REPORT  
FOR PERIOD

\_\_\_\_\_ TO \_\_\_\_\_

- A. WORK PLANNED THIS PERIOD
  
- B. WORK PERFORMED THIS PERIOD
  - 1. SCHEDULED AND PERFORMED
  - 2. NOT SCHEDULED BUT PERFORMED
  - 3. SCHEDULED BUT NOT PERFORMED
  
- C. WORK SCHEDULED NEXT PERIOD
  
- D. PROBLEMS ENCOUNTERED/RECOMMENDED SOLUTIONS
  
- E. PRODUCTS DELIVERED THIS PERIOD



### **Task Order Setup:**

Once a Task Order has been awarded to a Vendor, it will be setup in TOIS by the COR. The Task Order will house the Tasks that contractors will work under. If a Task Order is not setup in TOIS, it will be necessary to contact either the COR or COTR in charge of the Task Order to have it setup.

### **Task Setup:**

Tasks (KC208) are to be setup by the COTR for the Vendor. These Tasks will be setup using the Work Status Reporting System (WSRS). It will be the responsibility of individual Vendor Task Leaders to assign employees and record the Status of these Tasks. When a Task is to be completed, Task Leaders should contact the COTR in charge of the Task to have him or her mark the Task Assignment Completed and Approved. It will also be the duty of the Task Leaders to make certain that their staff members understand how to enter time into WSRS. The following are the procedures to follow when working with a Task in WSRS. (Reference On-Line Help when using the application for full descriptions of these procedures. Attachments are also provided explaining these procedures)

#### **! Assigning Resources**

All employees that can charge time to a Task should be assigned to that Task in WSRS.

1. Employees are assigned to a Task using the Assign Resources screen in WSRS.
2. Following a Task being completed, employees should then be unassigned from a Task using the Assign Resources screen.

#### **! Record Status**

The Status of a Task must be entered in WSRS for each Task setup for a Vendor.

1. Task Status is entered in the Record Status screen in WSRS. Status records should be entered on a bi-weekly basis.

#### **! Time Records**

Time Records will be entered into WSRS by each employee.

1. Time Records are entered using the Vendor Time Sheet screen in WSRS. Time Records should be entered a minimum of once a week.

## Reporting:

The Task Order Information System (TOIS) will be used to track and balance labor resources (Hours) charged against Task Orders entered in TOIS. Bi-weekly Reports will be generated using TOIS. (Reference On-Line Help when using the application for full descriptions of these reporting procedures.)

### **! Validation**

Each Vendor will be responsible for the verification of all time records entered into WSRS prior to invoicing and final reports being generated.

1. The TOIS Bi-weekly, Actual vs Plan, and Time Corrections reports can all be used to assist Task Leaders in the verification and validation process.
2. The List Task Orders screen in TOIS can also be used to display remaining funding for a Task Order.

### **! Generating Bi-weekly Reports**

Bi-weekly reports are run in TOIS to track labor expenditures for each Task assigned to a Task Order. Task Status records entered in WSRS are also displayed as part of the Bi-weekly.

1. The Bi-weekly Status report is generated using the Reports option in TOIS. The Bi-weekly report is run by selecting the Task Order your Tasks are assigned to and the date range to be reported on.

### **! Generating Other Associated Reports**

The Actual vs Plan report will help Task Leader track hourly usage by Task Assignment, Person, and CLIN for each Task Order.

1. The Actual vs Plan report is generated using the Reports option in TOIS. The Actual vs Plan report is run by selecting the Task Order your Tasks are assigned to and the date range to be reported on.

The Time Corrections report is used to track corrections made to time records by Task Order, Person and designated period of time.

1. The Time Corrections report is generated using the Reports option in TOIS. The Time Corrections report is run by selecting the Task Order your Tasks are assigned to and the date range to be reported on.

## Assigning Resources:

### Assign Employees to Tasks

The WSRS Assign Employees to Tasks screen is used to assign employees to tasks so these tasks will display on their time sheets. There is no limit on the number of people who may be assigned to a task. It will be the responsibility of the Vendor Task Leaders to make all Task Assignments.

### Assigning Employees

Only tasks with no sub-tasks attached to them are available for assignment. These tasks are the only ones eligible for employee assignment.

- Select Assign Resources from the Maintenance menu.
- The Select One Project dialog box will display for project selection after choosing Assign Employees to Tasks from the Activity menu. Select the project that houses the task desired. (Double-clicking on the Project Title bar will prompt the Select One Project dialog box if a different project is desired.)
- The Assign Employees To Tasks screen displays. Select the task required from the task selection list. Scroll the list if the task of interest is hidden. (The user may also select the task by entering the spelling of the task in the Task Title entry box.)
- Click on the Assign button and select the organization of the employee(s) to be assigned. (The user may also scroll the organization list by enter the organization abbreviation in the Assign entry box. The organizations are sorted in hierarchical order.)
- A list of employees belonging to the selected organization will appear in the Select Employee window. Click once on the name(s) of the person(people) to be assigned to the task so they are highlighted and click the OK button. A confirmation message will appear. (If a person was previously assigned to the current task, the person name will not display in the list.)
- Repeat this process for each organization that contains employees to be assigned.

### Displaying People Assigned to a Task

- While in the Assign Employees to Tasks screen, select the task required from the task selection list. Scroll the list of the tasks if the task of interest is hidden.
- Click on the Assigned button. All employees assigned to the current task will display in the Assigned Employee(s) window.

## **Removing Task Assignments**

Unassigning an employee from a task will prevent the task from showing up on that employee's time sheet in the future, but this has no affect on the time sheets that already have hours charged to that task.

- While in the Assign Employees to Tasks screen, select the task required from the task selection list. Scroll the list of the tasks if the task of interest is hidden.
- Click on the Assigned button at the base of the screen. All employees assigned to the current task will display in the Assigned Employee(s) window.
- Click once on the name(s) of the person(people) to be unassigned to the task so they are highlighted and click the Delete button. A confirmation message will appear.

## **Button Functionality**

- C The Assign button is used to activate the Organization selection list. Doing so will allow the user to either enter in the organization abbreviation in the entry box, or select the organization directly from the list to display its employees.
- C The Delete button is used to remove employees from task assignments when selected from the Assigned list.
- C The Ok button is used to save any changes made to the current task assignment.
- C The Cancel button is used to undo any action performed on the screen prior to it being saved.
- C The Assigned button is used to display all the employees assigned to the task currently selected.
- C The Exit button is used to exit the current screen.

Record Status:

### **Enter Task Work Status**

The WSRS Record Status screen is used to enter a description of the work status for a specific task. Information entered here will be used when generating the Bi-weekly Status report.

### **Recording Task Work Status**

- Select Task/Record Status from the Maintenance menu.
- The Record Status screen will display. Select the required project from the Project Title drop down.
- Select the desired task from the Task Title drop down.
- Select the bi-weekly week ending date from the Week Ending Date scroll box. It will be defaulted to the week ending date for the previous week.
- Information can be copied from the previous status record for a Task by using the Copy button.. Otherwise, complete steps 6 - 8 as normal.
- Enter the work performed up to this point in the Work Completed entry box.
- Enter the work planned up to this point in the Work Planned entry box.
- Enter the issues being considered in the Issues entry box.
- Click the OK button to save the record.
- Click the ETC button to prompt the Task Completion Estimates screen so the hour estimated for task completion may be entered.(Optional)
- Enter the hours estimated for the task by CLIN number.(Optional)
- If additional rows are needed, click the Insert button to insert another row and repeat step 10.(Optional)
- Click the OK button to save the record.

### **Updating Status Records**

- Select the required project from the Project Title drop down.
- Select the desired task from the Task Title drop down.
- Select the necessary week ending date from the Week Ending Date scroll box.
- Click the Details button to display the record for the week selected.

Update any of the active fields requiring modification and click the OK button to save the update.

- Click the ETC button to update hour estimates for task completion.
- Update any of the active fields requiring modification and click the OK button to save the update.

### **Deleting Status Records**

- Select the project from the Project Title drop down.
- Select the task from the Task Title drop down.
- Select the date from the Week Ending Date scroll box.
- Click the Details button to display the record.
- Click the Delete button to delete the record. A message box will display requiring confirmation of the deletion.

### **Button Functionality**

- C The Details button is used to display an existing status information for modification or activate the screen so new status information may be entered.
- C The Copy button is used to copy-over data from the previous period and apply it to the current work status record.
- C The ETC button is used to prompt the Task Completion Estimates screen so the hour estimated for task completion may be entered.
- C The Next button is used to reactivate the status screen so additional task statuses may be entered.
- C The Delete button is used to delete the current status record.
- C The Ok button is used to save any changes made to the current status record.
- C The Cancel button is used to undo any action performed on the screen prior to it being saved.
- C The Exit button is used to exit the current screen.

## Time Records

### **Enter Time sheets**

The Vendor Time Sheet screen is used by vendors to log their time worked. WSRS will open with the Vendor Time Sheet displayed.

### **Entering Time**

- The Week Ending Date scroll box defaults to the current week ending date. The scroll box can be used to select a different date, if necessary.
- Click the Details button to display all of the tasks the user is currently assigned. (Should a task you are working on not be displayed, contact your task leader to make sure you have been assigned to the task in WSRS.)
- If time is not going to be charged to any of the tasks listed for the current pay period, rows may be removed by using the Delete button.
- Enter the hours worked on each task for each day, and click the OK button to save the time entries. (Rows with no hours charged to them will be deleted from the current time record.)

### **Updating Time**

- Use the Week Ending Date scroll buttons to select the week ending date required.
- Click the Details button to display the time record for that date.
- Update any of the fields that require modification.
- The Insert button may be used to insert additional tasks if an assigned task is not currently displayed. Clicking on either the Task Order or TAS ID column will display a list of assigned tasks for the user to select from. (Optional)
- Click the OK button to save any updates.
- If multiple records require updates, repeat the previous steps after clicking the Next button to refresh the screen. (Optional)

### **Entering Time for Others**

- Click the Emp List button to display the View Staff Details dialog box. Select the employee whose time is to be entered.
- Select the desired week ending date from the Week Ending Date scroll box and click the

Details button to display the time record for that date.

- Enter the hours worked on each task, and click the OK button to save the time entries.

### **Button Functionality**

- C The Emp List button is used to prompt the View Staff Details dialog box. The dialog box is used to select the employee who's time sheet is to be displayed.
- C The Details button is used to display tasks for the current week ending date selected so time records may be entered or modified.
- C The Insert button is used to insert additional tasks into the current time sheet. The function is mainly used when updating records when available tasks have been removed from a time sheet.
- C The Delete button is used to remove unnecessary tasks from the current time sheet.
- C The Next button is used to reactivate the time screen to select time records for additional week ending dates or selecting different employees.
- C The Ok button is used to save any changes made to the current time record.
- C The Cancel button is used to undo any action performed on the screen prior to it being saved.
- C The Exit button is used to exit the current screen.
- C The Print button prompts the a dialog box for the user to select from when printing a time record.