

**RESPONSIVE STRATEGIC SOURCING FOR SERVICES  
(RS3)  
CONTRACT OFFICE**

**Guidebook**



2 February 2024

# **Responsive Strategic Sourcing for Services Contracting Office**

## **MISSION**

To provide Federal and State government agencies and organizations world class contract administrative and procurement support services for their Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance and Reconnaissance (C5ISR) professional services mission requirements.

## **Responsive Strategic Sourcing for Services Contract**

RS3 is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract that provides customized best value solutions to a diverse group of organizations that span the spectrum of C5ISR mission requirements throughout the world.

RS3 has a \$37.4B ceiling and a ten-year ordering period.

The RS3 Contract's primary support service domains: Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training.

## Table of Contents

<b>RS3 Contract Support Benefits</b> .....	<b>5</b>
<b>C5ISR Support Services Available</b> .....	<b>6</b>
<b>RS3 Industry Partner Roster</b> .....	<b>10</b>
<b>How to Use The RS3 Contract Guidebook</b> .....	<b>11</b>
<b>Section 1: The RS3 Process</b> .....	<b>11</b>
<b>Process Overview</b> .....	<b>12</b>
<b>Acquisition Timelines</b> .....	<b>13</b>
<b>Phase 1: Pre-Award Activities</b> .....	<b>13</b>
<b>Step 1: Registration</b> .....	<b>13</b>
<b>Step 2: Documentation</b> .....	<b>18</b>
<b>Required Documentation</b> .....	<b>19</b>
<b>Required Pre-award Documentation</b> .....	<b>20</b>
<b>Documents Required When Applicable</b> .....	<b>20</b>
<b>Downloadable Pre-acquisition Package Checklist and Templates</b> .....	<b>21</b>
<b>Completing Documentation Instructions</b> .....	<b>21</b>
<b>The Performance Work Statement (PWS)</b> .....	<b>21</b>
<b>The Independent Government Estimate (IGE)</b> .....	<b>23</b>
<b>The Approval to Use the RS3 Contract</b> .....	<b>25</b>
<b>1. Request for Services Contract Approval (RSCA) (Army only)</b> .....	<b>26</b>
<b>2. The Economy Act - Interagency Acquisition</b> .....	<b>26</b>
<b>The Inherently Governmental Memorandum</b> .....	<b>27</b>
<b>COR and POC Information Form</b> .....	<b>28</b>
<b>COR Organizational Conflict of Interest (OCI) Statement</b> .....	<b>28</b>
<b>The Quality Assurance Surveillance Plan (QASP)</b> .....	<b>29</b>
<b>DD Form 254 Contract Security Classification Specification (CSCS)</b> .....	<b>30</b>
<b>AT/OPSEC Coversheet</b> .....	<b>32</b>
<b>Justification for Period of Performance (PoP) Greater than 12 months</b> .....	<b>33</b>

<b>Unique Reference Documents .....</b>	<b>33</b>
<b>Letter of Offer and Acceptance (Only Applies to Foreign Military Sales (FMS) Requirements) .....</b>	<b>34</b>
<b>Theatre Business Clearance (TBC).....</b>	<b>35</b>
<b>Government Furnished Equipment (GFE).....</b>	<b>35</b>
<b>Government Furnished Property (GFP) Attachment.....</b>	<b>36</b>
<b>Funding Documentation .....</b>	<b>37</b>
<b>Availability of Funds Memorandum.....</b>	<b>37</b>
<b>Military Interdepartmental Purchase Request (MIPR) .....</b>	<b>37</b>
<b>The FS 7600A Support Agreement .....</b>	<b>39</b>
<b>RS3 Contract Administrative Service Support Cost.....</b>	<b>40</b>
<b>Step 3: Technical Evaluations.....</b>	<b>41</b>
<b>The Technical Evaluation (TE) .....</b>	<b>41</b>
<b>Phase 2: Post-Award Activities.....</b>	<b>42</b>
<b>Step 4: Kick-off Meeting.....</b>	<b>42</b>
<b>Duties Typically Performed by the COR during the Kick-off Meeting .....</b>	<b>42</b>
<b>Step 5: Task Execution .....</b>	<b>42</b>
<b>Duties Typically Performed by the COR During Task Execution .....</b>	<b>43</b>
<b>Step 6: Task Order Closeout .....</b>	<b>44</b>
<b>Section 2: The Contracting Officer Representative (COR) .....</b>	<b>44</b>
<b>COR Certification, Refresher Training and Responsibilities .....</b>	<b>46</b>
<b>Section 3. Databases and Resources .....</b>	<b>49</b>
<b>Contractor Performance Assessment Reporting System (CPARS).....</b>	<b>49</b>
<b>Synchronized Pre-deployment and Operational Tracker (SPOT).....</b>	<b>49</b>
<b>Enterprise Contractor Manpower Reporting Application (ECMRA).....</b>	<b>50</b>
<b>Joint Appointment Module (JAM) and the Surveillance and Performance Monitoring (SPM) Module.....</b>	<b>50</b>
<b>Procurement Integrated Enterprise Environment (PIEE) e-Business Suite Invoice, Receipt, Acceptance, and Property Transfer (iRAPT).....</b>	<b>52</b>
<b>Federal Awardee Performance and Integrity Information System (FAPIS) .....</b>	<b>53</b>
<b>Acquisition Requirements Roadmap Tool (ARRT) Suite .....</b>	<b>54</b>
<b>Foreign Clearance Resources.....</b>	<b>55</b>
<b>Department of Defense Foreign Clearance Guide (FCG).....</b>	<b>55</b>

Status of Forces Agreement (SOFA) .....	55
Country Specific Helpful Resources.....	55
RS3 Contract Types .....	56
Commonly Used Acronyms.....	57
RS3 Office Contact Information .....	60

## **RS3 CONTRACT SUPPORT BENEFITS**

- **Best value solutions**
- **No restrictive labor categories**
- **Flexibility, contract type and evaluation criteria determined by mission partner requirements**
- **Support for worldwide government C5ISR requirements**
- **Quarterly reviews with mission partners to ensure ACC-APG is providing the highest quality level of support**
- **RS3 Contracting Office assistance with pre-award documentation**
- **RS3 Contracting Office contracting officer and contract specialist provide dedicated contract administrative support to the mission partner from pre-award to post award.**
- **Extended ordering period**
- **5-year+ period of performance task orders**
- **Portfolio of highly specialized and technically competent industry partners**
- **RS3 Contracting Office serves as a base of operations for support to DPA Contracting Offices, mission partners and industry partners**
- **Program Management Reviews (PMRs) and APBIs announcing projected mission partner opportunities**
- **Templates and sample documents to assist contracting offices and mission partners in completing pre-award documentation**
- **Streamlined processes and procedures complying fully with all acquisition regulations and requirements**

## **C4ISR SUPPORT SERVICES AVAILABLE**

The following list of RS3 Contract support services is not all inclusive. For questions concerning whether your organization's mission requirement is within the RS3 Contract's scope of services, please contact the RS3 Contracting Office.

### **Acquisition and Strategic Planning**

<b>Acquisition Planning</b>	<b>Policy and Regulation Development</b>
<b>Accounting</b>	<b>Presentation Support</b>
<b>Administrative Support</b>	<b>Program Analysis, Planning, Audits and Evaluation</b>
<b>Budget Analysis</b>	<b>Program/Budget Scheduling and Planning</b>
<b>Budget Documentation Support</b>	<b>Program Management</b>
<b>Contract Planning</b>	<b>Public Affairs Support</b>
<b>Cost Analysis and Estimating</b>	<b>Network Administration</b>
<b>Financial Advice</b>	<b>Risk Management Support</b>
<b>Financial and Performance Audits</b>	<b>Security Support</b>
<b>Financial Planning</b>	<b>Strategic Planning</b>
<b>Human Resources Support</b>	<b>Technical Advice and Assistance</b>
<b>Liaison Support</b>	<b>Technical Requirements Development</b>
<b>Operations Management and Support</b>	
<b>Planning, Programming, Budgeting and Execution (PPBE) Process Support</b>	

### **Education and Training**

<b>Computer System Training</b>	<b>Systems Engineering Training</b>
<b>Customized Business Training</b>	<b>Training Aids</b>
<b>Development of Training Manuals</b>	<b>Training Devices</b>
<b>Electronic Training Applications</b>	<b>Training Documentation</b>
<b>Logistics Training</b>	<b>Training Equipment</b>
<b>Mobile Training Facilities</b>	<b>Training Facilities</b>
<b>New Equipment Training</b>	<b>Training Policies/Procedures/Processes</b>
<b>Personal Computer Based Training</b>	<b>Training Provisioning</b>
<b>School House Training</b>	<b>Training Services</b>
<b>Software Training</b>	<b>Training Simulators</b>
<b>System Fielding</b>	<b>Training Software</b>
<b>System Installation</b>	<b>Training Studies, Analysis, Assessments and Reviews</b>
<b>System Operation and Maintenance</b>	

## Engineering

Advanced Technology Pilots and Trials  
Analysis of Alternative (AoA) Studies  
Augmented/Virtual Reality  
Baseline (Configuration) Management  
C4ISR Labs Support Services  
Cloud Computing  
Command and Control on the Move (C2OTM)  
Common Computing Environment  
Communications Engineering  
Configuration Management  
Continual Process Improvement  
Cyber Security and Information Assurance  
Data Analytics  
Data Management  
Design and Development of Mounting Fixtures  
and Assemblies  
Design Documentation and Technical Data  
Display Technology  
Document Preparation and Review  
Engineering Process Improvement  
Failure Analysis  
Fielding, Deployment, and Sustainment of C5ISR  
Weapon System Prototypes/End Items  
Foreign Military Sales (FMS) Support  
Gesture Technology  
Human Factor Engineering  
Independent Verification and Validation  
Integration  
Interoperability  
Knowledge Engineering  
Life Cycle Management  
Manufacturing Development and Hardware Support  
Manufacturing Engineering  
Manufacturing Readiness Level (MRL) Assessments  
Modeling and Simulation  
Multi-model Interface Technology  
Network Engineering  
Neuro Technologies  
Operation and Maintenance or Direct Support of  
C5ISR

Platform Installation and Integration  
Power (Wireless)  
Power Sources/Management/Generation  
Presentations  
Producibility  
Program Protection  
Prototyping and Fabrication Support  
Quality Assurance  
Quality Engineering  
Radar and Radio Engineering  
Risk Management  
Sensor Engineering  
Software Engineering  
Software Independent Verification and Validation  
Software Infrastructure and Applications  
Development and Integration  
Software Requirements and Specifications  
Speech Recognition  
System Design  
System Effectiveness and Analysis  
System Engineering and Analysis  
System Integration  
System Security and Information Assurance  
Systems or Platforms  
Tactical Data Exchange  
Technical Data Management  
Technical Documentation  
Technical Planning  
Technical Studies, Analysis, Assessments and  
Reviews  
Technical Subject Matter Expert (SME) Support  
Technology Insertion  
Test and Evaluation  
User Interface Modalities

## **Logistics**

**Analysis and Recommendation of Support Equipment**  
**Certification Support**  
**Configuration Management**  
**Demilitarization and Disposal Planning, Analysis and Documentation**  
**Deployment Logistics**  
**Depot Maintenance**  
**Depot Maintenance Planning, Analysis and Documentation**  
**Fielding, Deployment, and Sustainment of C4ISR Weapon Systems**  
**Fleet Management**  
**Inactivation and Disposal**  
**Integrated Logistics Support (ILS)**  
**Life Cycle Sustainment**  
**Logistical Studies and Evaluations**  
**Logistical Database, Website and Software Development and Support**  
**Logistics Demonstrations**  
**Logistics Design**  
**Logistics Document Distribution**  
**Logistics Document Preparation and Review**  
**Logistics Management and Support Services**  
**Logistics Operations and Maintenance**  
**Logistics Operations Support**

**Logistics Optimization**  
**Logistics Studies, Analysis, Assessments and Reviews**  
**Logistics Subject Matter Expert (SME) Support**  
**Maintainability Studies and Evaluations**  
**Maintenance Facilities**  
**Maintenance Support Services**  
**Packaging, Marking, Handling, Storage, and Shipping Support**  
**Painting, Coating, Sealing and Preservation Support**  
**Property Documentation and Transfer of Equipment**  
**Repair and Alteration**  
**Reset Readiness**  
**Security Support**  
**Special Tools**  
**Supply Chain Management and Provisioning**  
**Support Equipment**  
**Supportability Analysis and Implementation**  
**Technical Data Management**  
**Technical Manual Development**  
**Technical Manual Distribution**  
**Technology and Industrial Base Analysis**  
**Test Range Support**  
**Transportation, Storage, and Facilities Support**  
**Value Chain Management**  
**Warehouse Management and Support**  
**Warranty Support**



## **RDT&E**

**Advanced Technology Development and Demonstrations**  
**Applied Research**  
**Breadboard Design and Fabrication**  
**Coalition Interoperability and Experimentation**  
**Developmental Test Support**  
**Drawing and Design**  
**Evaluation of Technology Applications**  
**Experimentation and Certification**  
**Exploratory Research and Experimentation**  
**Hardware/Software Demonstrations**  
**Hardware/Software Development**  
**Human Cognition/Artificial Intelligence (AI)**  
**Instrumentation**  
**Knowledge Management**  
**Laboratory Outfitting**  
**Laboratory Support**  
**Literature Searches**  
**Manufacturing Technology Improvements**  
**Modeling and Simulation**  
**Non-Destructive Testing**

**Operational Test Support**  
**Operations Research and Systems Analysis**  
**Prototyping and Fabrication Support**  
**RDT&E Document Preparation and Review**  
**RDT&E Documentation Support Services**  
**RDT&E Studies, Analysis, Assessments and Reviews**  
**Reliability Test Support**  
**Risk Identification**  
**Sensor Research and Development**  
**Software Development**  
**Subject Matter Expert Support**  
**System Integration Laboratory (SIL) Support**  
**System Integration Test Support**  
**System Interoperability Test Support**  
**Technical Demonstration Prototypes**  
**Technology Readiness Level (TRL) Assessments**  
**Test Range Support**  
**Testbed Support**  
**User Test Support**  
**Voice and Data Networks**

## RS3 Contract Industry Partner Roster

The Responsive Strategic Sourcing for Services (RS3) Contract which entered its five-year option ordering period boasts an industry partner portfolio of 158 exceptionally capable government contractor companies including 113 small businesses.

1. The RS3 Industry Partner Roster is available on the RS3 Contract SharePoint Site (Figure 4, Page 18, select the [RS3 Customer Templates and Documents Page](#), [Helpful Resources Folder](#)).



To access the RS3 Office SharePoint Site, you will need a valid DoD Common Access Card (CAC).

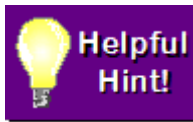
2. The RS3 Industry Partner List is also available on the ACC-APG RS3 Contract Public Page at:  
<https://acc.army.mil/contractingcenters/acc-apg/RS3/>

## How to Use the RS3 Contract Guidebook

The RS3 Contract Guidebook has been developed to assist DPA contracting office personnel and mission partners utilizing the RS3 Contract. If your organization is utilizing the RS3 Contract for the first time, you will find it beneficial to review the Guidebook from beginning to end. To facilitate accessing Guidebook information, visual conventions (graphics features) have been incorporated throughout.

### “Grayscale” Background

A “**grayscale**” background highlights all the requirements you must complete (presented in a two-column format). The left-hand column lists the steps in the relevant part of the process. The right-hand column provides important additional information to “**Keep in Mind**” – that should help your organization complete the requirement correctly. As you read the Guidebook, you will always know an **action is required on your part when you see a section with a “grayscale” background.**



“**Helpful Hints**” provides practical “advice” and “insight” to help you execute a process step or complete a required document. “Helpful Hints” typically are placed before instructions for performing a task or completing a document.



The “**Caution**” sign is used to alert you to a condition that must be met before you can proceed to the next step in the process. “Caution” signs usually appear after instructions.

### Remember

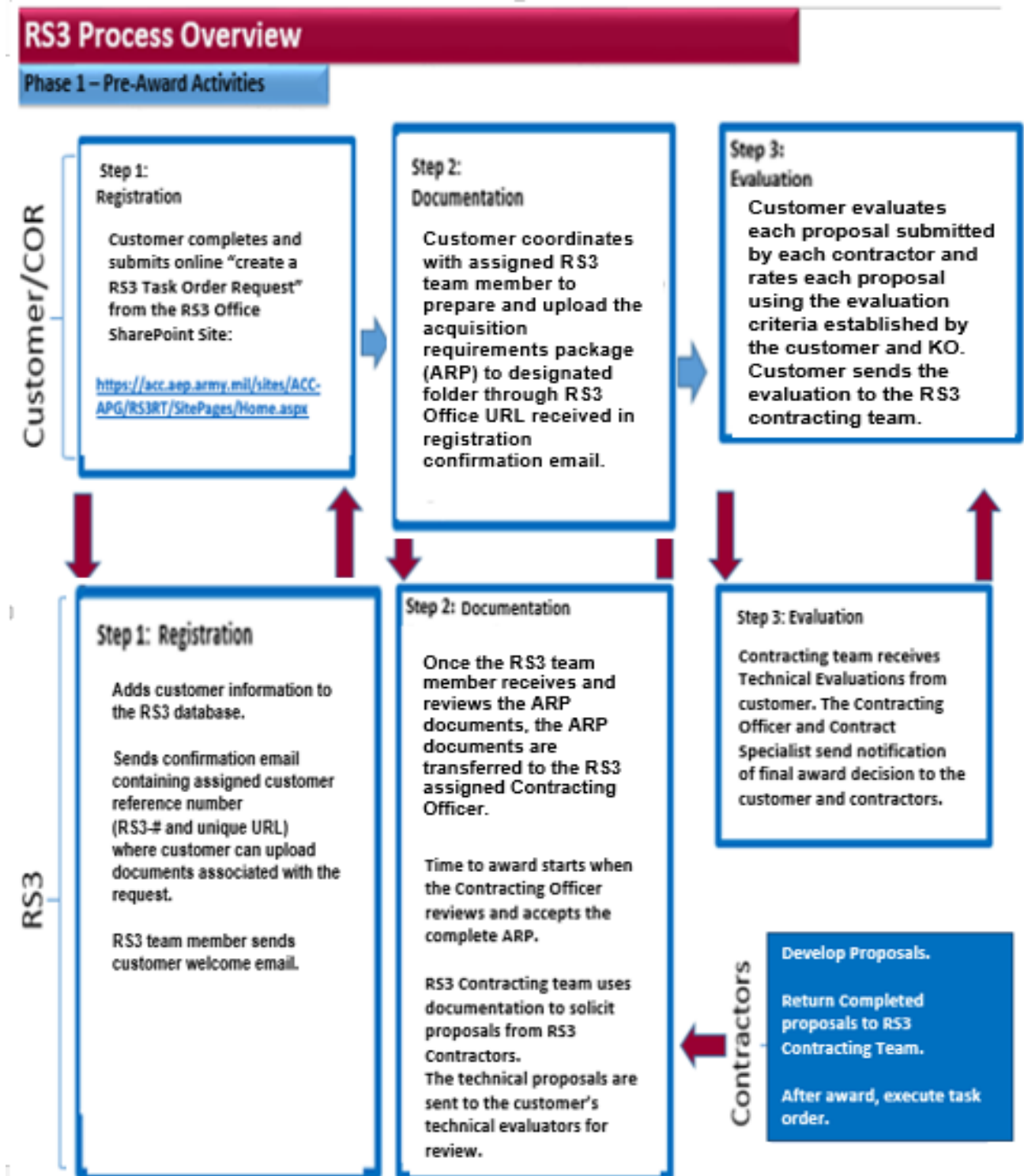
“**Remember**” text emphasizes a key point typically made in the instructional portion of the Guidebook. In most cases, “Remember” reminders are provided after instructions.

## Section 1: The RS3 Process

### Process Overview

The RS3 Contract’s acquisition process is designed to provide DPA contracting office personnel and mission partners with support centric information that will assist personnel through all processes, procedures and requirements needed for a successful task order award. The following diagram (**Figure 1**) provides an overview of each process step.

Figure 1 RS3 Contract Process Overview



## Acquisition Timelines

Requirement Value	Estimated Time to Award*
Under \$25 Million	97 days
\$25 - \$50 Million	125 days
\$50 - < \$250 Million	130 days
\$250+ Million	Timeline determined by specifics of the requirement

**The Timeline to Award starts when the Contracting Officer (KO) accepts the completed ARP (Acquisition Requirements Package, pre-award documentation).**

\*Several variables may impact these timelines such as additional questions or extensions during the solicitation phase, additional questions/negotiations/clarifications during proposal evaluation, addressing review comments/questions, new fiscal year requirements, etc.

## Phase 1: Pre-Award Activities

### Step 1: Registration

1. To initiate a RS3 task order requirement, please access the ACC-APG Home Page at the link below. Be sure to close any open browser windows and open a new browser window prior to accessing the home page.

**ACC-APG Home Page:** <https://acc.aep.army.mil/sites/ACC-APG/default.aspx>

2. To access the site, you will need a valid DoD Common Access Card (CAC). When accessing the site, you will need to select your email certificate when prompted. Users with a Personal Identity Verification (PIV) certificate will need to select their PIV certificate instead of their e-mail certificate. To find your PIV certificate, hover over your name and select the certificate that reads "Government PIV Authentication".

3. Once successfully logged-in to the ACC-APG Home Page, hover mouse cursor over the "Customer" link in the menu bar then click "RS3 Office SharePoint Site" in the drop-down menu.

4. In the RS3 Office SharePoint Site, select the "Create a RS3 Task Order Request" link ([Figure 2, Page 14, RS3 Customer Guidebook, Create a RS3 Task Order Request](#)).

5. After you have finished filling out the "Create a RS3 Task Order Request" form and are ready to submit, click the "Submit" button at the bottom of the form as pictured below.

### **Figure 2 Create a RS3 Task Order Request**

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>



Search this site

ACC-APG

- ACC-APG Home
- ACC-APG Employee Portal
- ACC-APG Public
- Contact Webmaster

Pages

- RS3 Office SharePoint Site
- ACC-APG Home

RS3 Tools

- RS3 Customer Templates and Documents
- KO Delegation Documents
- RS3 Task Order Award Information Form (KO/CS)

Resources

- MAP APP
- ACC-APG Local Policy
- RS3 Requirements Tracker Documents

## RS3 OFFICE SHAREPOINT SITE

### RS3 - Responsive Strategic Sourcing for Services (RS3) Contract

It is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract that provides customized best value solutions to a diverse group of organizations that span the spectrum of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) mission requirements throughout the world. RS3 has a \$37.4B ceiling with a 10-year ordering period (five-year base ordering period and five-year optional ordering period). RS3 primary service areas include but are not limited to Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training Services.

[Create a RS3 Task Order Request](#) 

[RS3 Customer Guidebook](#)

[RS3 Reimbursement for Administrative Costs Explanation](#)

[RS3 KO \(Contracting Officer\) Delegation Documents](#)

[RS3 Customer Service Support Survey](#)

[RS3 Task Order Milestones](#)



### CONTACT US

For questions or assistance contact the following POCs:

[Ebatanisia Washington](#), Procurement Coordinator  
443-861-4919

[Debora Jetter](#), Procurement Coordinator  
443-861-4910

[LTC Thomas W. Stocks](#), Program Manager  
443-861-5059



SUBMIT

Cancel

- ACC-APG
  - ACC-APG Home
  - ACC-APG Employee Portal
  - Organization Chart
  - ACC-APG Directory
  - ACC-APG Public
  - Contact Webmaster
- Pages
  - RS3 Office SharePoint Site
  - ACC-APG Home
  - RS3 Branch Workspace
- RS3 Tools
  - RS3 Customer Templates and Documents
  - KO Delegation Documents
- R2-3G Tools
  - R2-3G Customer Templates and Documents
- Resources
  - MAP APP

If using the RS3 Contracting Office to award a task order/exercise an option, the customer is required to reimburse for the cost of administration services which is equal to 1% of the task order base year or option value.

Customers using the RS3 Contracting Office to award their requirement must also provide reimbursement for the cost of ARP development pre-award support services (\$20k). The pre-award service charge is due within 4 weeks after registration of the requirement. Please note. The \$20K pre-award service charge will be deducted from the total administration service charge assessed at task order award.

If using a contracting activity with RS3 delegation of procurement authority outside of ACC-APG and the RS3 Contracting Office, the customer is required to reimburse for task order administration equal to 0.10% of the total task order value (base year plus option(s)). For additional information, please e-mail [USARMY APG ACC Mailbox RS3 Program Customer Support](mailto:USARMY.APG.ACC.Mailbox@army.mil).

Type of Action \*

For contract modifications or extensions please contact assigned Contracting Officer or Contracting Specialist.

Follow-On to Existing Requirement

Please enter existing Task Order/Contract Number.

IGCE/Action Dollar Value \*

Requested Award Date \*

Request Type \*

If your organization chooses to utilize the full contract administrative services of the RS3 Program Office select "Internal." If your organization already has a dedicated ACC-APG Contracting Officer select "External."

ACC-APG Division

Contracting Officer \*

Please make sure to select the appropriate KO name.

Contracting Specialist

Notes



SUBMIT

Cancel

The information collected by this form will be sent to the RS3 Contract Office. Each field marked by a red asterisk is a required field. The person you assign, as the "ALT Customer Point of Contact (POC)" will have the ability to upload documents associated with your request and will be copied on all system-generated e-mails related to the request. To add a name to the "ALT Customer POC" field, type the individual's name in the "last name, first name" format then click the check box next to the field. If you cannot locate the individual's name and the individual has been issued a DoD CAC, they most likely have not registered on the ACC-APG's SharePoint Site. Again, to access the ACC-APG SharePoint Site, please access the following link: <https://acc.aep.army.mil/sites/ACC-APG/default.aspx>



To register an individual's CAC Card on the ACC-APG SharePoint Site, when prompted, choose your e-mail certificate. Once you successfully log into the ACC-APG SharePoint Page, you are now registered, and your name will now be found in the RS3 Customer POC field for selection.



Be sure to close any open browser windows and open a new browser window prior to accessing the ACC-APG Home Page. To access the ACC-APG Home Page site, you will need a valid DoD Common Access Card (CAC).

- a. When accessing the site, you will need to select your email certificate when prompted.  
Users with a Personal Identity Verification (PIV) certificate will need to select their PIV instead of their e-mail certificate.
- b. To find your PIV certificate, hover over your name and select the certificate that reads "Government PIV Authentication".
- c. Once successfully logged in to the ACC-APG Home Page, hover mouse cursor over the "Customer" link in the top menu bar then click "RS3 Office SharePoint Site" in the drop-down menu.
- d. After effectively completing the above steps, the individual will be registered, and their name will now be found in the ACC-APG SharePoint database.

When selecting your KO, be advised that, only KOs who have successfully completed RS3 Delegation of Procurement Authority (DPA) Training will be available in the create request form drop-down list. All KOs interested in issuing orders under the RS3 Contract are required to complete RS3 DPA Training. To learn more, visit KO Delegation Documents under RS3 Tools ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

A list of KOs with active DPAs is maintained on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).



RS3 DPA Certification is required prior to contracting officers forwarding RS3 Industry Partners Requests for Information (RFIs), Requests for Proposals (RFPs), or other RS3 task order related information.

6. After you save the form, you will receive a confirmation e-mail message containing a customer requirement reference number and a unique URL where you can upload documents associated with your organization's RS3 task order request



## Figure 3 Confirmation e-mail

From: RS3 Requirements Tracker [mailto:mep-sharepoint@conus.army.mil]

Sent: Tuesday, February 09, 2016 2:36 PM

To: Delmastro, Judith S CIV USARMY ACC (US)

Subject: Your RS3 Request Was Submitted

Your request was successfully submitted to the RS3 Requirements Tracker. An e-mail was sent to the RS3 POCs notifying them of your request.

Your request was assigned the following RS3 number: RS3-XXXX

Please upload any documents associated with your request here: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/DOC/RS3-XXXX>

You can view all of your requests here: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/Lists/CV/Customer%20View.aspx>

Unique URL  
where you can  
upload  
documents  
associated with

### Once the RS3 Office receives your information, they will:

1. Review the registration information entered in the RS3 Contract Database.
2. Contact you to verify the information you provided and to answer any questions you have.
3. Will forward a RS3 Contract Office Welcome E-mail message. The e-mail message will include the assigned RS3 requirement number (RS3-XX-XXXX), confirm the successful task order requirement registration and:
  - a. Outline the next steps to complete.
  - b. If not using the RS3 Contracting Office to administer your organization's task order requirement, secure the name of your organization's contracting officer and contract specialist who are assigned to support your organization.
  - c. Provide any information and/or documents pertinent for your organization.

### Please remember to include your RS3 reference number (RS3-XX-XXXX) on all correspondences sent to RS3 Contract Office personnel.

#### Remember

Customers should contact the RS3 Contract Office if they do not receive a welcome e-mail message within **two Business Days** after submitting their organization's mission requirement registration information.

## Step 2: Documentation

The Acquisition Requirements Package (ARP) Checklist and templates are available on the **RS3 Contract SharePoint Site**: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>

1. The mission partner completes specific documents that are procedurally mandated and required for a contracting office to award a RS3 Task Order. These documents describe in detail the approvals required as well as the performance and support requirements that are necessary to award a task order under the RS3 Contract. These documents may be uploaded to the URL provided in the confirmation email. Please note. The RS3 Contract Office recommends mission partners e-mail pre-award documentation directly to the contracting officer and contract specialist. Please be sure to include your organization's assigned RS3 task order requirement reference number (RS3-XX-XXXX) on all documentation and correspondences.

**Figure 4 RS3 Customer Templates and Documents**

**U.S. ARMY CONTRACTING COMMAND  
ABERDEEN PROVING GROUND**

**RS3 OFFICE SHAREPOINT SITE**

Search this site

**ACC-APG**

- ACC-APG Home
- ACC-APG Employee Portal
- ACC-APG Public
- Contact Webmaster

**Pages**

- RS3 Office SharePoint Site
- ACC-APG Home

**RS3 Tools**

- RS3 Customer Templates and Documents**
- KO Delegation Documents
- RS3 Task Order Award Information Form (KO/CS)

**Resources**

- MAP APP
- ACC-APG Local Policy

**RS3 Requirements Tracker Documents**

**RS3 - Responsive Strategic Sourcing for Services (RS3) Contract**

It is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract that provides customized best value solutions to a diverse group of organizations that span the spectrum of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) mission requirements throughout the world. RS3 has a \$37.4B ceiling with a 10-year ordering period (five-year base ordering period and five-year optional ordering period). RS3 primary service areas include but are not limited to Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training Services.

[Create a RS3 Task Order Request](#)

[RS3 Customer Guidebook](#)

[RS3 Reimbursement for Administrative Costs Explanation](#)

[RS3 KO \(Contracting Officer\) Delegation Documents](#)

[RS3 Customer Service Support Survey](#)

[RS3 Task Order Milestones](#)

**CONTACT US**

For questions or assistance contact the following POCs:

[Ebanisia Washington](#), Procurement Coordinator  
443-861-4919

[Debora Jetter](#), Procurement Coordinator  
443-861-4910

[LTC Thomas W. Stocks](#), Program Manager  
443-861-5059

- From the list of required pre-award documents in the Acquisition Requirements Package Checklist, please begin completing the Performance Work Statement (PWS), the Independent Government Estimate (IGE), the In-Scope Determination Memorandum and the Request for Information (RFI). Please contact the RS3 Contracting Team for any questions you have regarding the initial four pre-award documents.
- As pre-award documentation is submitted to the assigned RS3 Contract Team, team personnel will review the pre-award documentation for completeness and accuracy.
- When the RS3 Contract Team receives all required pre-award documentation and the RS3 Contracting Officer has approved all the pre-award documentation, the timeline to award starts. Please note. Task order actions  $\geq$  \$25M are Peer Reviewed prior to RFP release. For actions under \$25M, RFP approval for release is delegated to the RS3 Contracting Officer. If a Peer Review is required, the Peer Review Group's composition is determined by the task order requirement's IGE value and may include a review of the RFP package by the Peer Review Group, the assigned Legal Office and the

assigned Small Business Office. If a Peer Review is required, a Peer Review Approval Authority must be obtained before RFP release. If the task order action is under \$25M, the assigned RS3 Contracting Officer is authorized to release the RFP to the RS3 Industry Partners without Peer Review Approval Authority. RS3 Industry Partners will respond to the RFP by the suspense date outlined in the RFP unless the RS3 Contracting Officer issues a modification extending the RFP proposal submission date.

5. RS3 Industry Partners will submit their company's proposal to the assigned RS3 Contracting Team who, in turn, will forward the technical proposals to the mission partner's technical evaluators for review. The mission partner's technical evaluators will complete a technical evaluation of the proposals received.

## Required Pre-award Documentation

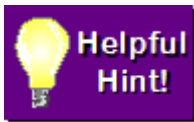
Some pre-award documents are required for all task order requests; other pre-award documents are required only under certain conditions. The RS3 Contracting Team will inform the mission partner of the specific pre-award documents required for the mission partner's RS3 task order requirement. The mission partner must sanitize information relative to classified contracts, orders, or requirements. To avoid legal concerns or delays, pre-award documents should not contain proprietary information.

## Documents Required for Every Task Order

1. PWS
2. IGE (Independent Government Estimate-costs) and detailed supporting documentation
3. In-Scope Determination Memo
4. COR and Budget Info Sheet
5. Contract Data Requirements List - CDRLs
6. Inherently Governmental Function Memorandum or Request for Services Contract Approval – SCA (Army Only)
7. Antiterrorism/Operations Security (AT/OPSEC) Review Coversheet
8. Market Research Report
9. Quality Assurance Surveillance Plan (QASP) unless required in offeror proposals
10. Organizational Conflict of Interest (OCI) Statement
11. Availability of Funds Memorandum
12. COR Training Certification Checklist
13. RFI (Request for Information)
14. DD Form 254 Contract Security Classification Specification (CSCS) and Appendices
15. Estimated Labor Mix – Manpower includes Labor Categories and Associated Hours
16. Source Selection Participation Agreements/Non-Disclosure Agreement
17. Technical Factor Evaluation Criteria
18. Contract Period of Performance (PoP) Memorandum/Justification for PoP

## Documents Required When Applicable

1. **Justification for Government Furnished Property (GFP)**
  - a. **Justification for GFP Memorandum**
  - b. **GFP Attachment Template – (Posted in PIEE)**
2. **Theatre Business Clearance (TBC)**
3. **Letter of Offer and Acceptance – Unclassified for each country (Required for FMS Task Order Only)**
4. **USFK SOFA Step 1 Designation (Task Order Place of Performance includes Korea)**



PIEE can be accessed using the following link.  
<https://piee.eb.mil/>

**Downloadable Pre-acquisition Package Checklist and Templates are available at the following link:**

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/CustDocs/Forms/AllItems.aspx>

## Completing Documentation Instructions

### The Performance Work Statement

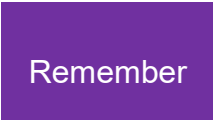
The PWS (1) describes the work to be performed in terms of output requirements; (2) imposes basic administrative requirements; (3) explains the expected quality level or standard of acceptable performance; and (4) references associated documents needed to develop an appropriate proposal. For tasks with very complex technical requirements, the RS3 Contracting Officer may host a pre-proposal conference to review the draft PWS with the RS3 Industry Partners in order to clarify requirements.

1. **The CDRL (DD Form 1423-1)** is required for all technical data, software, code reports, etc. Please note. A “software deliverable” is considered a “paper deliverable”. Hardware deliverables, when allowed by the RS3 Contracting Officer, are NOT delivered under a CDRL, but are identified as a Sub-Line Item Number (SLIN) or Contract Line Item Number (CLIN) in the appropriate portion of the task order documentation. CDRLs are signed and dated after a winning offeror has been selected.
2. **Paragraph 1.8, Ground Flight Risk (GFR) Representative Identification** – This information requirement should be provided when the PWS is initially submitted. When the work identified in the PWS requires the contractor to “touch” an aircraft owned by the U.S. Government, the mission partner must identify the GFR

representative. Please note. This information may be extracted from the PWS by the RS3 Contracting Officer and provided to the appropriate monitoring agencies.



When completing the PWS, assume the mindset and perspective of a RS3 Industry Partner. State the requirements clearly and precisely so an industry partner will know exactly what is expected and how to submit a complete and accurate proposal. Remember. Writing a PWS with clarity and precision ensures less re-work on your part, a quicker turnaround and reduces the time to task order award.



All task order contract types require specific and exact details. If details for the specific task cannot be estimated accurately, history of similar efforts can be used. When adding details to your PWS, some questions that you may need to ask yourself are: "what", "how much", "how many", "how often" for each type of task described in the PWS. These estimates are intended to give the proposing industry partners an estimate of the scope of effort in the task order for each type of work the industry partner will encounter.

**To complete a PWS, the mission partner needs to:**

1. Access the PWS template on the RS3 Customer Home Page ([Figure 4, Page 18, Customer Templates and Documents Page](#)).
2. Enter the Date, RS3-#, and Title on the PWS
3. Complete section 1.0 – Scope and all of the sub-sections (1.1 through 1.8)

**Keep in Mind:**

When completing this template, leave all text written in black. Black text is standard language that must appear in your PWS. Red text indicates instructions to be overwritten with information appropriate to your task order requirement.

The RS3-# is included in the welcome letter e-mailed to each mission partner after a mission partner has completed the RS3 task order registration process.

Complete Item 1.2 (Applicability) by selecting appropriate technical support areas listed in Section C.1.2.1 of the RS3 PWS. The RS3 PWS is available on the RS3 Customer Home Page ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

4. Complete Section 2.0 – Applicable Documents, Correct PWS paragraphs	List all documents required for the industry partner to properly perform this task – technical drawings, technical specifications, etc.
5. Complete Section 3.0 – Requirements	State specifically what is required. If any technical data, software, code reports, etc. are required in the body of the PWS, a matching CDRL is required for each deliverable. Complete an appropriate CDRL referencing each applicable data item by completing DD Form 1423-1 and attaching the DD Form 1423-1 to the PWS.
6. Save the document, and upload to unique RS3 URL location.	Upload documents to the Unique URL location received in the registration confirmation email Reference ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ). Or, e-mail the documents directly to the RS3 Contracting Team.

## The Independent Government Estimate

The IGE is developed by the mission partner and used to establish a realistic price/cost for budget purposes. In addition, the RS3 Contracting Team utilizes the IGE for technical and management information. Although the format and contents of the IGE vary with the complexity and value of the requirement, the IGE shall include:

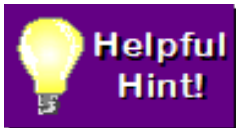
1. The name(s) of the preparer, approving reviewer and position title(s)
2. The preparer and approving reviewer organization and contact information (telephone & e-mail address)
3. A signature and date (either hand signed, or CAC signed) of the preparer and approving reviewer
4. A statement certifying the IGE was developed independently and prior to seeking any formal proposals from industry partners.
5. A narrative supporting how costs/prices were developed with sufficient analytical support, such as spreadsheet information or a word document that explains the purpose, scope, IGE preparer assumptions and conclusions and the reference



material used. The narrative should be sufficient in detail and scope to allow the RS3 Contracting Team to understand what analytical procedures the IGE preparer used, how supporting documents/ information were used and the IGE preparer's conclusions.



To improve competition in services, sole source, single award task orders may be limited to a three-year period of performance (base and option period(s) combined). The basis for this suggestion is the memorandum "Better Buying Power" to acquisition professionals, which provides guidance on obtaining greater efficiency and productivity in defense spending. Please note. Mission partners can request a RS3 task order with a five-year+ total period of performance (base and option period(s) combined).



Develop a cost estimate that reflects standard industry practices and procedures so it can be used as a benchmark (basis) for determining quality and price reasonableness. If you have completed similar projects before, check the final costs of those projects, and use them as a guide. **A good cost estimate saves everyone time and money!**

<b>To complete an IGE, the mission partner needs to:</b>	<b>Keep in mind:</b>
1. Access the IGE sample Excel spreadsheet on the RS3 Customer Home Page ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	This is an example IGE. The format and contents will vary with the complexity and value of the requirement.
2. Customers may use any labor category requirements they determine necessary for their requirement.	There are no labor categories on contract for the RS3 Contract.
3. The IGE must include a narrative of the methodology applied, reasons for using the methodology applied, and basis and sources of proposed costs.	The IGE must consider and include costs for all required task order performance periods, i.e., base and all options to include an option to extend services (FAR 52.217-8).



4. Enter the name of the COR or contact person and the RS3-#. The IGE should be marked “FOR OFFICIAL USE ONLY—PROCUREMENT SENSITIVE-SOURCE SELECTION INFORMATION”.	A signature is required. It is the basis for funding the initial requirement and must be signed and dated by the individual(s) who prepared the estimate.
5. See online MAP APP Planning and Pre-solicitation Module (Module 1.1.5) for additional IGE guidance.	The MAP APP is accessible from the RS3 Office SharePoint Site ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ). The following URL will redirect you to the new MAP APP. <a href="https://spcs3.kc.army.mil/asaalt/procurement/mapapp/Pages/Home.aspx">https://spcs3.kc.army.mil/asaalt/procurement/mapapp/Pages/Home.aspx</a>
6. Save the IGE and upload it to your unique RS3 URL location. Or, e-mail the IGE directly to the RS3 Contracting Team.	Upload documents to the Unique URL location received in the registration confirmation email Reference ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).



**A PWS may not be reviewed by the RS3 Contracting Team without an accompanying IGE.**

**Mission partners must ensure the IGE is:**

1. Submitted in a timely manner and preferably with the PWS
2. Submitted with supporting documentation (IGE Backup, Excel) that is used to develop costs
3. Submitted with costs for all required contract periods (Base and all Option performance periods to include an Option to extend services)
4. Unlock IGE Excel sheet formula cells so calculations can be verified

**The Approval to Use the RS3 Contract**

This requirement (or its waiver) varies depending upon what agency the mission partner represents. For US Army requirements, the Request for Services Contract Approval (RSCA) is required. For DoD, non-Army, and State agencies, the Economy Act - Interagency Acquisition Memorandum is required. Regardless of which affiliation the mission partner is assigned to, one of the two documents is required. Instructions for completing each document are below:

## Request for Services Contract Approval (Army Only)

DA Policy requires the RSCA for all new contract service requirements or for the exercise of options on existing contracts for services. The RSCA form and worksheets are available on the following website: <http://www.asamra.army.mil/scra/>



The RS3 Contracting Office no longer requires the RSCA to complete the ARP but the RSCA can be provided to fulfill the requirements for the Inherently Governmental Function Memorandum. If Army mission partners do not provide the RSCA, they need to provide the Inherently Governmental Function Memorandum instead. Please note. Select mission partner organizations may require subordinate organizations to obtain a RSCA for internal recordkeeping. The KO shall not complete or sign the RSCA. Please review AFARS Subpart 5107.5 – Inherently Governmental Functions.

## The Economy Act - Interagency Acquisition (DoD, non-Army, Federal, and State Agencies)

a. The Economy Act Memorandum (EAM) authorizes agencies to enter into agreements to obtain supplies or services from another agency. The FAR is used when one agency uses another agency's contract to obtain supplies or services. The EAM is used when more specific statutory authority does not exist (FAR 17.502-2.)

b. A Determination and Finding (D&F) EAM template is available on the RS3 Contract Office SharePoint Site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

c. Each EAM order to obtain supplies or services by interagency acquisition shall be supported by a Determination and Findings (D&F). The D&F must state the following:

- (1) The use of an interagency acquisition is in the best interest of the government
- (2) The supplies or services cannot be obtained conveniently or as economically by contracting directly with a private source

d. In addition, the D&F must include a statement that at least one of the following circumstances applies:

- (1) The acquisition will appropriately be made under an existing contract of the servicing agency and entered into before placement of the order to meet the requirements of the servicing agency for the same or similar supplies or services
- (2) The servicing agency has the capability or expertise to enter into a contract that is not available within the requesting agency
- (3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies

e. The D&F is approved by a contracting officer from the requesting agency

- f. The requesting agency will furnish a copy of the D&F to the servicing agency with the request for order.

## The Inherently Governmental Function Memorandum

The Inherently Governmental Function Memorandum is a document that supports Federal regulations to ensure that none of the functions to be performed by industry partners are inherently governmental. United States Army mission partners should provide the Inherently Governmental Function Memorandum or RSCA to complete the ARP.

1. The Defense Federal Acquisition Regulation Supplement (DFARS) issued a final ruling that amended the DFARS addressing procedures for preparation of the written determination required by the Federal Acquisition Regulation (FAR), that none of the functions to be performed by contract are inherently governmental. This ruling was effective on 10 January 2008. As a result, the DFARS now requires that the preparation of the written determination required by FAR 7.503(e) is in accordance with DoD Instruction 1100.22, and that a determination that none of the functions to be performed are exempt from private sector performance. The DFARS Parts 207, Acquisition Planning, and 237, Service Contracting, are revised to incorporate this new requirement at Sections 207.503 and 237.102, respectively.
2. As a reminder, and in accordance with Army Federal Acquisition Regulation Supplement (AFARS) 5107.503(e), the mission partner is responsible for providing this determination to the RS3 Contracting Team prior to issuance of the solicitation (RFP) as part of the ARP documentation for all service contracts.

<b>To complete an Inherently Governmental Function Memorandum, the mission partner needs to:</b>	<b>Keep in mind:</b>
1. The Inherently Governmental Function Memorandum is available on the RS3 Contract SharePoint site ( <a href="#">Figure 4, Page 18, under RS3 Tools, Customer Templates and Documents Page</a> ).	When completing the form, leave all text written in black. Black text is standard language that must appear on this form. Red font indicates instructions to be overwritten with information appropriate to your task order.
2. Enter the name of the COR and the RS3-#	An electronic signature is required.
3. Save the form, and upload to unique RS3 URL location Reference ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ). Or, e-mail the form directly to the RS3 Contracting Team.	Make certain that the form is completely filled out before providing to the RS3 Contracting Team. Incomplete forms will be returned to the mission partner. No action can be taken on your request until the completed form is received by the RS3 Contracting Team.

## COR and POC Information Form

Mission partners may use the COR identified in their organization’s RS3 Create Request Form (Figure 3, Page 17, Create Request Form), or mission partners can identify a new COR. Mission partners must also identify an alternate point of contact and an appropriate budget contact. A COR and POC Information Form is available on the RS3 Contract SharePoint site (Figure 4, Page 18, Customer Templates and Documents Page).

## The COR Organizational Conflict of Interest Statement

The COR OCI Statement addresses whether other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the contract work is or might otherwise be impaired, or a person has an unfair competitive advantage. The OCI Statement informs the contracting officer if the competitive environment for the RS3 task order has been maintained and if any industry partner personnel have had access to documents or information that may be competition sensitive.

**The COR must complete, sign, and return the COR OCI Statement to the RS3 Contracting Team.**

To complete a COR OCI Statement, the COR needs to:	Keep in mind:
1. Complete the OCI Form, which is available on the RS3 Contract SharePoint site (Figure 4, Page 18, Customer Templates and Documents Page).	When completing the form, leave all text written in black. Black text is standard language that must appear on this form. Red font indicates instructions to be overwritten with information appropriate to your task order.
2. Enter the name of the COR and the RS3-#. Replace the black font Xs in paragraph 3 with the appropriate telephone number.	Signature is required.
3. If appropriate, complete the paragraph 2.0 table with all appropriate information. If there is no appropriate information for the table, leave the word “NONE”.	List all names of relevant individuals and provide the company affiliations and other information as appropriate.
4. If the table in paragraph 2.0 is applicable, and if a Non-Disclosure Statement(s) is applicable, attach all relevant Non-Disclosure Statements. Otherwise, do not attach any documents.	Signature is required on all Non-Disclosure Statements.

5. Save the form, and upload to unique RS3 URL location [Reference \(Figure 3, Page 17, Confirmation e-mail\)](#). Or, e-mail the form directly to the RS3 Contracting Team

Make certain that the form is completely filled out and signed before uploading. Incomplete forms will be returned to the mission partner. No action can be taken on your request until the completed form is received by the RS3 Contracting Team.

## The Quality Assurance Surveillance Plan

1. Unless the QASP is to be proposed by the offerors, a QASP is required for each task order and is used by the COR to perform the obligated duties of contractor surveillance. The QASP is the key Government surveillance process document that is applied to Performance Based Service Contracting and is used to manage contractor performance assessment by ensuring that systematic quality assurance methods are used to validate the industry partner's quality control efforts are timely, effective and are delivering the requirements specified in the task order. The QASP directly corresponds to the performance objectives and standards (quality, quantity, schedule) specified in the PWS and details how, when and by whom the Government will survey, observe, test, sample, evaluate and document industry partner performance results to determine whether the industry partner has met the required standards for each objective in the PWS.
2. Each performance objective in the PWS is linked to a method of inspection incorporated in the QASP. The QASP focuses on the level of performance required by the PWS. The QASP is intended to be a living document. The method and degree of performance assessment may change over time depending on the level of confidence in the industry partner.
3. A well-designed QASP will contain the following critical components:
  - a. Methods of Surveillance: the applicable mix of industry partner metrics, random sampling, periodic inspection or 100% inspection.
  - b. Sampling Guide: a written procedure which states what will be checked, the Acceptable Quality Level (AQL) and how the checking (surveillance) will be performed.
  - c. Decision Tables: When a service fails to meet AQL, it is necessary to determine who is at fault. The Decision Table identifies different kinds of unsatisfactory performance and probable cause.
  - d. Checklist: Used to record what has been checked by a sampling guide.

### **In addition to the above, a well-written QASP will describe:**

- a. How the team (Government and industry partner) will work together.
- b. How the team will address data used to measure performance.

- c. How the team identifies ways to improve efficiency and reduce risk.
  - d. How disputes will be resolved.
4. The RS3 Base Contract's PWS contains Quality Assurance Control provisions found in paragraph C.4.4.2 - Quality Control, and its subparagraphs. However, a QASP is a required document used in the execution of the task order, specifically the mission partner's task order, for the industry partner to abide to the specific task order's quality assurance provisions, and for the COR to monitor the industry partner's adherence to the specific task order's quality assurance provisions.
  5. The COR can provide QASP plan details and what is expected for a specific task order, or it is optional to include a QASP as a technical evaluation factor required in offeror proposals which can be discussed with the RS3 Contracting Team.
  6. For additional QASP guidance and templates, download the **Acquisition Requirements Roadmap Tool (ARRT) Suite** Requirements Definition tool at the following link: <https://www.dau.mil/cop/ace/Pages/Topics/ARRT.aspx>

## DD Form 254 Contract Security Classification Specification (CSCS)

The DD Form 254 CSCS must be incorporated into each classified task order. It provides the industry partner with the security requirements and the classification guidance that are necessary to perform on a classified contract. The DD Form 254 identifies the specific security regulations and accesses the industry partner will require and adhere to in the performance of the task order. It is a legally binding form and if the guidance is not stated on the form, the industry partner cannot be held responsible for violations. It enables prospective offerors to evaluate security requirements and to consider the costs thereof by identifying the areas of classified information involved in prime contracts and subcontracts.

1. **Continuation Sheet** – The DD Form 254 (Front and Back) may not have sufficient space to accommodate all the information, statements, and signatures that are required. Therefore, a continuation sheet can be added to ensure that all security requirements are completed for the specific task order.
2. **Appendices** – There are appendices which provide sufficient information to complete each security area topic. When applicable, the appropriate appendix is included.
  - Appendix A Communications Security (COMSEC)
  - Appendix B Sensitive Compartmented Information (SCI)
  - Appendix C Intelligence Access
  - Appendix D For Official Use Only (FOUO)
  - Appendix E Control of Compromising Emanations (TEMPEST)
  - Appendix F Contract Monitor (CM) Info
3. Use the following guidance to determine if any of the appendices are required to supplement your organization's DD Form 254 requirements:

Appendix A – Contractor Generated Communications Security (COMSEC) Material (Applicable if block 10a is marked yes). Here are some examples: correspondence, drawings, engineering notes, training aids.

Appendix B – Sensitive Compartmented Information (SCI) (Applicable if block 10 e (1) is marked yes).

Appendix C – Intelligence Material Access Requirements (Applicable if block 10 e (2) is marked yes). Any intelligence materials provided in support of the task order must have prior approval by an organization's G2 Director of Intelligence and Security. All requests for access to intelligence materials will adhere to the following guidelines:

The industry partner will submit the request to the Program Manager (PM) of the user activity on official business letterhead with an approved DD Form 254 for the relevant subcontract. The PM of the user activity will forward the request and DD 254 to the contracting officer. Both documents and other substantiating documentation will be forwarded by the contracting officer to the G2 Director of Intelligence and Security for review and concurrence.

Appendix D – FOUO (Safeguarding Guidance always marked yes). The FOUO assignment is given to information at the time of its creation in a DoD User Agency. It is used on official Government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act. The FOUO material must be reviewed by the Government prior to its release to determine if a significant and legitimate Government purpose is served by withholding the information.

Appendix E – Control of Compromising Emanations (TEMPEST) (Applicable if block 11.i is marked yes). Prior to implementation of any TEMPEST Countermeasures, contractor facilities electronically processing classified information are required to submit through the contracting officer to the G2 and the PM of the user activity a request for a TEMPEST assessment.

The information provided shall include facility location, point of contact, level of processing (Secret, Top Secret, SCI), transmitters; include information on any transmitters (cell phones, radios, alarm systems). The Army TEMPEST staff will review the information provided and determine if a formal TEMPEST Countermeasures Review (TCR) is required.

Appendix F – SCI Contract Monitor Information (Applicable if block 10 e (1) is marked yes). Under the provisions of DoD 5105.21 – M1, a Contract Monitor must be designated as soon as possible for all SCI Contracts. The contracting officer will prepare appointment orders.

#### **DD Form 254 and the PWS:**

- a. PWS Section 1.4, Place of Performance



- Any location where classified work will be performed must be identified in this section. Block 8 of the DD Form 254 must have all locations of classified performance listed.

b. PWS Section 1.8, Security

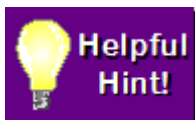
- All requirements that are marked as ‘yes’ within Block 10 and Block 11 of the DD Form 254 must be documented in this section of the PWS.

To complete a DD Form 254, the COR needs to:	Keep in mind:
1. The DD Form 254 is available on the RS3 SharePoint site ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	When completing the form, form contents will vary depending on security requirements.
2. Save the form, and upload to the unique RS3 URL provided in the welcome letter. Or, e-mail the form directly to the RS3 Contracting Team	Unique URL location received in registration confirmation email ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).

## Anti-Terrorism Operations Security (AT/OPSEC) Review Coversheet

1. The AFARS PART 5107-91 prescribes the policy for integrating anti-terrorism (AT) and OPSEC considerations into Army contracts/task orders. Implementation of AT and OPSEC considerations in the ARP and PWS is the responsibility of the mission partner.
2. The contracting officer, prior to issuing a solicitation for a service contract in excess of the micro purchase threshold or a supply contract in excess of the simplified acquisition threshold, will ensure that the ARP contains a signed AT/OPSEC Coversheet. The AT/OPSEC Coversheet (December 2022 form version) is available on the RS3 Contract SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

**NOTE: The coversheet must be uploaded to the Unique URL location received in the registration confirmation email ([Figure 3, Page 17, Confirmation e-mail](#)).** Or, e-mail the form directly to the RS3 Contracting Team



“Classified” information (Top Secret, Secret, and Confidential) is the property of the United States Government. Classified information may be provided to private industry only in connection with a bona fide contractual requirement. The completed DD Form 254 with its attachments, supplements, appendages and incorporated references is the only authorized means for providing security classification guidance to a contractor/industry partner in connection with a classified contract/task order.

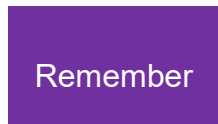


## Justification for Period of Performance (PoP) greater than 12 months

If the PWS states in paragraph 1.4, the Period of Performance (PoP) will exceed 12 months, Justification for an extended PoP is a required pre-award document that justifies issuing to one contractor/industry partner an order that exceeds one-year. This requirement is intended to preserve competition and to justify staying with the same contractor/industry partner for the additional option period(s) or additional time. A Justification for PoP Form is available on the RS3 Contract SharePoint Site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).



To improve competition in services, sole source, single award task order actions may be limited to three years total (base and option period(s) combined). The basis for this is the memorandum “Better Buying Power” to acquisition professionals, which provides guidance on obtaining greater efficiency and productivity in defense spending.



Mission partners can request a RS3 Task Order with a five-year+ total period of performance (base and option period(s) combined).

## Unique Reference Documents

“**Reference Documents**” are any documents specified in the PWS. These documents can include Technical Specifications, Technical Drawings, Project Guidelines or any other type of Government documentation.



Any document that is referred in Section 2.0 of the PWS is considered a “Reference Document.” As such, it must be sent to RS3 Contracting Team for inclusion in the ARP. Please note. Referenced documents that are easily available to the world on the web should not be provided because of their general public availability.

To complete this step, the mission partner needs to:

Keep in mind:

1. Identify all of the pertinent documents to be sent to the RS3 Contracting Team.

**Classified documents shall not be sent to the RS3 Contracting Team w/o prior coordination and approval.** Advise the RS3 Contracting Officer if documents contain classified information so special arrangements can be made to allow access to these documents at appropriate government locations.

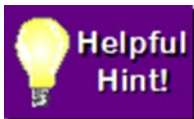
**Proprietary documents** also need to be identified to the RS3 Contracting Team so these documents can be handled appropriately, and proper arrangements can be made in advance of the RS3 Contracting Team's receipt of the proprietary documents.

2. Upload all documents to the unique RS3 URL location (Figure 3, Page 17, Confirmation e-mail). Or, e-mail the form directly to the RS3 Contracting Team

Unique URL location received in registration confirmation email.

## Letter of Offer and Acceptance - Only Applies to Foreign Military Sales (FMS) Requirements

A **Letter of Offer and Acceptance (LOA)** is a document between the United States Government and foreign entities outlining what services and products are required and agreed by both parties. Applicable portions of this document must be sent to the RS3 Contracting Team in order for the contracting officer to verify that appropriate authorization for a FMS has been granted. The FMS Program is a form of security assistance authorized by the Arms Export Control Act (AECA) and a fundamental tool of United States foreign policy. Under FMS, the United States Government and a foreign government enter into a government-to-government sales agreement. The international agreement is called a LOA.



The RS3 Contracting Team does not need the entire LOA. The contracting officer needs only the portion of the agreement that relates directly to the proposed task order including any foreign tax or other clauses that should be included in the task order.

**To complete this step, the mission partner needs to:**

**Keep in mind:**

1. Identify the appropriate LOA.

2. Identify the portion of the agreement that relates directly to the proposed task order and copy that portion.

Generally, this portion should be unclassified.

## Theatre Business Clearance (TBC)

The Theatre Business Clearance (TBC) is required when TBC contractor services are performed in designated countries. DoD contracting officers are required to use the Joint Contingency & Expeditionary Services (JCXS) TBC Module to submit TBC requests for proposed contract efforts in designated countries.

1. The TBC approval is required before initiating Letters of Authorization in Synchronized Pre-deployment and Operational Tracker (SPOT) for contractor personnel who will deploy into theater. The Joint Contingency Contracting System (JCCS) digitized TBC module which can be launched from the JCXS website streamlines the process and provides an electronic interface between JCCS and SPOT, enhances electronic storage, reporting and notifications and generates machine generated standard TBC approval numbers. The system also provides a standardized web-based TBC tool that all Combatant Commands can use to manage future TBC requirements.
2. Access to JCCS and the TBC module from within JCXS requires creation of an account. The JCCS can be accessed from <https://www.jccs.gov>. The TBC Training Modules and TBC Job Aids to support user's daily operations are located on the JCCS Training Website at <https://www.jccs.gov/OLVR>. If you have any additional questions, please contact the TBC Help Desk at: [https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk\\_newticket.aspx](https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk_newticket.aspx)

## Government Furnished Equipment (GFE)

1. Procedures, Guidance, and Information (PGI) 245.102-70 Policy. A basic principle of the FAR is that, upon contract award, contractors bring all the necessary organization, experience, accounting and operational controls, property and technical skills, or the ability to obtain them, reference FAR 9.104-1. Therefore, upon contract/task order award, responsible contractors should have the means to provide effective and efficient stewardship of Government property.
2. FAR 45.101. Government property must be contractually accountable to a single contract/task order and only one contract/task order at a time. This requirement applies to both Government furnished property and contractor acquired property. Although accountable to only one contract/task order at a time, contract terms and conditions may allow Government property to be used on other contracts/task orders (FAR 52.245-9, Use and Charges).
3. PGI 245.103-70. Furnishing Government property to contractors. The mission partner as part of its responsibility for acquisition planning (FAR Part 7, Acquisition Planning) is

the decision point as to whether or not to furnish property to contractors. The basis for any decision to provide Government property shall be documented by the mission partner and provided to the contracting officer. Such documentation is not required when contractors are furnished property for repair, modification or overhaul under a contract.

Prior to furnishing Government property to the contractor, the contracting officer shall ensure that each of the requirements of FAR 45.102 are addressed as follows and documented in the contracting file.

- a. In the Government's best interest
- b. Overall benefit
- c. Government assumption of risk
- d. Government requirements cannot otherwise be met

## **Government Furnished Property (GFP) Attachment**

1. The DFARS PGI 245.103-72 "GFP attachments to solicitations and awards" establishes requirements for documenting in contract attachments the property to be provided as GFP or authorized as GFP in performance of a contract/task order. The GFP Attachment should accompany the ARP, solicitation (RFP), award and modifications when GFP is anticipated.  
Defense Procurement and Acquisition Policy (DPAP) has published a revised single GFP attachment, which replaces the previous two attachments. The GFP attachment is a fillable Adobe form. Once created, the GFP attachment is included as a contract/task order award or modification attachment and transmitted to EDA in accordance with DFARS PGI 204.201 "Contract Distribution" following local procedures for distributing contract attachments. EDA stores the GFP attachment and transmits the GFP attachment data to the IUID Registry where the data is available as a query.
2. The GFP attachment should accompany Procurement Requests (PR), Solicitations (RFP), and Contract/Task Order Awards or Modifications when GFP is anticipated.
3. The GFP attachment has four sections: Contract Information, Serially Managed Items, Non-Serially Managed Items, and Items that the contractor can requisition which will be paid for by the Government.
4. Serially managed items are provided to the contractor by DoD and require all events identified in DFARS 252.211-7007 to be reported by the contractor.
5. Non-serially Managed items are provided to the contractor by DoD and require only the event of GFP receipt to be reported to iRAPT.
6. Items that are authorized to be requisitioned by the contractor and paid for by DoD are listed on the Requisitioned Items section. Please note that items for which the contractor has authorization to requisition which are paid for by the contractor are not identified on the GFP attachment.

## Completing the GFP Attachment

Create the GFP attachment by completing the GFP attachment PDF fillable form located at <http://dodprocurementtoolbox.com/site-pages/gfp-attachments>. To support input of a large quantity of GFP items, you can alternatively input data into the Excel Spreadsheet also provided at the link above. If the data is entered into the Excel spreadsheet, you will convert the spreadsheet to the pdf fillable form using the GFP pdf conversion tool also located at the link above. Mission partners can also access the GFP attachment template on the RS3 Contract SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

### Remember

The RS3 Contracting Team will not accept a mission partner's ARP documents until the Justification for Government Furnished Property (GFP) Memorandum is submitted as part of the ARP and the GFP attachment is posted in PIEE with confirmation received by the RS3 Contracting Team when applicable.

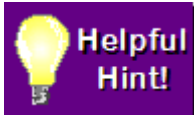
## Funding Documentation

### Availability of Funds Memorandum

Before issuing a solicitation (RFP), the contracting officer must receive a written statement or equivalent from the mission partner indicating that sufficient funds are available for task order award. This document is used to certify that sufficient funds are available and appropriate for the requested task order. Responsibility for determining the appropriateness of funds rests with the mission partner. To provide the RS3 Contracting Team task order related funding verification, the funding templates are located on the RS3 Contract SharePoint Site and/or by request. Reimbursable/CAT I (contract administrative support services funding) and Direct Cite/CAT II (contract/task order funding) MIPR templates are provided by the RS3 Contracting Office Procurement Coordinator. The Direct Charge WBS template is available upon request. The funding templates are pre-addressed and partially completed to highlight the required data. ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

### Military Interdepartmental Purchase Request (MIPR)

While federal agencies use a variety of funding documents, the one most commonly used when working with the RS3 Contracting Office is the MIPR, DD Form 448. The MIPR, like other funding documents, is a document of record used to transfer funds from one government entity to another.



The RS3 Contracting Office recommends requesting from the RS3 Contracting Office Procurement Coordinator the RS3 funding templates; reimbursable and direct cite. The funding templates are pre-addressed and partially completed to highlight the required data. ([Figure 4, Page 18, Customer Templates and Documents Page](#)). If your organization is restricted from using

the RS3 Contracting Office funding templates, all information identified in Block 9 on the RS3 funding templates must be included in your finance office's funding transaction document, including the RS3-#.

To complete the RS3 Contracting Office MIPR Template(s), the mission partner's funding office personnel need to:	Keep in Mind:
1. Access the MIPR template available on the RS3 Contract SharePoint site or request the MIPR templates from the RS3 Contracting Office. (Figure 4, Page 18, Customer Templates and Documents Page).	Most mission partners, especially those completing the form for the first time, should read through all the instructions for completing the MIPR before starting to draft the funding document. Please forward any questions to RS3 Contracting Office personnel.
2. Complete appropriate MIPR template <ul style="list-style-type: none"> <li>a. MIPR DD Form 448 Direct Cite (Contract/Task Order Funding, CAT II)</li> <li>b. MIPR DD Form 448 Reimbursable (Contract Administrative Service Support, CAT I)</li> </ul>	The mission partner must provide all required information requested in block 9. The mission partner is responsible for ensuring that accounting classifications (item #14) are fiscally appropriate, accurate and in compliance with regulatory guidelines where appropriate. Non-compliance with regulatory guidelines will delay processing.
3. Save the MIPR Template DD Form 448.	The MIPR template must be completed before submitting the funding document to the RS3 Contracting Office.
4. Submit the completed MIPR DD Form 448 (or other funding document) to the RS3 Office by e-mail message to the following RS3 Office e-mail address: <a href="mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil">usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil</a> . Please note. CAT I Funding (reimbursable) and CAT II Funding (direct cite) must be submitted on separate MIPRS.	Funding documents must be received and processed by the RS3 Contracting Office before a task order can be awarded. The mission partner is responsible for coordinating all actions with its organic finance office.
5. To pay the RS3 Contract's contract administrative support service charge through GFEBS, all Army customers should coordinate the direct charge agreement with Resource Management through the RS3 Office e-mail address: <a href="mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil">usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil</a> . Non-Army customers can submit a MIPR if unable to access GFEBS.	The required mission partner document to fund the RS3 Contract's contract administrative support service charge costs is verified through the FS 7600A (Support Agreement). Please note. All task order related funding must be coordinated with the RS3 Contracting Office.

**Remember**

**The RS3 Contracting Office must receive funding for both the Direct Cite (Contract/Task Order Funding) and Reimbursable (Contract Administrative Support Services) prior to task order award.** Mission

partners should submit separate MIPRs when forwarding Direct Cite and Reimbursable Funding to the RS3 Contract Office. Please note. Army mission partners may also use the Direct Charge process through GFEBs. If using the Direct Charge process, please contact the RS3 Contract Office through the following e-mail address to request a Direct Charge WBS. [usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil](mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@army.mil)

## **The FS 7600A (DoD Mandated Support Agreement)**

The FS 7600A outlines the responsibilities of the requesting agency (mission partner) and the servicing agency (RS3 Contracting Office) and includes the contract administrative support service charges associated with the mission partner's RS3 task order requirement.

1. If the mission partner employs the RS3 Contracting Office to administer and award its mission requirement under the RS3 Contract, within four weeks after the mission partner registers its task order requirement on the RS3 Contract SharePoint Site, the mission partner should remit payment of the pre-award contract administrative support service charge (\$40K). The pre-award contract administrative support service charge funds all pre-award contract administrative support services provided by the assigned RS3 Contracting Officer (KO), contract specialist, procurement coordinator, attorney, budget analyst, cost/price analyst and small business office liaison.
2. When the mission partner submits the PWS and IGE to the RS3 Contracting Office for review, the initial FS 7600A Support Agreement may include the task order dollar values listed on the preliminary IGE. At task order award, the initial FS 7600A will be updated to reflect the actual task order award values per period of performance.
3. The initial FS 7600A is forwarded to the mission partner for staffing and signature. The following sections on the FS 7600A are to be completed by the mission partner.

Block 1. (Agency Information-Requesting Agency (mission partner) -Provide Agency Name, Group Name, Group Description, Agency Location Code (ALC), ALC Description, Cost Center, Business Unit, Department ID

Block 11. (Requesting Scope) -Provide Key4+ Data for all REQ rows

Block 12. (Requesting Roles) –Provide/Confirm your organization's FS 7600A POCs' contact information (name, office telephone number, e-mail address) and your organization's finance (budget) representative's contact information

Block 26. (Requesting Initial Approval) -Provide requested information for your organization's comptroller/finance officer and have her/him sign the FS 7600A

Block 27. (Requesting Final Approval) -Provide requested information for your organization's final support agreement approving authority and have her/him sign the FS 7600A



## RS3 Contract Administrative Support Service Charge Cost

**ACC-APG Core Customers:** Agencies and organizations whose primary contracting activity is ACC-APG are not required to reimburse for the cost of contract administration when utilizing the RS3 Contract as long as those organizations use their primary ACC-APG contracting division to administer the RS3 task order requirement.

**Non-core Customers (DoD, USA, USN, USMC, USAF, USCG, USSF, Federal and State Organizations):** Agencies and organizations who are not assigned to nor use ACC-APG as their primary contracting activity are required to reimburse for the cost of contract administration when utilizing the RS3 Contract.

- If utilizing the RS3 Contracting Office to award a task order/exercise an option, the mission partner is required to reimburse for the cost of contract administrative support services equal to 1% of the task order's base year or option's award value. If a task order's period of performance (base and/or option) equals a contract administrative service support charge <\$35K, the mission partner is assessed the RS3 Contract's minimum contract administrative support service charge (\$35K).
- Mission partners utilizing the RS3 Contracting Office to award a task order requirement also provide reimbursement for the cost of pre-award contract administrative support services (\$40K). The pre-award contract administrative support services payment funds all pre-award contract administrative support services. The pre-award contract administrative support service charge payment should be forwarded to the RS3 Contracting Office within four weeks after task order registration on the RS3 Contract SharePoint site.
- If using a non-ACC-APG Contracting Office certified with RS3 Delegation of Procurement Authority (DPA), the mission partner will reimburse the RS3 Contracting Office for utilization of the RS3 Contract which is equal to 0.25% of the task order's base year award value. The 0.25% RS3 Contract utilization support service charge is also assessed against the awarded value of an option when an option is exercised.
- Reimbursement for the cost of contract administrative support services is capped at \$150K per task order period of performance (base year or option). The \$150K cap shall be met for each task order period of performance.

**Flexible Payment Options:** The RS3 Contracting Office offers flexible payment options to mission partners upon request.

The FS 7600A outlines the contract administrative support service charges (pre-award and post-award, i.e., base period of performance and option(s) periods of performance).



## Step 3: Technical Evaluations

The mission partner's technical team evaluates each proposal received (technical volume) in response to the Request for Proposal (RFP).

### The Technical Evaluation (TE)

A Technical Evaluation (TE) is the assessment of a proposal to determine an offeror's ability to successfully perform the prospective task order requirements. The technical evaluation is also used to determine a fair and reasonable price for the task order requirement. In order to conduct an effective evaluation, the proposal evaluation criteria must be clearly defined in the Request for Proposal (RFP). Proposal evaluations must be completed to determine the proposal providing the best value to the Government. Best value can be obtained by using one or a combination of source selection approaches on the best value continuum, including Lowest Price Technically Acceptable (LPTA) and tradeoff. The contracting officer and mission partner will determine the best approach to utilize based on the specifics of the task order requirement. The mission partner's technical evaluators are required to evaluate all the technical proposals received.

1. Once the contracting officer receives all proposals in response to the RFP, each proposal's technical volume is forwarded to the mission partner's technical evaluation team along with a technical evaluation form. The technical evaluation form is used by the contracting officer to assist in negotiations and award determinations.
2. A successful technical evaluation depends on:
  - a. Evaluation of the proposal solely against the specifics outlined in the RFP
  - b. Appropriate, well-defined evaluation criteria
  - c. The same evaluators evaluating each proposal
  - d. Evaluation rating standards that are understood and applied consistently to all proposals being evaluated
  - e. A careful review of the language in each proposal to determine how the offeror will meet the requirements of the RFP and to identify assumptions and statements that may indicate increased technical risk to the Government
  - f. Fully documented evaluation findings
3. The contracting officer will coordinate for the cost volume of the proposals to be evaluated internally by the contracting office's cost/price analysts. The mission partner will evaluate the technical volume, and, if applicable, other volumes/sections such as schedule if directed by the contracting officer. If the technical evaluation takes longer to complete than agreed to in the requirement milestones (i.e. discussions/negotiations which may result in revised/final technical evaluations), the award date of the task order may be pushed to the right. When the mission partner provides complete technical evaluations, the technical evaluations are reviewed by the contracting officer and the legal office. If the technical evaluations are approved by the legal office, the

contracting officer can award the task order as long as all other authority concurrences were received.

## **Phase 2: Post-Award Activities**

### **Step 4: Kick-off Meeting**

The mission partner and contracting officer may schedule a kick-off meeting with the prime contractor awardee within 30 days of task order award. During the kick-off meeting, the mission partner reviews task order requirements, and the prime contractor explains the contractor and sub-contractor execution plan to meet the mission partner's requirements within the established schedule. Please note. The Contracting Officer Representative (COR) and prime contractor work collaboratively to identify and resolve any issues.

### **Duties Typically Performed by the Contracting Officer Representative (COR) during the Kick-off Meeting**

1. Prepare for and fully participate in the kick-off meeting.
2. Maintain technical liaison and communication with the prime contractor.
3. Coordinate site entry for contractor personnel and ensure Government-furnished property is available when required.
4. Provide a copy of all technical data (e.g. drawings, specifications, technical manuals etc.) referenced by the PWS to the prime contractor, as required, upon request.

### **Step 5: Task Execution**

During task order execution, the mission partner and COR monitor progress and determine if changes in project scope and/or funding are required. If changes are required, the mission partner must formally request any change in writing to the contracting officer and must receive approval of the change(s) from the contracting officer prior to the government contractor executing the change(s). The mission partner must also assess the government contractor's performance on a quarterly basis and review contractor status reports and vouchers on a monthly basis. The mission partner is also responsible for completing all CPARS reports and evaluations.

## Duties Typically Performed by the COR During Task Order Execution

1. Prepare and forward subsequent modification packages to the contracting officer. The following information should be provided to the contracting officer:
  - a. Contract Number
  - b. Task Order Number
  - c. Brief description of requested change
  - d. Expected cost impact
  - e. Any required supporting documentation
2. Verify that the contractor performs the technical requirements of the contract/task order in accordance with the contract terms, conditions and specifications. Specific emphasis should be placed on the quality provisions for adherence to both the contract provisions and the contractor's own quality control program
3. Perform, or cause to be performed, necessary inspections in connection with the preceding item, and verify that the contractor has corrected all deficiencies if noted
4. Monitor the contractor's performance, notify the contractor of deficiencies observed during the surveillance and report incidents of faulty or nonconforming work, delays, or problems to the contracting officer
5. Monitor and pre-approve contractor travel requests and material in accordance with the PWS
6. Review all monthly vouchers/invoices submitted by the contractor including those submitted to the Defense Contract Audit Agency (DCAA)
7. Submit a monthly report in PIEE through the COR Tracking (CORT) Tool
8. Promptly notify the contracting officer of any issues or concerns related to the task order

### The mission partner needs to perform these tasks.

1. Monitor task order activity, and send a "Change Request" to the assigned contracting officer via e-mail whenever a change in project scope, funding, timeframe or any other factor is required

### Keep in Mind:

The "Change Request" is an e-mail message from the COR to the assigned contracting officer that describes a needed change. It should include:

- Contractor and Contract Number
- Task Order Number
- Brief description of requested change
- Expected cost impact
- Any required supporting documentation

	The request for a change typically requires revisions to one or more documents and final review and approval by the contracting officer. CORs will be directed to follow procedures similar to those outlined in Steps 2 and 3 of this Guidebook to initiate the review and approval process. The contracting officer will coordinate all changes and advise the mission partner of the required steps the mission partner must complete to obtain the appropriate approvals.
2. Conduct a monthly review of all vouchers submitted by the contractor for work accomplished during the previous month	Vouchers must be reviewed on a timely basis to determine if there are any discrepancies. Because the contractor is paid upon submission of a voucher, voucher discrepancies may be corrected in subsequent payments only. To review vouchers, follow the instructions provided below.
3. Conduct a monthly review of all status reports for work accomplished during the previous month	To review status reports, follow the instructions provided below.
4. Contractor Performance Assessment Report System (CPARS) ( <a href="http://www.cpars.gov">www.cpars.gov</a> )	Note: The contracting officer may determine no further contract administrative actions can be completed on a task order if COR monthly reports and CPARS are not current.
5. Perform COR monthly reports using CORT Tool	

## Step 6: Task Order Closeout

1. When a task order's full period(s) of performance have expired, the COR participates in the task order close-out process. The task order close-out process requires the COR to complete a review of any outstanding vouchers and/or monthly status reports, provide contracting officer with a final prime contractor CPARS report, provide the contracting officer with all COR documentation and verify all contractual obligations are complete. The COR sends a confirmation e-mail message to the contracting officer when these steps are accomplished. If it is determined there is remaining funding and that all obligated funds were not spent, the contracting officer will de-obligate the funds and return the funds to the mission partner.
2. The contracting officer will notify the RS3 Contracting Office the task order is closed after receiving confirmation from the COR that all contractual obligations have been met. If funding is to be returned to the mission partner, RS3 Contracting Office G8 personnel will amend any applicable MIPR(s) and will return the deobligation documentation to the mission partner and to the contracting officer.

## Section 2: The Contracting Officer Representative (COR)

1. The COR is the contractor's primary Government point of contact. The COR manages the task order award and administration processes. Only Government employees are permitted to be CORs. The COR will remain in effect through the life of a task order, unless the named COR is replaced by another individual. If reassigned or separated from Government service, the COR must notify the RS3 Contracting Office in advance of reassignment or separation to permit a timely selection and designation of a successor COR.
2. The mission partner or COR's organization's management and the COR nominee must have a PIEE account. Registered PIEE JAM/SPM user completes the nomination package. For DoD, unless an agency or service component has an exemption, the COR letter of designation will be issued via the JAM/SPM Modules within the PIEE e-Business Suite.
3. If the contracting officer requires access to CPARS, SPOT, and Enterprise Contractor Manpower Reporting Application (ECMRA), an account is required after the COR has been nominated.
4. The COR resides with the mission partner and is designated to each RS3 Contract task order. The COR is appointed by the assigned task order contracting officer with duties designated in an appointment letter. The COR provides the contractor access to all available Government furnished information, facilities, material, equipment, services as required to accomplish the mission requirements associated with each RS3 Contract task order. Contract surveillance is defined and accomplished in accordance with the Basic Contract Surveillance Plan and the Task Order Surveillance Plan.
5. The COR is required to maintain adequate records to sufficiently describe the performance of his/her duties as COR during the life of the task order. This responsibility includes keeping a record of inspections performed as well as the inspection results and any applicable laboratory test results.

### Remember

The COR and mission partner are not empowered to award, agree to, direct the performance of, sign (such as any contract, including a task order), contract for (such as a task order modification), or in any way obligate the payment of money by the Government. A COR may not take any action that may increase task order schedules, funds or scope. The contracting officer must make all contractual agreements, commitments or modifications that involve price, quantity, quality, delivery schedules or other terms and conditions of the contract/task order.

## The COR is NOT AUTHORIZED TO:

1. Grant, revise or extend the task order period of performance
2. Increase the funding ceiling amount of a task order
3. Deviate from the task order RFP and/or task order specifications
4. Approve material purchases that are not within scope of the task order
5. Authorize overtime
6. Direct subcontractors or prime contractors to perform work outside the work outlined in the task order award and PWS
7. Discuss the proposal and award with either the successful or unsuccessful offerors (A COR cannot give an "informal" debrief of any type)

## Contracting Officer Representative (COR) Certification

1. Certification is required to ensure that the COR is in compliance with regulations. Training requirements for the COR are directly related to the type of standards for the contract/task order, work or requirement to be performed, and the dollar value and complexity of the effort. DAU is responsible for implementing learning assets that match the COR competencies for Types A, B and C training. Mission partner CORs are required for each RS3 task order. Per the contracting officer, Level A and Level B training are required. Level C is required when the task order requires the training. All CORs are required to complete the courses and training identified prior to a RS3 task order award. On-site CORs are required for all locations.
2. The RS3 task order COR required training is provided in the ARP Requirements Checklist, which is available on the RS3 Customer Home Page ([Figure 4, Page 18, Customer Templates and Documents Page](#)). There are minimum COR training requirements. DoD components may add supplemental COR training requirements when appropriate. Training certificates/course completion must be uploaded to an organization's requirements unique RS3 URL location Reference ([Figure 3, Page 17, Confirmation e-mail](#)), and the Joint Appointment Module (JAM)/Surveillance and Performance Monitoring (SPM) in PIEE located at <https://piee.eb.mil/piee-landing/>. Training certificates and course completion verification should also be e-mailed to the RS3 Contracting Team.

**Caution!**

Read Carefully

1. The contracting officer determines the need for a COR to assist in technical monitoring and contract oversight of a task order. The RS3 Contract requires all CORs to file an OGE Form 450.

2. The RS3 Contracting Office has no connection with the required on-line COR related courses and training material. RS3 Contracting Office personnel cannot assist with course access or content problems.
3. If a problem is encountered, the COR must contact the training course's proponent organization's point of contact. The course/training requirement is governed by regulations and enforced by the assigned contracting officer. The RS3 Contracting Office can only inform the COR what courses and training are needed to earn COR certification.

<b>To complete the COR certification process, the COR needs to:</b>	<b>Keep in mind:</b>
1. Complete all required training courses.	When completing COR training courses, always print or save the awarded certificates. Certain training courses are agency specific and only available to members of that agency. Ensure you obtain your agency's corresponding equivalent.
2. Upload all training certificates into your organization's unique RS3 URL location ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ). Training certificates and course completion verification should also be e-mailed to the RS3 Contracting Team.	Ensure all training is completed and procure all training certificates. The COR must keep the RS3 Contracting Team updated regarding the COR's progression in meeting the COR training requirements.
3. Upload training certificates to your JAM/SPM user profile.	JAM/SPM will not allow a COR to be appointed to a contract if the required training courses are not completed.
4. Start COR nomination. The COR can begin the nomination process by accessing the JAM Module in PIEE, click on "Create Appointment", click on "COR Nomination"; <a href="https://piee.eb.mil/piee-landing/">https://piee.eb.mil/piee-landing/</a>	<p>The nomination process is in the following three primary areas:</p> <ul style="list-style-type: none"> <li>- COR Information: The COR or nominee completes his or her part of the nomination record.</li> <li>- Supervisor: The COR's supervisor or higher authority reviews and certifies their part of the nomination.</li> <li>- The contracting officer and contract specialist review the nomination and the contracting officer formally appoints the COR to the contract.</li> </ul>
5. If COR nomination is approved, the contracting officer will load the appointment or letter of designation into the JAM/SPM.	At this point, the COR will receive an email that advises her/him of the appointment. The appointment letter will be issued after the winning offeror is announced.



## COR Refresher Training

1. Minimum COR specific training up to 16 hours (every 3 years), or before assuming COR responsibilities if the individual has not served as a COR within the previous 24 months.
2. Annual DoD Component training to include the Acquisition Ethics Training Course and the Combatting Trafficking in Persons Training Course.
3. A complete list of Defense Acquisition University (DAU) continuous learning modules is available in the DAU iCatalog located on the DAU Website at <http://icatalog.dau.mil/appg.aspx>

## COR Responsibilities

1. Examples of COR responsibilities are listed below.

The mission partner or COR management may require the COR to perform additional duties and responsibilities. The following additional duties and responsibilities may require training and obtaining access to any or all of the databases in Section 3 Databases and Resources (below).

- a. Participate in pre-award requirements definition, acquisition planning and contract formation processes (market research, IGE and Justification and Approval documentation)
  - b. Establish and maintain a COR contract file. The file will contain at a minimum copies of the following documents:
    - (1) COR Letter of Designation from the assigned RS3 Contract task order contracting officer
    - (2) Signed contract and modifications
    - (3) QASP and other surveillance documents
    - (4) Trip reports
    - (5) Documentation of phone conversations with the contractor and contracting officer
    - (6) All invoice and payment documentation
    - (7) Documentation required to record, evaluate and report contractor's performance
    - (8) Surveillance documents
    - (9) Register, maintain and update databases identified in Section 3
  - c. Participate in meetings as requested by the assigned task order contracting officer
  - d. Coordinate with the contractor's program manager or contracts liaison to resolve issues and monitor corrective actions.
2. The designated COR is expected to perform or expected to ensure all required tasks and responsibilities are completed in a professional, proactive and ethical manner.



For a complete list of the COR responsibilities see DODI 5000.72, Enclosure 6 and COR appointment letter.

## Section 3. Databases and Resources

### Contractor Performance Assessment Reporting System (CPARS)

1. Website: <https://www.cpars.gov/> CPARS hosts a suite of web enabled applications that are used to document contractor performance information required by Federal Regulations. FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations.
2. CPARS is a web-enabled application that collects and manages the library of automated reports. CPARS assesses a contractor's performance and provides results, both positive and negative, on a given contractor during a specific period of time. The assessments are based on objective facts and supported by program and contract management data such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations and earned contract incentives. CPARS is for unclassified information only. Do not enter classified information in CPARS.
3. One must possess a valid User ID to logon to CPARS applications. User accounts can be acquired by contacting your IT POC or by submitting an access form. CORs can find information for CPARS training, CPARS instructor led training and training materials online. A CPARS User's Manual provides procedures for entering, updating, revising and reviewing information in the CPARS Automated Information System (AIS) can also be found online. <https://www.cpars.gov/pdfs/CPARS-Guidance.pdf>

### Synchronized Pre-deployment and Operational Tracker (SPOT)

The DoD, Department of State and The United States Agency for International Development (USAID) uses SPOT as a repository of information on contracts and contractor personnel in contingency operations. SPOT has been designated as the Joint Enterprise Contractor Management and Accountability System providing a central source of contingency contractor information and a summary of contract services IAW DoD Instruction 3020.41 Operational Contract Support. Companies and Government representatives are required to maintain by name contractor accountability within SPOT. The SPOT website is <http://www.acq.osd.mil/log/PS/spot.html>

## Enterprise Contractor Manpower Reporting Application (ECMRA)

ECMRA is designed to collect various information such as funding source, contracting vehicle, organization supported mission, function performed, and labor hours and costs for contracted efforts providing services to the Department of the Army from contractors and Army activities requiring contracted services from supporting contracting offices.

Contractor Manpower Reporting enables the Army to:

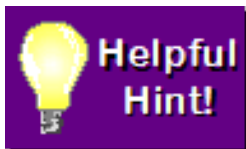
1. Fully understand the composition of the Army workforce (military, civilian, contractor), and allows for more informed decisions on funding and workforce staffing
2. Provide better oversight of the total Army workforce to avoid duplication of effort or using Contractor Manpower Equivalents to offset budget and workforce decisions
3. Better accounting for and explanation of the total workforce
4. Users can use CMRA to view and enter contract information
5. All contract data is strictly confidential and only viewed by authorized users

## Joint Appointment Module (JAM) and the Surveillance and Performance Monitoring (SPM) Module

In June 2020, functions once performed in the Contracting Officer Representative Tracking (CORT) Tool were moved to both the Joint Appointment Module (JAM) and the Surveillance and Performance Monitoring (SPM) Module in PIEE.

JAM/SPM Modules are available at <https://piee.eb.mil/piee-landing/>. The JAM/SPM Modules are web-based applications designed to track COR and COR related actions within DoD. The modules facilitate the nomination, appointment, revocation and termination of an individual as a COR against a DoD contract/task order or order issued on behalf of a DoD assisting agency.

**Non-DoD agency personnel** who do not possess a DoD CAC are eligible for a CAC exemption and may be granted access via username and password. Those personnel should contact the WAWF Helpdesk to apply for a CAC exemption. External agencies and their personnel have the ability to register via username and password and enter contracts/task orders for which CORs are assigned. The “Department” field should be replaced with “Non-DoD”.



The WAWF / PIEE Help Desk can be reached at  
Phone: (866) 618-5988  
Email: [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)

## **Benefits of JAM:**

- COR nominations, appointments and terminations are managed in JAM.
- JAM features include the following.
  - Begin nomination/appointment process with contract number/task order number lookup.
  - Allows contracting officer or contract specialist to start the appointment of the COR(s) on awarded or new contracts.
  - Allows contract specialist to perform all tasks on the nomination/appointment except signing the designation letter and final approval of the nomination/appointment.
  - Allows contracting officer/contract specialist to retain contract for surveillance and administration for services-based contracts that they do not plan to appoint a COR for.
  - Provides menu items to include COR Information, COR Termination and Signature Required.
  - Provides data elements to include Period of Performance Monitoring, Cost Reimbursement, Cost Vouchers and multiple types of pre-award numbers.
  - Removes the need for an active “Supervisor/Commander” role. The COR’s supervisor will be pulled from the COR’s PIII user profile.
  - Renames “COR Profile” to “COR Information”.
  - Adds a “COR Lookup” functionally that provides a “view only” capability to allow additional personnel to see the COR’s Training and Qualification.
  - Allows the COR to request a waiver of certain training courses and allows a contracting officer to approve a COR’s nomination/appointment with training waiver in place.
  - Standardizes the designation and termination letters to comply with DoDI 5000.72 requirement.
  - Provides an audit trail of all actions via workflow history

## **Benefits of SPM:**

- Contract Surveillance is conducted in SPM.
- SPM features include the following:
  - Replaces COR Working File and the COR Online file.
  - Introduces the COR Surveillance Contract File concept where the user can access, in a single location the data and supporting documentation needed to conduct contract surveillance.
  - Introduces COR Surveillance and Oversight menu which serves as a data entry point for all surveillance actions and documentation.
    - Allows user with appropriate roles the ability to make updates.
    - Provides user with the ability to add external documents (e.g. PDF, MS Word, Excel) for an individual contract in SPM for which they are the COR and/or performing surveillance for.

- Provides users access to digitized and standardized forms for recurring submission of contract surveillance documentation.
- Provides users access to library of available DoD developed Smart Forms for documentation.
- Allows contracting officer and contract specialist to submit Annual COR Inspection Checklist for multiple contracts/task orders without having to re-query each contract/task order.
- Provides access to COR reports and provides users the following:
  - Ability to run reports for their agency and
  - Ability to access COR management reports in PBIS.
- Provides a formalized process for the COR to inform the contracting officer, contracting specialist and quality assurance representative of any ambiguities or discrepancies in the contract/task order.
- Permits viewing of cost voucher in WAWF through a user interface from SPM.
- Connects and shares data with other PIEE enterprise systems and modules (WAWF, GFP, EDA, SPRS).
- Supports contract closeout using EDA closeout date.

### Remember

The Procurement Integrated Enterprise Environment manages the JAM/SPM Modules. Help Desk Services are available at: [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil) or (866) 618-5988

## PIEE Training Resources:

- **Training**
  - Web Based Training and guides available on PIEE in the help and training section located here: <https://wawftraining.eb.mil/wbt/>.
  - Guides, training slides and other helpful information available on the JAM and SPM homepage.

## Procurement Integrated Enterprise Environment (PIEE) e-Business Suite Invoice, Receipt, Acceptance and Property Transfer (iRAPT)

Website: <https://piee.eb.mil/>

The PIEE e-Business Suite iRAPT application is a secure web-based system for electronic invoicing, receipt and acceptance. The iRAPT creates a virtual folder to combine the three documents required to pay a contractor – the contract, the invoice and the receiving report. The application enables electronic form submission of invoices, government inspection and acceptance documents in order to support DoD’s goal of moving to a paperless acquisition process. iRAPT was known as WAWF until release 5.6.0 in 2014 when the name was changed to iRAPT.

## iRAPT Application Benefits

1. Provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation via interactive web-based applications.
2. Authorized DoD users are notified of pending actions by e-mail message and are presented with a collection of documents required to process the contracting or financial action.
3. Helps to mitigate interest penalty payments due to lost or misplaced documents and highlights contractor offered discounts in addition to streamlining the whole process from weeks to days or minutes.
4. Provides the capability to electronically capture and submit information in support of the shipment and the receipt of GFP by DoD and contractor businesses. This functionality provides all mission partners, property managers, financial managers and contractors the capability to access up-to-date information on a need-to-know basis.

## Federal Awardee Performance and Integrity Information System (FAPIS)

1. Website: <https://www.fapiis.gov> The FAPIS is a database that contains information to support award decisions as required by the FAR. The FAPIS is a web-enabled application that collects information on:
  - a. Administrative Agreements
  - b. Defective Pricing Actions
  - c. DoD Determinations of Contractor Fault
  - d. Information on Trafficking in Persons
  - e. Non-Responsibility Determinations
  - f. Recipient Not Qualified Determinations
  - g. Subcontractor Payment Issues
  - h. Terminations for Default
  - i. Terminations for Cause
  - j. Terminations for Material Failure to Comply
2. The FAPIS is composed of an input and an output module. The input module is located in CPARS. FAPIS data entry users input records via the FAPIS' CPARS input module. Each record includes the Action Date, Document Number, Awardee Information, Contracting/Grant/Suspension/Debarment Officer Information and Attachment. Product Service Code, North American Industrial Classification System Code, and Catalog of Federal Domestic Assistance Code are also included as applicable. A FAPIS data entry user is given 30 days to complete the record. If the record is entered but not completed within 30 days, the incomplete record is deleted. The user is notified weekly prior to record deletion. Government officials seeking to

enter records in FAPIIS must request access from their CPARS/FAPIIS Focal Point. ([www.CPARS.gov](http://www.CPARS.gov))

## Regulatory Requirements:

1. FAR 9.105-2(b)(2): Contracting officer shall document determination of non-responsibility in FAPIIS. Enter within three working days.
2. FAR 9.406-3(f): Enter administrative agreement to resolve debarment proceeding in FAPIIS. Enter within three working days.
3. FAR 9.407-3(e): Enter administrative agreement to resolve suspension proceeding in FAPIIS. Enter within three working days.
4. FAR 42.1503(h): Agencies shall report defective cost or pricing data, termination for default, termination for cause, information on trafficking in persons and subcontractor payment issues in FAPIIS. Enter within three calendar days.
5. DFARS 209.105-2-70: Enter determination of contractor fault in FAPIIS. Enter within three calendar days.
6. Grants: Not covered by FAR. Timeframe for entering to be determined.
7. Once a record has been completed in the FAPIIS CPARS input module, is transmitted to the output module in the Past Performance Information Retrieval System (PPIRS). When the record is transmitted to PPIRS, the awardee is notified via email and the record becomes available to the awardee for review and comment. Federal Source Selection officials may also retrieve the record from PPIRS for use in making award decisions and responsibility determinations. FAPIIS records are retained for a period of five years. ([www.PPIRS.gov](http://www.PPIRS.gov))

## Acquisition Requirements Roadmap Tool (ARRT) Suite at: [https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-\(ARRT\)-Suite](https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-(ARRT)-Suite)

1. The ARRT Suite is a collection of tools that helps one build strategic elements of an organization's acquisition documents by walking one through structured processes to help one ask and answer the right questions related to an acquisition. As an individual completes the process, the tool generates work products in MS Word format for further editing and routing through the acquisition process.
  2. The ARRT Suite includes the following tools: Evaluation Factors, a Performance Assessment and Cost Estimation. These tools can be used independently or together to produce work products. Future versions of the ARRT Suite will continue to improve these tools and add additional components.
  3. To download a copy of the Suite, please go to the ARRT Registration Form:  
[https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-\(ARRT\)-Suite](https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-(ARRT)-Suite)
- a. **ARRT Requirements Definition** is a tool used to write performance-based requirements following the Requirements Roadmap process. Using this tool, one can create PWS, QASP, and Performance Requirement Summaries (PRS).



- b. **ARRT Evaluation Factors** provides a simple, structured approach for developing contract source selection factors. It walks one through a step-by-step process to set factors and sub factors, describe what will be evaluated and set their relative importance.
- c. **ARRT Performance Assessment** assists the COR in creating and executing an assessment schedule that is in alignment with the QASP in order to prepare inputs for CPARS.
- d. **ARRT Cost Estimation** is a tool that guides one through the process of estimating costs of services detailed in the PWS and helps create an IGE.

## Foreign Clearance Resources:

### Department of Defense Foreign Clearance Guide (FCG)

<https://www.fcg.pentagon.mil/fcg.cfm>

Website provides foreign clearance guidance for many countries. The DoD FCG contains information that may be sensitive, is based on bilateral arrangements between United States and foreign government officials and is not releasable outside the United States Government unless approved by a competent authority.

### Status of Forces Agreement (SOFA)

SOFA defines the legal status of DoD personnel, activities and property in the territory of another nation and sets forth rights and responsibilities between the United States and the host country government. It is the person's responsibility who is visiting a foreign country to determine if a SOFA exists, and if it does, determine what provisions exist and proceed accordingly. SOFA requirements can be identified for specific countries through the Department of Defense Foreign Clearance Guide (FCG) listed above.

### Country Specific Helpful Resources:

**Germany** <http://www.eur.army.mil/g1/content/CPD/docper.html>

**Italy** [http://www.eur.army.mil/g1/content/CPD/docper/docper\\_italyOps.html](http://www.eur.army.mil/g1/content/CPD/docper/docper_italyOps.html)

**Korea** <http://www.usfk.mil/Organization/Acquisition-Management-FKAQ/>

## RS3 Contract Task Order Types

### **COST PLUS FIXED FEE (CPFF) CONTRACT**

A Cost Reimbursement Contract provides for payment to the contractor of a negotiated fee (profit) that is fixed at the inception of the contract/task order (FAR 16.306(a)). The fixed fee does not vary with actual cost but may be adjusted as a result of changes in the work to be performed under the contract/task order. A CPFF Contract/Task Order permits contracting for efforts that might otherwise present too great of a risk to contractors but is thought to give contractors less incentive to control cost than does a fixed-price contract. FAR 16.306(b) limits its use to those situations where the Government has not established reasonably firm objectives (such as contracts for research). Two forms of CPFF Contracts/Task Orders: (1) the completion form contract, in which the work is described by stating a definite goal or target and an end product (frequently a report); and (2) the term form, in which the contract calls for a stated level of effort (usually hours or days of specified classes of labor) over a given period of time.

### **FIRM FIXED PRICE (FFP) CONTRACT**

A Firm Fixed Price Contract provides for a price that is not subject to adjustment on the basis of a contractor's cost experience in performing the contract/task order (FAR16.202-1). FFP Contracts are generally subject to adjustment in accordance with contract clauses providing the equitable adjustments or price adjustments. FFP Contracts place maximum risk and full responsibility on the contractor for the contractor to control costs, perform effectively and impose a minimum administrative burden upon the contracting parties unless changes are issued, or unforeseen events occur during performance. FAR 16.103(b) states FFP Contracts are the preferred type of contract when the risk involved is minimal or can be predicted with an acceptable degree of certainty.

### **COST PLUS INCENTIVE FEE (CPIF) CONTRACT**

A CPIF Contract is a cost-reimbursement contract providing for the initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs (FAR 16.405-1). A CFIF Contract specifies a target cost, a target fee, minimum and maximum fees and a fee adjustment formula. After contract performance, the fee payable to the contractor is determined in accordance with the formula. The formula provides, within limits, for increases in fee above target fee when total allowable costs are less than target costs and decreases in fee below target fee when total allowable costs exceed target costs. The increase or decrease is intended to provide an incentive for the contractor to manage the contract effectively. When total allowable cost is greater than or less than the range of costs within which the fee adjustment formula operates, the contractor is paid total allowable costs, plus the minimum or maximum fee.

(b) Application.

(1) A Cost Plus Incentive Fee Contract is appropriate for services or for research, development and test (RDT&E) programs when—

- (i) A cost reimbursement contract is necessary (see FAR 16.301-2); and
- (ii) A target cost and a fee adjustment formula can be negotiated that are likely to motivate the contractor to manage effectively.

(2) The contract may include technical performance incentives when it is highly probable that the required development of a major system is feasible and the Government has established its performance objectives, at least in general terms. This approach also may apply to other acquisitions if the use of both cost and technical performance incentives is desirable and administratively practical.

(3) The fee adjustment formula should provide an incentive that will be effective over the full range of reasonably foreseeable variations from target cost. If a high maximum fee is negotiated, the contract shall also provide for a low minimum fee that may be a zero fee or, in rare cases, a negative fee.

(c) Limitations. No Cost Plus Incentive Fee Contract shall be awarded unless all limitations in FAR 16.301-3 are complied with.

**\*\*RS3 task orders can be awarded having both cost type and FFP CLIN structures.**

## Commonly Used Acronyms

Acronym	Definition
ACO	Administrative Contracting Officer
ALT	Acquisition, Logistics and Technology
ARO	After Receipt of Order
ARP	Acquisition Requirements Package (pre-award documentation)
ASA	Assistant Secretary of the Army
AFARS	Army Federal Acquisition Regulation Supplement
AIS	Automated Information System
ARRT	Acquisition Requirements Roadmap Tool
ASD	Administrative Support Document
ASSA	Analytical Support Status Accreditation
AT	Antiterrorism AFARS PART 5107.91
BRAC	Base Realignment and Closure
C5ISR	Command, Control, Communications, Computers, Cyber, Intelligence, Surveillance and Reconnaissance
CA	Capabilities Statement
CAC	Common Access Card
CDRL	Contract Data Requirements List (DD Form 1423-1)
CECOM	Communications Electronics Command
CECOM LCMC	CECOM Life Cycle Management Command
CLIN	Contract Line-Item Number
CMRA	Contractor Manpower Reporting Application
COCOM	Combatant Command

<b>COMSEC</b>	Communications Security
<b>CONUS</b>	Contiguous United States
<b>COR</b>	Contracting Officer Representative
<b>CORT</b>	Contracting Officer Representatives Tracking
<b>CPARS</b>	Contractor Performance Assessment Report System
<b>CPFF</b>	Cost Plus Fixed Fee
<b>CR</b>	Critical Requirement
<b>CSS</b>	Contractor Support Services
<b>DCAA</b>	Defense Contract Audit Agency
<b>DCOPS</b>	Contractor Online Processing System
<b>DEERS</b>	Defense Enrollment Eligibility Reporting
<b>D&amp;F</b>	Determinations and Findings
<b>DOCPER</b>	DoD Contractor Personnel Office
<b>DPAP</b>	Defense Procurement and Acquisition Policy
<b>D, DPAPSS</b>	Director, Defense Procurement, Acquisition Policy and Strategic Sourcing
<b>DA</b>	Department of the Army
<b>DAU</b>	Defense Acquisition University
<b>DCAA</b>	Defense Contract Audit Agency
<b>DCMA</b>	Defense Contract Management Agency
<b>DCSINT</b>	Deputy Chief of Staff for Intelligence
<b>DD Form 254</b>	Department of Defense Form 254
<b>DFARS</b>	Defense Federal Acquisition Regulation Supplement
<b>DFAS</b>	Defense Finance and Accounting Service
<b>DCOPS</b>	DOCPER Contractor Online Processing System
<b>DOCPER</b>	DoD Contractor Personnel Office
<b>DoDACC</b>	Department of Defense Activity Address Code
<b>DSN</b>	Defense Switched Network
<b>ECMRA</b>	Enterprise Contractor Manpower Reporting Application
<b>EDA</b>	Electronic Document Access
<b>FAR</b>	Federal Acquisition Regulation
<b>FFP</b>	Firm Fixed Price
<b>FKAQ</b>	USFK ACS, Acquisition Management
<b>FMS</b>	Foreign Military Sales
<b>FOUO</b>	For Official Use Only
<b>GFE</b>	Government Furnished Equipment
<b>GFF</b>	Government Furnished Facilities
<b>GFI</b>	Government Furnished Information
<b>GFM</b>	Government Furnished Material
<b>GFR</b>	Ground Flight Risk
<b>HQDA</b>	Headquarters, Department of the Army
<b>IC</b>	Invited Contractor
<b>IDIQ</b>	Indefinite Delivery, Indefinite Quantity
<b>IGE</b>	Independent Government Estimate

<b>IRAPT</b>	Invoice Receipt Acceptance and Property Transfer
<b>IUID</b>	Item Unique Identification
<b>J&amp;A</b>	Justification and Approval
<b>JCCS</b>	Joint Contingency Contracting System
<b>JCXS</b>	Joint Contingency and Expeditionary Services
<b>KO</b>	Contracting Officer
<b>CS</b>	Contract Specialist
<b>LA</b>	Legislative Affairs; Legislative Assistant (Congress)
<b>LMP</b>	Logistics Modernization Program
<b>LOA</b>	Letter of Offer and Acceptance
<b>LOI</b>	Letter of Identification
<b>LPTA</b>	Lowest Price Technically Acceptable
<b>MIPR</b>	Military Interdepartmental Purchase Request (DD Form 448)
<b>MSR</b>	Monthly Status Report
<b>OCONUS</b>	Outside Contiguous United States
<b>OMA</b>	Operations and Maintenance, Army
<b>OPSCO</b>	Operations Coordinators
<b>OPSEC</b>	Operations Security
<b>OPSNCO</b>	Operations Noncommissioned Officer
<b>PARC</b>	Principal Assistant Responsible for Contracting
<b>PB</b>	Performance Based
<b>PCO</b>	Procuring Contracting Officer
<b>PGI</b>	Procedures Guidance and Information
<b>PIEE</b>	Procurement Integrated Enterprise Environment
<b>PIPC</b>	Property in Possession of Contractors
<b>POC</b>	Point of Contact
<b>PoP</b>	Period of Performance
<b>PPIRS</b>	Past Performance Information Retrieval System
<b>PRON</b>	Procurement Request Order Number
<b>PRS</b>	Performance Requirement Summaries
<b>PWD</b>	Procurement Work Directive
<b>PWS</b>	Performance Work Statement
<b>QASP</b>	Quality Assurance Surveillance Plan
<b>RAPIDS</b>	Real-Time Automated Personnel Identification System
<b>RFP</b>	Request for Proposal
<b>RSCA</b>	Request for Service Contract Approval
<b>RO</b>	USFK Responsible Officer
<b>ROK</b>	Republic of Korea
<b>SA</b>	Sponsoring Agency
<b>SAP</b>	Special Access Program
<b>SCI</b>	Sensitive Compartmented Information
<b>SLIN</b>	Sub-Line Item Number
<b>SOFA</b>	Status of Forces Agreement

<b>SOMARDS</b>	Standard Operation and Maintenance Army Research and Development System (Accounting)
<b>SPOT</b>	Synchronized Pre-Deployment and Operational Tracker
<b>TA</b>	Trusted Agent
<b>TBC</b>	Theatre Business Clearance
<b>TC</b>	Troop Care
<b>T&amp;C</b>	Terms and Conditions
<b>TE</b>	Technical Expert
<b>TESA</b>	Technical Expert Status Accreditation
<b>TR</b>	Technical Representative
<b>T&amp;M</b>	Time and Materials
<b>UCA</b>	Undefinitized Contract Action
<b>USDAO</b>	U.S. Defense Attaché Office
<b>USID</b>	Uniformed Servicing ID
<b>WAWF</b>	Wide Area Work Flow

## RS3 Program and Contract Office Contact Information

### RS3 E-Mail Address:

[usarmy.apg.acc.mbx.rs3-program-customer-support@army.mil](mailto:usarmy.apg.acc.mbx.rs3-program-customer-support@army.mil)

### RS3 SharePoint Site (Includes Contact Information for POCs):

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>

### RS3 Mailing Address:

Army Contracting Command  
 RS3 Contracting Office  
 6472 Integrity Court  
 Building 4401, Office 113,  
 Aberdeen Proving Ground, Maryland 21005-1846

### RS3 Army.MiL/ACC Web Site (RS3 Contract Public Page):

<http://acc.army.mil/contractingcenters/acc-apg/RS3/>

