

27 December 2010

From: Renee M. Brown, Contracting Officer
To: William Millward, Addx Corporation

Subj: TECHNICAL INSTRUCTION (TI) – TI #4 Models and Analysis Support Office Modeling & Simulation and Management & Policy

Ref: (a) Contract: N00178-08-D-5318 FG01

Encl: (1) Performance Work Statement (PWS) – TI #4 Models and Analysis Support Office Modeling & Simulation and Management & Policy

1. General. This TI constitutes direction to the contractor by the Joint Staff in accordance with Section B and line item 4001 and 6001 of reference (a). In issuing this TI, it is the understanding of the JS Office that the directed efforts are within the scope of the contract. Should the contractor feel that full compliance with this TI is outside the scope of the contract, the contractor is to notify the TOM and the contracting officer by official correspondence within ten (10) working days after receipt of this TI. In such case, the contractor is to take no further action with regard to this TI until notified by the contracting officer that the TI is within the scope of the contract.

2. Performance Work Statement. Efforts under this TI will be in accordance with Section C of reference (a) and enclosure (1).

3. Level of Effort. TI #4 Models and Analysis Support Office Modeling & Simulation and Management & Policy is estimated at [REDACTED] Estimated costs are as follows:

Labor: [REDACTED]
ODC: \$0.00

4. Technical Direction. Technical Direction of the work described under this TI is assigned to CDR Andrew Thaeler.

5. Progress Reports. Required progress reports are indicated in the PWS.

6. Limitation of Funds. Contractor shall provide the required notification in accordance with FAR 52.232-22 Limitation of Funds, at the TI level.

7. Period of Performance. The period of performance for this TI is from September 9, 2010 – February 28, 2011.

Performance Work Statement (PWS) For

MODIFICATION TO ACQUISITION PACKAGE RTI-J8-09-0059

GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES

**Models and Analysis Support Office Modeling & Simulation and Management & Policy
Technical Instruction #4**

GENERAL INFORMATION

Description of Services

Introduction

The J-8 Directorate is the Joint Staff (JS) focal point for Modeling & Simulation (M&S). The JS represents Combatant Commanders (COCOM) for M&S at the Department of Defense (DoD) level per DoD Directive 5000.59. J-8 performs M&S management to improve defense-wide collaboration, reduce costs, increase efficiencies, and reuse M&S tools, data and services across DOD. J-8 is additionally responsible for M&S tool life-cycle management for several models. The J-8 Models and Analysis Support Office (MASO) is tasked to support Joint Staff M&S responsibilities. MASO provides sponsorship of select M&S for the analysis user community, develops and supports M&S policy, and provides M&S life-cycle management for select models. MASO additionally manages and operates the Joint Staff Analytic Suite (JSAS) which consists of commercial and government M&S software installed on a network of UNIX and Windows servers and workstations.

Scope

The contractor shall provide all staffing, equipment, and materials necessary to perform the tasks as defined in this PWS. The contractor shall perform to the standards in this contract. In this effort, the contractor shall provide strictly non-personal services and shall work as an independent contractor not subject to supervision and control by the Government.

General Information

Place of Performance

The primary place of performance for this effort is Joint Staff J-8 Models and Analysis Support Office, Room 2B866, The Pentagon, Washington, D.C.

Travel

All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the COR.

Location / Duration / Number of Trips / Number of Persons

Travel for this effort is not anticipated. However, if travel is required, all travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Joint Travel Regulations (JTR) and shall be pre-approved by the TOM.

Security Requirements

Clearance Level

TS: All contractor personnel shall possess a current Top Secret (TS) Clearance based on a Single Scope Background Investigation (SSBI) completed within the last 5 years.

TASK DESCRIPTIONS

1.0 Task Descriptions

1.1 Schedule

1.1.1 Program Management Support

The contractor shall assist in providing technical program management support to the Government. Additionally, the contractor shall provide administrative and clerical assistance to support the work performed under this Technical Instruction Performance Work Statement. The contractor shall provide program operational support and business operations services in support of various programs' day-to-day operations and missions. The contractor shall provide program coordination support for the development and coordination of program related assessments, studies, reports, and strategies explained within this Technical Instruction. The contractor shall support business operations to achieve office functionality, process, and control. This includes schedule management, quality control and coordination of documents, establishing business process procedures, and resource management.

1.1.2 Kick-Off Meeting

The contractor shall schedule and conduct a joint Government, contractor kick-off meeting to review PWS requirements. The kick-off meeting may be conducted via several methods; the method of the meeting will be determined by the Government.

1.1.3 Project Schedule

The contractor shall deliver and maintain an Integrated Project Schedule (IPS) using Microsoft Project or other Government approved media that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables. The Contractor shall deliver the IPS as part of the monthly status report.

1.1 Cost Reporting

1.1.2 Expenditures

The contractor shall provide cost reporting to the TOM. The reporting shall provide technical, schedule, and fiscal status by comparing planned versus actual expenditures.

1.1.3 Problems and Shortfalls

The reporting shall also be used to identify potential problems. The contractor shall identify any anticipated technical or funding shortfall or irregularity during the specified period of performance, in writing, not later than four (4) months prior to the anticipated shortfall.

1.2 Quality

1.2.2 Quality Control Plan

The contractor shall implement a Quality Control Program for this effort. The contractor shall prepare and provide a Quality Control Plan that detail and describes the contractor's framework and processes for delivering quality products and services required by the tasks in this PWS. The contractor shall implement a Quality Control Program to ensure all work will be performed in accordance with the contract requirements. The contractor shall provide the requisite staffing and procedures to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and service delivery and performance requirements of this effort. The contractor shall identify in the Quality Control Plan, the applicable processes and metrics used to self-assess performance, in addition to the resources to be applied to this effort.

1.3 Technical

1.4.1 Monthly Progress Reports

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Section 4.4.1, Monthly Progress Reports. The contractor shall submit monthly progress reports delivered in a format and/or media approved by the TPOC. Electronic media shall be used whenever practical. First Monthly Progress Report due NLT 15 days after the first full reporting month. Subsequent reports are due NLT 15 days after the last day of each calendar month. These managerial reports shall include the following elements:

- Contractor's name and address
- Contract number and Sub-CLIN number
- Date of report
- Period covered by report
- Man hours expended by discipline (i.e., hours expended by task area by individual) for the reporting period, and cumulatively during the contract
- Cost curves portraying actual/projected conditions through the technical instruction when appropriate
- Cost incurred for the reporting period and total contractual expenditures as of report date
- Description of progress made during period reported, including problem areas encountered and recommendations, if any for subsequent solution beyond the scope of this contract
- Trips and significant results
- Plans and recommendations for activities during the following period
- Problems encountered
- Contractor performance assessment

All reports resulting from this contract shall contain the following disclaimer statement on the report cover , "The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other official documentation."

1.4.2 Technical Reports

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.3, Additional Reporting Requirements. The contractor shall provide a listing keyed to specific tasks identifying the minimum reporting deliverables associated with each task. Reporting should be in sufficient detail and of a quality to meet standards and will include, but not be limited to:

- A summary description of the work performed by task and subtask description that provides enough fidelity to correlate the work described to the hours invoiced.
- Technical reports, data compilations, program master schedule, evaluations, and analyses
- Testing procedures, requirements, assessments, calibrations, and schedules
- Specifications, tabulations, engineering drawings, multi-media graphics, designs, concepts, diagrams, and circuits
- Life-cycle maintenance requirements, guidelines, schedules, procedures, instructions, corrective actions, etc.
- Conference agenda, conference minutes, and presentation materials
- Purchase descriptions, proposals, equipment illustrations, program planning, support, and budget documentation and funding plans

All reports resulting from this contract shall contain the following disclaimer statement on the report cover , "The views, opinions and findings, contained in this report are those of the author(s) and should not be construed as an official Department of Defense (DoD) position, policy, or decision, unless so designated by other official documentation."

1.4.3 Analytic Tool Management

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall support the management of analytic models under J-8's sponsorship (currently Joint Integrated Contingency Model (JICM) and Force Structure Screening Tool (FSST)). The contractor shall draft, coordinate, and finalize, for Government review, information packages, plans, and briefings to include: Configuration Management (CM) plans, Logistics Support plans, Configuration Control Board (CCB) voting packages, and CCB meeting minutes and briefings. The contractor shall recommend improvement to processes and procedures, and support development during the life cycle of joint analytical models. The contractor shall support: coordinating, and scheduling meetings among the model user communities to include OSD, Joint Staff, Combatant Commands, Services, the model developers, and J-8.

The contractor shall support two CCBs per year and core support meetings every six weeks for each model sponsored (currently JICM and FSST).

The contractor shall support the planning for new or adoption of existing analytic tools, models, and simulations.

1.4.4 Modeling and Simulation (M&S) Support

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall research and provide assessments of modeling and simulation (M&S) topics assigned by the Government. The contractor shall research the issues, identify stakeholder impacts, support coordination with DoD organizations and agencies, and prepare draft responses for review and approval by the Government. Support topics may include Combatant Command Irregular Warfare modeling project reviews, M&S project proposal reviews, review of DoD M&S Awards nominations, M&S related capabilities development documents, Peace Support Operations Model, Irregular Warfare Systems Dynamic Module, Combat Modeling Planning and Outcomes Experimentation Program (COMPOEX), etc.

The contractor shall support modeling and simulation projects, coordinating efforts with OSD, the Joint Staff, Combatant Commands, the Services, and Defense Agencies.

1.4.5 Modeling and Simulation (M&S) Policy Development

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.2, Specific Analytic, Assessment, and Technical Support Requirements. The contractor shall draft, coordinate, review and staff DoD and CJCS M&S policy directives and instructions. J-8 is responsible for two M&S instructions and contributes to approximately five DoD M&S issuances. The contractor shall research the issues, identify stakeholder impacts, support coordination with DoD organizations and agencies, prepare draft responses for review and approval by the Government. The contractor shall support the modeling and simulation policy development efforts by coordinating with OSD, the Joint Staff, Combatant Commands, the Services, and Defense Agencies.

1.4.6 Management Support

Reference Strategic Contract GENERAL ANALYTIC, WARGAMING, AND TECHNICAL SUPPORT SERVICES PWS, Task Section 4.4.3, Additional Reporting Requirements.

1.4.6.1 Meeting support

The contractor shall provide support by organizing technical exchanges and discussions, providing read-ahead summaries to the Government, preparing meeting minutes and after-action reports, and distributing materials. Meeting support includes participating at offsite Government-sponsored conferences and seminars. Meeting support typically includes M&S Steering Committee meetings, Integrated Product Team meetings, M&S Crosscutting working groups and M&S Corporate working groups and typically requires attendance at three of these meetings per week.

1.4.6.2 Status tracking

The Joint Staff represents Combatant Commanders (COCOMs) for M&S at the Department of Defense (DoD) level per DoD Directive. To assist J-8 MASO in this role, the contractor shall support the Government by monitoring and tracking various DoD M&S efforts and compiling database spreadsheet representations of the status of these efforts.

PERFORMANCE REQUIREMENTS SUMMARY

Task Paragraph	Tasks	Delivery Date	Performance Standard
1.1	Schedule		
1.1.2	Schedule and conduct a contract kick-off meeting	DOA + 10 Days	One Time

1.1.3	Deliver and maintain an integrated project schedule using MS Project or approved substitute; include resource loaded tasks, durations, dependencies & deliverables	DOA + 15 Days (initial). By the 15 th day of each month thereafter.	Monthly (updated with each monthly report)
1.2	Cost Reporting		
1.2.1	Compare planned versus actual contract cost expenditures	Monthly	Monthly
1.2.2	Identify and outline potential problems and funding shortfalls	DOA + 10 days	Monthly
1.3	Quality		
1.3.1	Prepare and provide a Quality Control Plan	DOA + 10 Days	One Time
1.4	Technical		
1.1.1 1.4.1	Monthly Progress Reports – To include all Technical Tasks required by the TI.	DOA + 15 Days (initial). By the 15 th day of each month thereafter.	Updated Monthly
1.1.1 1.4.2	Technical Reports – To include all Technical Tasks required by the TI.	By the 15 th day of each month.	Updated Monthly
1.4.3	Configuration Control Board Briefs - Draft briefing, voting package and information package for Configuration Control Board meetings. Prepare written or verbal briefing to inform task originator of meeting results.	5 days prior and 5 days following board. Meets semi-annual.	Semi-annual
1.4.3	Core Support Meetings. Draft briefing and agendas for meetings; draft plans and process reports. Prepare written or verbal briefing to inform task originator of meeting results.	5 days prior and 5 days following meeting. Meetings held every 6 weeks.	Every 6 weeks
1.4.4	M&S topic reports - Draft written responses for M&S topics.	5 days following task ID. One report every 2 weeks.	Every 2 weeks
1.4.5	M&S policy review – Provide written recommendations on draft DoD policy.	5 days following task ID. Quarterly reviews.	Quarterly
1.4.5	M&S policy creation – Draft and final Joint Staff M&S policy briefings, papers, instructions.	60 days following Task ID for draft. 120 days following Task ID for final. Annual.	Annually
1.4.6.1	Meeting support – Read-aheads, meeting minutes, after-action reports.	2 days prior to the event for read-aheads and 4 days after event. Meeting every 2 weeks.	Every 2 weeks
1.4.6.2	Status Tracking Report – Spreadsheet that provides the status of DoD M&S efforts based on their timelines, milestones and progress reports.	5 days prior to end of month.	Monthly