



**POLARIS GWAC PROGRAM**

**SMALL BUSINESS POOL**

**REQUEST FOR PROPOSAL**

**47QTCB22R0001**

**SECTION A**  
**SOLICITATION/CONTRACT FORM**

The SF33 must be completed as described in Section L.

## **SECTION B SUPPLIES OR SERVICES AND PRICES/COSTS**

### **B.1 GENERAL**

The Polaris Governmentwide Acquisition Contract (GWAC) Small Business (SB) Pool is a Multiple Award, Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract to provide customized Information Technology (IT) services and IT services-based solutions. The principal nature of any resulting task order procurement must be for IT services; however, ancillary support may be included when it is integral to and necessary for the IT services-based effort.

The Contractor must provide all management, supervision, labor, facilities, and materials necessary to perform on a task order basis.

Hereafter, the Polaris GWAC SB Pool will also be referred to as the "Master Contract" while task orders issued under the Master Contract will be referred to as "task order(s)" or "order(s)."

### **B.2 AUTHORITY**

The Administrator of the U.S. General Services Administration (GSA) is specifically authorized to purchase supplies and nonpersonal services on behalf of other agencies under the Federal Property and Administrative Services Act, 40 U.S.C. 501.

The Office of Management and Budget (OMB) has designated the GSA as an Executive Agent for Governmentwide IT acquisitions pursuant to Section 5112(e) of the Clinger-Cohen Act, 40 U.S.C. 11302(e).

The scope of this designation includes the award and administration of the Master Contract and delegation of authority for the award and administration of the task orders as set forth in Section G.2 Authorized Agencies and Delegation of Procurement Authority. Through this GWAC, federal government agencies can award task orders to acquire IT services and IT services-based solutions.

In accordance with Federal Acquisition Regulation (FAR) 17.502-2(b), the Economy Act does not apply to GWACs.

### **B.3 MINIMUM CONTRACT GUARANTEE AND MAXIMUM CONTRACT CEILING**

(a) Minimum. The minimum guaranteed award amount for this IDIQ contract is \$2,500 dollars per Master Contract for the full term of the Master Contract. The exercise of the option period does not re-establish a minimum guaranteed award amount.

(b) The Government has no obligation to issue task orders to the Contractor beyond the amount specified in paragraph (a) of this section. Should the contract expire or be unilaterally terminated for convenience by the Government without the Contractor receiving the minimum guaranteed award amount, the Contractor may present a claim to the Contracting Officer (CO) for an amount not to exceed the minimum guaranteed award amount. The minimum guaranteed award amount is not applicable if the contract is terminated for default or is bilaterally canceled by the parties. Entitlement is waived if no claim is submitted to the CO within one year of contract termination or expiration.

(c) Maximum. There is no maximum dollar ceiling for the Master Contract or for each individual task order. An unlimited number of task orders may be placed for the term of Polaris, including the Option, if exercised. Ordering Contracting Officers (OCOs) will follow regulatory and agency requirements to establish maximum dollar ceilings at the task order level.

#### **B.4 PERFORMANCE-BASED PREFERENCE**

Pursuant to FAR 37.102(a)(2), the OCO, defined in Section G, should use performance-based acquisition methods to the maximum extent practicable using the following order of precedence:

1. A Firm-Fixed Price Performance-Based Task Order
2. A Performance-Based Task Order that is not Firm-Fixed Price
3. A Task Order that is not Performance-Based

#### **B.5 TASK ORDER CONTRACT TYPES**

FAR Part 16 identifies types of contracts and agreements. For Polaris task orders, allowable contract types include:

- FAR Subpart 16.2 Fixed-price Contracts
- FAR Subpart 16.3 Cost-Reimbursement Contracts
- FAR Subpart 16.4 Incentive Contracts
- FAR 16.601 Time-and-Materials
- FAR 16.602 Labor-Hour Contracts

Task orders may also incorporate FAR Subpart 17.1, Multi-year Contracting, and FAR Subpart 17.2, Options. Polaris supports both commercial and non-commercial requirements. Polaris does not allow agreements identified in FAR Subpart 16.7.

These contract types can be used individually or in combination within a single task order comprising multiple Contract Line Item Numbers (CLINs).

For cost-reimbursement type task orders, reference H.13, Accounting System.

#### **B.6 TASK ORDER PRICING (ALL ORDER TYPES)**

In accordance with 41 U.S.C. 3306(c) and associated GSA Class Deviation CD-2020-14, the Master Contract does not establish prices for any supply or service; therefore, the OCO will establish pricing for each order utilizing the policies and methods provided within FAR Subpart 15.4.

#### **B.7 LABOR CATEGORIES**

The Master Contract provides IT Service Labor Categories (see Attachment J-2, Labor Category Descriptions). Each of the defined IT Service Labor Categories includes four (4) skill levels. The Contractor must utilize the IT Service Labor Categories to the maximum extent possible. Additional labor categories may be utilized when necessary to provide an IT services-based solution. Additional labor categories must provide skill sets that are not explicitly defined in any labor category description in Attachment J-2 Labor Category Descriptions. If a Contractor identifies an additional labor category that is needed to perform an order, the Contractor should communicate with the OCO to identify any necessary supporting documentation.

#### **B.8 LABOR SUBJECT TO THE WAGE RATE REQUIREMENTS (CONSTRUCTION)**

To the extent that construction, alteration, and repair are subject to the wage rate requirements and within scope of a task order and the Master Contract, the OCO may identify such work under a separate CLIN on the task order and incorporate the appropriate wage determinations in accordance with FAR Subpart 22.4, Labor Standards for Contracts Involving Construction.

Any construction must be integral to and necessary for the IT services-based effort—see Section C.4.

The Master Contract does not include all applicable provisions and clauses for labor categories subject to the Wage Rate Requirements (Construction). Each task order must be tailored to include the appropriate provisions and clauses.

#### **B.9 LABOR SUBJECT TO THE SERVICE CONTRACT LABOR STANDARDS (SCLS)**

The preponderance of services performed through this contract are considered bona fide executive, administrative, professional labor, and are generally exempt from the SCLS.

To the extent that any labor is subject to the SCLS and within scope of a task order and the Master Contract, the OCO may identify such work under a separate CLIN on the task order and incorporate the appropriate wage determinations in accordance with FAR Subpart 22.10 Service Contract Labor Standards.

The Master Contract does not include all applicable provisions and clauses for labor categories subject to the SCLS. Each task order must be tailored to include the appropriate provisions and clauses.

#### **B.10 TRAVEL PRICING (ALL ORDER TYPES)**

Travel may be required to support the requirements of this contract and as stated in individual task orders. For those task orders requiring travel, the Contractor must include estimated travel requirements in the task order proposal as required by the OCO.

#### **B.11 WORK OUTSIDE THE CONTIGUOUS UNITED STATES (CONUS)**

It is anticipated there may be task orders under this contract with performance outside the contiguous United States. The Department of State Standardized Regulations (DSSR) are the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. OCOs are authorized to select a foreign area pricing approach consistent with the DSSR tailored to their order requirements. If a task order request (TOR) includes foreign area work and the OCO has not identified a preferred foreign area pricing approach, contractors may include a foreign area pricing approach consistent with the DSSR in their response to a TOR. OCOs will determine if the approach results in a fair and reasonable price in accordance with the DSSR, FAR Subpart 15.4 Contract Pricing, and FAR Part 16 Types of Contracts as applicable. Upon request of the OCO, the Contractor must provide data other than certified cost or pricing data (FAR 15.403-3) to support its task order proposal(s).

#### **B.12 GWAC CONTRACT ACCESS FEE (CAF)**

GSA's operating costs are reimbursed through a Contract Access Fee (CAF) charged on all orders placed against the Master Contract. The CAF is paid by the ordering agency but remitted to GSA by the Contractor. GSA maintains the unilateral right to establish and change the CAF rate. GSA will provide at least a 60-day notice prior to the effective date of any change to the CAF payment process. Changes to the CAF only apply to orders awarded after the change is announced.

The CAF rate, which is currently 0.75%, is applied to the total amount paid on each invoice (including ancillary support and travel).

Based on the established CAF rate, the Contractor must include the estimated CAF in each task order proposal based on the total estimated order value. The Contractor must include the CAF as a separate line item on all proposals and invoices to the Government, regardless of contract type. The CAF must never be treated as a negotiable element between the Contractor and the ordering agency.

GSA will provide notification to contractors for any customer organizations with a special CAF rate that is different from the established CAF rate.

Contractors are responsible for collecting the CAF from ordering agencies and for remitting the CAF to GSA in accordance with Section G.14.

(End of Section B)

## **SECTION C DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

### **C.1 SCOPE**

The Master Contract scope in Section C provides Federal agencies with customized IT services and IT services-based solutions, as defined in the Clinger-Cohen Act and FAR 2.101. This may include both commercial and non-commercial services. Customized IT services-based solutions, which can be tailored to meet an agency's particular mission needs, may include any one or combination of IT services identified in Section C, including new and emerging technologies that evolve over the life of the Master Contract.

The principal nature of any resulting task order procurement must be for IT services; however, ancillary support may be included when it is integral to and necessary for the IT services-based effort. Performance may occur at Government and Contractor locations worldwide, as specified in each task order.

#### **C.1.1 The North American Industry Classification System (NAICS)**

Pursuant to FAR 19.102(b), the NAICS code selected for the Master Contract is designated as 541512, Computer Systems Design Services; GSA determined this is the NAICS code that best describes the types of IT services available under Polaris. However, the selection of this NAICS code does not delimit the scope of orders placed at the task order level. The principal nature of the resulting task order must be for IT services.

#### **C.1.2 Definition of Information Technology**

As referenced in Section C.1, definitions of IT are used to define the scope of the Master Contract and are provided below.

##### **C.1.2.1 Clinger-Cohen Act**

(a) The term "information technology", with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

(b) The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

(c) Notwithstanding subparagraphs (a) and (b), the term "information technology" does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.

##### **C.1.2.2 Federal Acquisition Regulation (FAR)**

The FAR defines information technology in section 2.101(b): "Information technology" means any equipment, or interconnected system(s) or subsystem(s) of equipment, that is used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency.

(a) For purposes of this definition, equipment is used by an agency if the equipment is used by the agency directly or is used by a contractor under a contract with the agency that requires—(i) Its use; or (ii) To a significant extent, its use in the performance of a service or the furnishing of a product.

(b) The term “information technology” includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources.

(c) The term “information technology” does not include any equipment that— (i) Is acquired by a contractor incidental to a contract; or (ii) Contains imbedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment, such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.

### **C.1.2.3 National Institute of Standards and Technology (NIST)**

NIST defines information technology as the art and applied sciences that deal with data and information. Examples are capture, representation, processing, security, transfer, interchange, presentation, management, organization, storage, and retrieval of data and information (NISTIR 8074 Vol. 2, Supplemental Information for the Interagency Report on Strategic U.S. Government Engagement in International Standardization to Achieve U.S. Objectives for Cybersecurity).

## **C.2 TECHNOLOGY BUSINESS MANAGEMENT (TBM)**

The Master Contract provides IT services in support of the services performed in the Federal Government, as described by TBM. TBM is an IT management framework that provides a taxonomy categorizing IT and business solutions, services, technologies, and resources into discrete groups to better understand IT cost components and how they are used. TBM enables Federal agencies to disaggregate IT spending into smaller, consistent categories to provide a more accurate and detailed understanding of IT costs. This allows Federal agencies to identify duplicative, or unnecessary spending, determine where they may need additional investment, and make better informed decisions regarding future investments.

The TBM Framework provides a standard taxonomy with three different perspectives, each necessitating IT services supported by the scope of this contract:

- Finance View: The lowest layer of the model begins with the general ledger. It has cost pools such as hardware, software, and labor.
- IT View: The middle layer includes a set of IT towers and sub-towers, such as servers, storage, and applications.
- Business View: The taxonomy provides a standard set of application and service categories along with higher-layer business units and business capabilities.

The TBM taxonomy defines Products & Services as, “what IT delivers to end consumers: business leaders, end users and often external parties such as partners and customers. In more mature, service-oriented organizations, services are well defined, advertised in a service catalog, priced, or costed, and measured for consumption, among other practices. Service definitions should convey business value to business leaders, users or other stakeholders.” TBM Towers and Sub-Towers reflect the various components, or domains and functions, to provide the services above. The taxonomy can provide guidelines and definitions, established by industry and government IT Subject Matter Experts (SMEs), that can be leveraged in defining contract needs.

The government must track such contract expenditures throughout their useful lifecycle to understand better how the expenditure/contract impacts or enables the agency's mission. The TBM taxonomy provides a structure to align all task orders under Polaris using standard services and components, as defined by industry best practices.

This provides the government with traceability throughout the contract lifecycle by tracking the award from the initial task order request through the actual spend on relevant IT services that are procured, then tracked through the specific technology domains and functions (Towers) used to deliver those services within each task order. This will ensure agencies are obtaining the highest value of understanding IT expenditures that support the agency's mission. Depending on the complexity of the service procured, a single task order can include multiple TBM Services, in addition to multiple Towers. Additionally, the relationship between Towers and Services can be a one-to-many relationship. See Figure 1 and 2 below for the TBM Taxonomy categories.

PRODUCTS & SERVICES											
Delivery Services					Platform Services		Infrastructure Services				
Strategy & Planning	Development	Support	Operations	Security & Compliance	Data	Applications	Data Center	Network	Compute	Storage	
Enterprise Architecture	Design & Development	Application Support	Deployment & Administration	Identity & Access Mgmt	Database	Application Hosting	Enterprise Data Center	Domain Services	Compute on Demand	File & Object Storage	
Business Solutions Consult	System Integration	IT Training	IT Service Management	Security Awareness	Distributed Cache	Development Platform	Other Data Center	Internet	Mainframe	Backup & Archive	
TBM	Modernization & Migration	Service Desk	Capacity Management	Cyber Sec & Incident Response	Data Management	Foundation Platform		Load Balancing	Physical Compute	Networked Storage	
Innovation & Ideation	Testing	Central Print	Events Management	Threat & Vulnerable Mgmt	Data Warehouse	Message Bus & Integration		Virtual Private Network	Virtual Compute & Containers	Distributed Storage (CDN)	
IT Vendor Management			Scheduling	Data Privacy & Security	Data Analytics & Visualizations	Content Management		Data Network			
Program/ Project Mgmt				Governance, Risk & Compliance		Search		Voice Network			
				Business Continuity & DR		Streaming					
						Decision Intel & Automation					

Figure 1: TBM Taxonomy - Infrastructure Services

TOWERS										
DATA CENTER	COMPUTE	STORAGE	NETWORK	PLATFORM	OUTPUT	END USER	APPLICATION	DELIVERY	SECURITY & COMPLIANCE	IT MANAGEMENT
Enterprise Data Center	Servers (Windows/Linux)	Online Storage	LAN/WAN	Database	Central Print	Workspace	Application Development	IT Service Management	Security	IT Management & Strategic Planning
Other Facilities	Unix	Offline Storage	Voice	Middleware		Mobile Devices	Application Support & Operations	Operations Center	Compliance	Enterprise Architecture
	Midrange	Mainframe Online Storage	Transport	Mainframe Database		End User Software	Business Software	Program, Product & Project Mgmt	Disaster Recovery	IT Finance
	Converged Infrastructure	Mainframe Offline Storage		Mainframe Middleware		Network Printers		Client Management		IT Vendor Management
	Mainframe					Conferencing & AV				
	High Performance Computing					IT Help Desk				
						Deskside Support				

Figure 2: TBM Taxonomy - Towers

As an additional mechanism to follow the spend/contract throughout its lifecycle, the Federal Government has recently updated its Product Service Code (PSC) structure which uses the TBM Tower taxonomy as a foundation. The PSCs allow for 10 different Technology Resources (TBM Towers), and three different methods of acquisition (see [acquisition.gov](https://www.acquisition.gov) for the current list of IT PSCs).

More information about TBM and the associated IT spend categories may be found at <https://www.cio.gov/policies-and-priorities/tbm/><sup>1</sup>.

### **C.3 INNOVATIVE SOLUTIONS**

The Contractor should approach agency Task Order requirements with technical proposals offering innovative solutions that leverage the flexibility provided by the Master Contract. The choice to align the Master Contract scope with the TBM taxonomy and the definitions of IT allows for the adoption of modern technologies and innovative solution approaches as they evolve over the life of the contract.

#### **C.3.1 Emerging Technologies**

As referenced in C.3, contractors are encouraged to propose innovative solutions when responding to task order requests. This includes utilization of the emerging technologies referenced below, which can be provided as standalone concepts or applied to the performance areas addressed in C.4. Technologies that are currently developing, or developed in the future, are considered in scope.

Examples of Emerging Technology services include, but are not limited to the following:

##### **C.3.1.1 Advanced and Quantum Computing**

Advanced and quantum computing refers to technical capabilities that support compute and data intensive modeling and simulation. This includes the use of quantum mechanics and information theory to enable faster speeds, better precision, and optimum functionality.

Examples of Advanced and Quantum Computing services include, but are not limited to:

- Cryptography/Encryption
- Secure communications
- Design of high-performance computers, computer clusters, and networks
- Quantum Machine Learning

##### **C.3.1.2 Artificial Intelligence (AI)**

AI, also known as machine intelligence, is a branch of computer science that aims to imbue software with the ability to analyze its environment using either predetermined rules and search algorithms, or pattern recognizing machine learning models, and then make decisions based on those analyses.

Examples of Artificial Intelligence services include, but are not limited to:

- Computer Vision
- Deep Learning
- Machine Learning
- Natural Language Processing (NLP)
- Spatial Computing
- Speech Recognition
- Biometrics
- Implementation and Management of AI Tools
- Assessment of AI Technologies
- Experience Reality/Virtual Reality/Augmented Reality/Mixed reality (XR)

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<sup>1</sup> <https://www.cio.gov/policies-and-priorities/tbm/>, last accessed 12/14/2021

### **C.3.1.3 Automation Technology**

Automation is the creation and application of technologies to produce and deliver goods and services with minimal human intervention. The implementation of automation technologies, techniques and processes improve the efficiency, reliability, and/or speed of many tasks that were previously performed by humans.

Examples of Automation Technology services include, but are not limited to:

- Robotic Process Automation (RPA)
- Automated Messaging Services
- Data Cleaning Scripts
- Interactive Voice Response (IVR)
- Smart Notification

### **C.3.1.4 Distributed Ledger Technology**

Distributed Ledger Technology (DLT) is a type of ledger that is shared, replicated, and synchronized in a distributed and decentralized manner. DLT can be used to decentralize and automate processes in many sectors. The attributes of a distributed ledger technology allow for large numbers of entities or nodes, whether collaborators or competitors, to come to consensus on information and immutably store it.

Examples of DLT services include, but are not limited to:

- Blockchain Implementation Solutions
- DLT Network Design Services
- Smart Contract Programming Services
- Distributed computing in low trust environments

### **C.3.1.5 Edge Computing**

Edge Computing brings computation and data storage closer to the devices where it's being gathered, rather than relying on a central location that can be thousands of miles away. This is done so that data, especially real-time data, does not suffer latency issues that can affect an application's performance. Processing is done locally, reducing the amount of data that needs to be processed in a centralized or cloud-based location.

Examples of Edge Computing services include, but are not limited to:

- 5G Implementation Services
- Edge Analytics
- Edge Application Services
- Edge Computing Architecture Design Services
- Internet of Things (IoT) Services

### **C.3.1.6 Immersive Technology**

Immersive technology refers to technology that attempts to emulate a physical world through the means of a digital or simulated world by creating a surrounding sensory feeling, thereby creating a sense of immersion.

Examples of Immersive Technology services include, but are not limited to:

- Virtual Reality
- Augmented Reality
- Synthetic Environment

## **C.4 PERFORMANCE AREAS**

Within each section below, an overview of the contract solution is provided, followed by examples of work to be performed relative to task order requirements. Examples are not meant to be all-inclusive, but rather general indications of the types of services within a given solution. Other services that adhere to the definitions referenced in Section C.1 are within scope and may be provided to meet an agency's particular mission needs.

### **C.4.1 Cloud Services**

Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

Examples of Cloud services include, but are not limited to:

- Application Integration Services
- Cloud Backup Solutions
- Cloud Governance, Security and Compliance
- Cloud Migration Services
- Cloud Strategy and Planning
- Cloud Storage and Hosting
- Cloud Risk Management
- Cloud Assessment
- Infrastructure as a Service (IaaS)
- Platform as a Service (PaaS)
- Software as a Service (SaaS)

### **C.4.2 Cybersecurity**

Cybersecurity is the body of technologies, processes and practices designed to identify, detect, protect, respond to and recover from attack, damage, or unauthorized access to networks, devices, programs, and data.

Examples of Cybersecurity services include, but are not limited to:

- Continuous Diagnostics and Mitigation (CDM)
- Continuous Security Monitoring
- Identity Management and Access Management
- Information Assurance
- Intrusion Detection
- IT Disaster Recovery Services
- IT Security Incident Response
- Mobile Threat Protection
- Network Security Monitoring
- Security Assessment Services/Vulnerability Analysis Services
- Threat Hunting
- Zero Trust Architecture Services

### **C.4.3 Data Management**

Data Management is the development, execution and supervision of plans, policies, programs and practices that control, protect, deliver and enhance the value of data and information assets.

Examples of Data Management services include, but are not limited to:

- Data Architecture, Analysis and Design
- Data Governance
- Data Migration
- Data Quality Management
- Data Science
- Data Security Management
- Data Warehousing and Business Intelligence Management
- Document, Record and Content Management
- Geospatial Data Practices and Services
- Governance, Planning, and Strategy
- Network and Individual Storage Management

### **C.4.4 Information and Communications Technologies**

Information and Communications Technology (ICT) refers to the technology used to manage telecommunications, broadcast media, intelligent building management systems, audiovisual processing and transmission systems, and network-based control and monitoring functions.

Examples of ICT services include, but are not limited to:

- Collaboration Technology Services
- IPv6 Implementation and Support Services
- Network as a Service (NaaS)
- Software Defined Wide Area Networking Implementation (SD/WAN)
- Telepresence and Video Services
- Virtual Private Network (VPN) and other Remote Network Access Services
- Virtualization Services
- Voice over IP (VoIP) Services
- Wireless Services
- 5G services and applications
- Mobility as a Service (MaaS)
- Mobile Backend as a Service

### **C.4.5 IT Operations and Maintenance**

IT Operations and Maintenance includes the operation and management of technology infrastructure.

Examples of IT Operations and Maintenance services include, but are not limited to:

- Bring Your Own Device (BYOD) Support Services
- Data Center Management
- Email and File Server Management
- IT Help Desk / IT Support
- IT Training
- Mobile Device Management
- PC Provisioning
- Server and Device Management

#### **C.4.6 Software Development**

Software Development is the process of developing software through successive phases in an orderly way. This process includes not only the actual writing of code but also the preparation of requirements and objectives, the design of what is to be coded, and confirmation that what is developed has met objectives. All software development methodologies, including Agile and DevSecOps, are supported.

Examples of Software Development services include, but are not limited to:

- Mobile Application Development Services
- Software Design
- Software Maintenance
- Software Programming
- Software Testing
- Web Development

#### **C.4.7 System Design**

System Design includes the planning and designing of computer systems that integrate computer hardware, software, and communication technologies. The hardware and software components of the system may be provided as part of a customized IT solution. These establishments often install the system and train and support users of the system.

Examples of Systems Design services include, but are not limited to:

- Computer Systems Integration Design Consulting Services
- Configuration Management Services
- Information Management Computer Systems Integration Design Services
- IT Specifications Development
- Network Infrastructure Design
- Office Automation Computer Systems Integration Design Services
- Smart Buildings Systems Integration

### **C.5 ANCILLARY SUPPORT: SERVICES, SUPPLIES AND CONSTRUCTION**

The Contractor may provide ancillary support as necessary to offer an IT services-based solution. The ancillary support described here may only be included in a task order when it is integral to and necessary for the IT services-based effort.

Ancillary support may include, but is not limited to:

- Clerical support
- Data entry
- IT products
- Minor construction, alteration, and repair to real property
- Server racks
- Software licenses
- Subscriptions
- Records Management Operations

The Contractor must not accept or perform work for a task order having the principal purpose of:

- Ancillary support
- Personal Services as defined in FAR 2.101(b)
- A requirement that primarily uses employees not employed in a bona fide executive, administrative, or professional capacity as defined in 29 CFR Part 541 and/or employees primarily employed as labor or mechanics as defined in FAR 22.401

## **C.6 IT MANAGED SERVICES**

IT Managed Services can be provided through Polaris, where the contractor, as the managed service provider (MSP) delivers services, such as network, application, infrastructure and security, via ongoing and regular support and active administration on customers' premises, in their MSP's data center (hosting), or in a third-party data center. This allows for fully managed services throughout the service lifecycle based on the customer's need and specific solution required.

## **C.7 PERFORMANCE WORK STATEMENT (PWS)**

The Master Contract is a stand-alone performance-based Acquisition (PBA) independent from task order PBA requirements. The Master Contract PWS includes post-award contract administration requirements stated throughout Sections G and H.

Critical performance standards are established for the Master Contract in Attachment J-1, Performance Requirements Summary (PRS). The PRS listings of Performance Objectives indicate the performance level required by the Government to meet the Master Contract performance requirements. For task orders issued under the Master Contract, OCO's may develop and execute their own PWS and PBA methods independent of the Master Contract PWS requirements and PBA standards.

## **C.8 SCOPE REFERENCES AND RESOURCES**

The following resources are offered in support of the overall concept and scope of the Master Contract:

(a) Definitions of Information Technology (IT)

- Clinger Cohen Act of 1996
- Federal Acquisition Regulation (FAR) 2.101(b)

(b) Technology Business Management (TBM) Resources

- TBM policies and priorities from [www.cio.gov](http://www.cio.gov)<sup>2</sup>
- Technology Business Management Playbook from <https://tech.gsa.gov/playbooks/tbm/>

(c) The IT Service Labor Categories and descriptions provided in the Master Contract can be found in Attachment J-2, Labor Category Descriptions.

(End of Section C)

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<sup>2</sup> <https://www.cio.gov/policies-and-priorities/tbm/>, last accessed 12/7/2021

**SECTION D**  
**PACKAGING AND MARKING**

Not applicable at the Master Contract level. FAR and/or agency provisions and clauses which are complementary to the Master Contract and applicable at the task order level must be identified by the OCO.

(End of Section D)

## **SECTION E INSPECTION AND ACCEPTANCE**

### **E.1 INSPECTION AND ACCEPTANCE**

Inspection and acceptance at the Master Contract level involve contract administration duties and deliverables.

Specific task order inspection and acceptance requirements (clauses, provisions, and other terms and conditions) will be designated by the OCO at the task order level.

The following paragraph applies to Contractor obligations at the Master Contract level.

Inspection of the deliverables provided hereunder must be made by a GSA Polaris GWAC COR or any Inspectors designated by the GSA Procuring Contracting Officer (see Section G.4.1). The place of inspection for reports required under this contract must be at the addresses for deliverables set forth in Section F. Final acceptance of deliverables must be made by a GSA Polaris GWAC COR designated in the contract.

### **E.2 TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

The OCO may designate COR(s) for task orders issued under this contract. Designated COR(s) must participate in the administration of the task orders issued under this contract by evaluating Contractor performance, inspecting and accepting services for the Government, and providing a report of inspection as well as contractor performance assessments to the OCO. This designation does not include authority to direct and/or authorize the Contractor to make changes in the scope or terms and conditions of the task order without written approval of the OCO. The Contractor must be notified in writing by the OCO of the name, duties, and limitations of the COR(s) by means of the COR Designation Letter.

(End of Section E)

## SECTION F DELIVERIES OR PERFORMANCE

### F.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: [www.acquisition.gov/FAR](http://www.acquisition.gov/FAR)

The following clauses apply to the Master Contract and may apply at the task order level, as applicable, depending upon the task order contract type, or as specifically referenced in the applicable task order for different line items:

FAR Clause	Title	Date
52.242-15	Stop-Work Order	Aug 1989
52.242-17	Government Delay of Work	Apr 1984

(End of clause)

### F.2 MASTER CONTRACT ORDERING PERIOD

The ordering period of this contract is from (To Be Determined) through (To Be Determined), inclusive of all options, if exercised.

The contract ordering period for the Master Contract is from the date of the Notice-To-Proceed through five years thereafter, with one, five-year option that may extend the cumulative term of the contract to 10 years in accordance with FAR 52.217-9 Option to Extend the Term of the Contract, if exercised.

After the Master Contract ordering period expires, the Master Contract will remain an active contract, in accordance with FAR 52.216-22 Indefinite Quantity, until the final task order performance is completed and will govern the terms and conditions with respect to active task orders to the same extent as if it were completed during the Master Contract ordering period.

### F.3 TASK ORDER PERIOD OF PERFORMANCE

The period of performance for each task order placed under the Master Contract must be specified in the individual task order. All the following conditions apply:

- (a) Under no circumstances may a task order be placed under the Master Contract if the Master Contract has expired, or has been terminated or canceled;
- (b) No task orders may extend more than five (5) years after the expiration of the Master Contract;
- (c) Task order options, if included at initial issuance of the task order, may be exercised after the expiration date of the Master Contract; and
- (d) Notwithstanding anything contrary to the above, a multi-year task order placed under the Master Contract must be consistent with FAR Subpart 17.1 Multi-year Contracting along with any applicable agency policy and funding restrictions.

**F.4 PLACE OF PERFORMANCE**

Performance under the Master Contract must be accomplished at the locations identified in the task order and may include locations in the Contiguous United States (CONUS) and Outside the CONUS (OCONUS).

The place of performance and/or delivery requirements will be specified in each individual task order.

**F.5 PERFORMANCE STANDARDS UNDER THE POLARIS MASTER CONTRACT**

Polaris is a performance-based contract with measurable standards in terms of quality and timeliness of deliverables in accordance with Section F.6, Deliverables and Attachment J-1 Performance Requirements Summary.

**F.6 DELIVERABLES**

The following table contains deliverables required under the Master Contract. Individual task orders may have additional deliverables specified in each task order by the issuing agency. The Government does not waive its right to request deliverables under the Master Contract, even if such requirements are not specifically listed in this table.

ID	SECTION	DELIVERABLE TITLE	FREQUENCY	DELIVER TO
1	G.5.1	Notification of Changes to Contractor Program Manager	Within five (5) business days of any change in the Program Manager or their contact information.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a> and Government Designated Reporting System (GDRS)
2	G.5.2	Notification of Changes to Contractor Contract Manager	Within five (5) business days of any change in the Contract Manager or their contact information.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a> and GDRS
3	G.7	Contractor GWAC Webpage	Within thirty (30) calendar days after the Notice to Proceed and periodic updates.	Contractor Webpage, Confirm completion to <a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a>
4	G.8.1	Establish a shared company email address	Within ten (10) calendar days after the Notice to Proceed.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a>
5	G.10.1	Attend Post-Award Orientation Conference	Once, following Notice to Proceed.	To be announced

ID	SECTION	DELIVERABLE TITLE	FREQUENCY	DELIVER TO
6	G.10.2	Attend Program Management Review Meetings	Up to two (2) meetings per year.	To be announced
7	G.13.1	Polaris Task Order Award Notification	Within three (3) business days of task order award.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a>
8	G.13.2	Task Order Award and Modification Data	Due by the 30th calendar day after the month in which the contract action was signed by the OCO.	GDRS
9		Invoice Data	Due by the 30th calendar day after the month in which the invoice(s) were paid by the client.	
10		Zero Invoice Data	Due by the 30th calendar day after the month in which no invoice(s) were paid by the client.	
11		CAF Remittance Data	CAF must be paid and reported within 30 calendar days after the end of each reporting quarter in which the invoice(s) were reported in the GDRS.  Quarters are based upon a calendar year.	
12		Missing or Inaccurate Data	Data corrections are due within ten (10) calendar days of notification, or as directed by the GWAC Program.	

ID	SECTION	DELIVERABLE TITLE	FREQUENCY	DELIVER TO
13	G.14	CAF Remittance	<p>CAF must be paid within 30 calendar days after the end of each reporting quarter in which the invoice(s) were reported in the GDRS.</p> <p>Quarters are based upon a calendar year.</p>	Pay.gov via the GDRS
14	G.15	GWAC Data Calls	Within three (3) business days of request unless specified otherwise.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a>
15	G.16.2	Subcontract Reporting	By the 30 <sup>th</sup> calendar day after each contract year.	GDRS
		Negative Reports	By the 30 <sup>th</sup> calendar day after each contract year.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a>
16	G.17.1	Cybersecurity Supply Chain Risk Management (C-SCRM) Plan Submission	Within 120 calendar days after notice to proceed and within thirty (30) calendar days after the end of each contract year.	<a href="mailto:PolarisSB@gsa.gov">PolarisSB@gsa.gov</a> or GDRS
17	G.18.1	Task Order Closeout Verification/Validation	Within six (6) months after the task order period of performance ends.	GDRS
18	G.19	Master Contract Closeout <ul style="list-style-type: none"> <li>• Corrections requested to the GDRS data</li> </ul>	Responses are due within ten (10) calendar days of the requested information.	GDRS

**F.7 NOTICE TO THE GOVERNMENT OF DELAYS**

In the event the Contractor encounters difficulty in meeting performance requirements for the Master Contract or any task order, the Contractor must immediately notify the cognizant CO in writing. The notification must provide pertinent details of the delay and must not be construed as a waiver by the Government of any delivery schedule or date or of any rights or remedies provided by law or under this contract or any task order.

(End of Section F)

## SECTION G CONTRACT ADMINISTRATION

### G.1 GENERAL

This section provides contract administration requirements for the Polaris GWAC, and where applicable, for each task order placed under this Master Contract. Costs associated with these administration requirements may not be billed as a direct cost to the Government.

Additional administration requirements, not specified by the Master Contract, may be established in each task order. Costs associated with these order-specific administration requirements must be described in the task order and if applicable, billed in accordance with terms of the task order.

### G.2 AUTHORIZED AGENCIES AND DELEGATION OF PROCUREMENT AUTHORITY

#### G.2.1 Authorized Agencies

The Master Contract is available for use by executive agencies and other ~~federal government~~ entities as listed in General Services Administration (GSA) Order OGP 4800.2I, Eligibility to Use GSA Sources of Supply and Services; and any future versions of that directive, e.g., OGP 4800.2J, OGP 4800.2K, etc. The GSA Order is publicly available and accessible for review on GSA's website <https://www.gsa.gov/directives-library>.

#### G.2.2 Delegation of Procurement Authority

Warranted Federal COs who wish to issue and/or administer a Polaris task order must first receive a written Delegation of Procurement Authority ("DPA" or "delegation") from GSA, whereupon they are authorized as Ordering Contracting Officers (OCOs).

To obtain a DPA, a warranted Federal CO must complete Polaris DPA training and then complete the DPA request form at [www.gsa.gov/gwacs](http://www.gsa.gov/gwacs).

The DPA training and written delegation requirements provide a clearly structured understanding of roles and responsibilities between the GWAC COs and OCOs. The training and DPA requirements arise out of GSA's obligations to the Office of Management and Budget, which has designated GSA as an Executive Agent for GWACs.

While delegation can only be granted to warranted Federal COs, all individuals (e.g., project managers, program officials) involved with a task order are encouraged to participate in the DPA training. No work may be performed; no debt or obligation accrued; and no payment made except as authorized by a bona fide written task order signed by an OCO having a written GSA-issued Polaris DPA.

### G.3 FAR 52.216-32 TASK-ORDER AND DELIVERY-ORDER OMBUDSMAN (Alternate I) (Sept 2019)

(a) In accordance with 41 U.S.C. 4106(g), the Agency has designated the following task-order and delivery-order Ombudsman for this contract. The Ombudsman must review complaints from the Contractor concerning all task-order and delivery-order actions for this contract and ensure the Contractor is afforded a fair opportunity for consideration in the award of orders, consistent with the procedures in the contract.

The GSA Procurement Ombudsman is located at the General Services Administration, Office of Governmentwide Policy (OGP), Office of Acquisition Policy (MV). Contact information for the GSA Procurement Ombudsman can be found at: <http://www.gsa.gov/ombudsman>.

(b) Consulting an ombudsman does not alter or postpone the timeline for any other process (e.g., protests).

(c) Before consulting with the Ombudsman, the Contractor is encouraged to first address complaints with the Contracting Officer for resolution. When requested by the Contractor, the Ombudsman may keep the identity of the concerned party or entity confidential, unless prohibited by law or agency procedure.

(d) Contracts used by multiple agencies.

(1) This is a contract that is used by multiple agencies. Complaints from Contractors concerning orders placed under contracts used by multiple agencies are primarily reviewed by the task-order and delivery-order Ombudsman for the ordering activity.

(2) The ordering activity has designated the following task-order and delivery-order Ombudsman for this order: [The ordering activity's contracting officer to insert the name, address, telephone number, and email address for the ordering activity's Ombudsman or provide the URL address where this information may be found.]

(3) Before consulting with the task-order and delivery-order Ombudsman for the ordering activity, the Contractor is encouraged to first address complaints with the ordering activity's Contracting Officer for resolution. When requested by the Contractor, the task-order and delivery-order Ombudsman for the ordering activity may keep the identity of the concerned party or entity confidential, unless prohibited by law or agency procedure.

(End of clause)

#### **G.4 ROLES AND RESPONSIBILITIES**

This section describes the roles and responsibilities of Government personnel for the Master Contract. The Government may modify the roles and responsibilities at any time during the period of performance of the Master Contract via contract modification.

##### **G.4.1 Polaris GWAC Small Business Pool Procuring Contracting Officer (PCO)**

The PCO is the sole and exclusive government official with actual authority to award the Master Contract. After award of the Master Contract, the PCO may delegate any or all of the contract administration functions, described in FAR 42.302, to an Administrative Contracting Officer (ACO). The PCO may also designate one or more CORs to perform specific technical or administrative functions.

GSA reserves the right to assign multiple PCOs to this contract, each empowered with the same duties and authority.

##### **G.4.2 Polaris GWAC Small Business Pool Administrative Contracting Officer (ACO)**

ACO authority is established in the delegation issued by the PCO. Responsibilities not specifically delegated to the ACO by the PCO are retained by the PCO.

##### **G.4.3 Polaris GWAC Program Manager (PM)**

The Government will appoint a Polaris PM who will perform program level functions, such as business development and industry engagement. The Polaris PM has no actual, apparent, or implied authority to contractually bind the Government or change the terms and conditions of the contract.

#### **G.4.4 Polaris GWAC Small Business Pool Contracting Officer's Representative (COR)**

The PCO may designate one or more representatives to perform specified surveillance functions such as quality assurance and technical review. CORs have no actual, apparent, or implied authority to contractually bind the Government or change the terms and conditions of the contract.

#### **G.4.5 Ordering Contracting Officer (OCO)**

As described in Section G.2, only OCOs having a written GSA-issued Polaris GWAC Program DPA may issue and/or administer a task order. Upon request, the OCO for any specific Order may provide a copy of the applicable DPA to a requesting contractor.

#### **G.4.6 Task Order Contracting Officer's Representative (COR)**

As described in E.2, the OCO may designate in writing a COR to perform specific surveillance for their specific task order(s).

### **G.5 CONTRACTOR ROLES AND RESPONSIBILITIES**

#### **G.5.1 Contractor Program Manager**

The Contractor's management structure must guarantee senior, high-level, program management of the Polaris Program. The Contractor must appoint a Program Manager who is a direct employee of the company (or of a member company if a joint venture). The Program Manager represents the Contractor as a primary point-of-contact for any matters related to the Master Contract and associated task orders.

The Contractor Program Manager responsibilities include, but are not limited to:

- Representing the Contractor as the primary point-of-contact to help resolve issues and perform other functions that may arise relating to the contract and task orders under the contract;
- Advising and assisting Polaris customers regarding the features and benefits of Polaris;
- Promoting Polaris to the Federal Government through participation in trade shows, conferences, and other meetings where Federal Government personnel are present;
- Promoting Contractor identity as a Polaris contract holder by using the GSA logo in advertising, placing these identifiers in printed and in on-line communications; displaying Polaris promotional placards; and disseminating Polaris marketing materials;
- Educating and training Contractor staff to ensure that they are able to effectively communicate with existing and potential customers regarding the technical scope, the value, and the benefits of Polaris;
- Ensuring all information required under the contract is reported accurately and in a timely manner;
- Attending Polaris meetings and conferences, as required by G.10, and working with the GWAC PM and COR.

The Contractor must ensure that GSA has current contact information for the Contractor's Program Manager. The Contractor must notify GSA of any change in the Program Manager or their contact information in accordance with F.6, Deliverables. All costs associated with the Contractor's Program Manager must be at no direct cost to the Government.

#### **G.5.2 Contractor Contract Manager**

The contractor's management structure must guarantee senior, high-level, contract management of the Polaris Program. The Contractor must appoint a Contract Manager who is a direct employee of the company (or of a member company if a joint venture).

The Contractor Contract Manager responsibilities include, but are not limited to:

- Representing the Contractor as the primary point-of-contact to help resolve contract related issues;
- Ensuring that all contract administration functions and reporting information required under the Master Contract is provided accurately, thoroughly, and timely;
- Addressing all performance issues related to the Master Contract;
- Attending Polaris meetings and conferences, as required by Section G.10, and working with the GWAC PM and COR.

The Contractor must ensure that GSA has current contact information for the Contractor's Contract Manager. The Contractor must notify GSA of any change in the Contract Manager or their contact information in accordance with Section F.6, Deliverables. All costs associated with the Contractor's Contract Manager must be at no direct cost to the Government.

## **G.6 ELECTRONIC ACCESS TO CONTRACT**

The Government intends to post a conformed and redacted (if and when appropriate) version of the Master Contract on the GSA Polaris website. The GSA Polaris website will be available to the general public.

## **G.7 CONTRACTOR WEBPAGE**

The Contractor must develop and maintain a current, publicly available Polaris webpage accessible via the internet throughout the ordering period of the Master Contract and performance of any orders. The Polaris webpage link must be prominently displayed on the Contractor's main government business homepage.

This webpage must conform to the relevant accessibility standards referenced in Section 508 of the Rehabilitation Act of 1973 [29 U.S.C. 794d, as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998] and 36 C.F.R. D1194.22 (2020), Web-based intranet and internet information and applications.

The Contractor must provide the webpage address to [PolarisSB@gsa.gov](mailto:PolarisSB@gsa.gov) within 30 calendar days after the receipt of Notice to Proceed. Any change in the webpage address during contract performance must be sent to [PolarisSB@gsa.gov](mailto:PolarisSB@gsa.gov). The Contractor must ensure all information provided on its webpage is current until Master Contract expiration. At a minimum, the webpage must include the following items:

- Link to the GSA Polaris GWAC website
- Master Contract Number
- Contractor Unique Entity Identifier (UEI)
- Contractor CAGE Code
- Contact information of the Contractor's Program Manager for the Master Contract
- Sustainability and Climate Change
  - A statement confirming the Contractor's commitment to offering Electronic Product Environmental Assessment Tool (EPEAT), an IT product global eco label, at the [EPEAT Bronze Level](#) for all products/equipment used within the performance of Polaris task orders, if electronic hardware is procured as ancillary equipment in an order under the Master Contract.
  - Sustainable Practices and Impact Statement, if any (See H.7)

The prime contractor must not permit or approve the marketing and advertisement of its Polaris task orders on their subcontractor webpages that purports to, has the appearance of, or misrepresents itself to be a GWAC approved teaming partner/subcontractor, since subcontractor approval is not performed by

the GWAC Contracting Officer. Subcontractor information may reside on the prime contractor's Polaris webpage.

## **G.8 ELECTRONIC COMMUNICATIONS**

### **G.8.1 Contractor Email Account**

The Contractor must establish and maintain a Polaris email account for communications relating to Polaris. This account must be maintained and monitored as it is an acceptable forum for providing fair opportunity to be considered on task order requests. The electronic mailbox name must include "Polaris", e.g., Polaris@xyzcorp.com. The Contractor must provide the email address to PolarisSB@gsa.gov within 10 calendar days after the receipt of Notice to Proceed.

### **G.8.2 Vendor Management System**

GSA may implement an electronic vendor management system for the purpose of Master Contract administration. If such a system is implemented, contractors agree to establish and maintain their account, and to utilize the system workflow(s) for communication, e.g., but not limited to, monitoring for communications, responding to any communications within five business days (or as noted in specific communication), and designated reporting.

## **G.9 INSURANCE**

The Contractor must maintain the minimum insurance coverage delineated within FAR Subpart 28.3 for the full duration of the Master Contract and each applicable task order that extends beyond the expiration date of the Master Contract. The OCO may require additional insurance coverage or higher limits specific to a task order awarded under the Master Contract. If the task order does not specify any insurance coverage amounts, the minimum insurance requirements in FAR Subpart 28.3 must apply to the task order. Proof of insurance must be furnished to the Government upon request.

In accordance with FAR 52.228-5, Insurance-Work on a Government Installation, and FAR 52.228-7, Insurance-Liability to Third-Persons, insurance policies with the following types and minimum amounts must be maintained throughout Master Contract and task order(s) period of performance:

- a. Worker's Compensation and Employer's Liability, specified at FAR 28.307-2(a) of not less than \$100,000 for each occurrence;
- b. General Liability, specified at FAR 28.307-2(b) of not less than \$500,000 for each occurrence;
- c. Automobile Liability, specified at FAR 28.307-2(c) of not less than \$200,000 per person and \$500,000 for each occurrence, and property damage liability insurance of not less than \$20,000 for each occurrence;
- d. Aircraft public and passenger liability, specified at FAR 28.307-2(d), when aircraft are used in connection with performing the contract, the OCO shall require aircraft public and passenger liability insurance. Coverage shall be at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater;
- e. Vessel liability, specified at FAR 28.307-2(e), when contract performance involves the use of vessels, the OCO shall require, as determined by the agency, vessel collision liability and protection and indemnity liability insurance.

### **G.9.1 DEFENSE BASE ACT INSURANCE (DBAI)**

Pursuant to FAR 28.305, DBAI coverage provides workers' compensation benefits (medical, disability, death) in the event of a work-related injury or illness that occurs outside the United States.

The Government requires that employees hired by Contractors and subcontractors who work internationally be protected by the DBAI coverage, regardless of their assignment and/or location unless a waiver has been obtained from the U.S. Department of Labor.

DBAI will be at no direct cost to the Polaris Program; however, if required and approved by an OCO under an individual task order, DBAI may be charged as a direct cost to the Government.

### **G.10 MEETINGS AND CONFERENCES**

The Contractor's designated Program Manager and Contract Manager, or their designee, must attend all Polaris meetings and conferences described below at no direct cost to the Government.

#### **G.10.1 Post-Award Orientation Conference**

The Contractor must participate in a mandatory Post-Award Orientation Conference that will be held at a time and place to be determined by the Polaris PCO (FAR 42.503-1). The purpose of the Post-Award Orientation Conference is to provide the Contractor a clear understanding of all contract requirements in the Master Contract.

#### **G.10.2 Program Management Review Meetings**

The Polaris Program may conduct up to two (2) mandatory Program Management Review (PMR) meetings per year. PMR meetings may be held at a government or commercial facility, a commercial conference center, or occasionally held at a mutually agreed-upon Contractor facility on a rotational basis. PMR meetings may also be conducted via a virtual webinar or in a hybrid arrangement allowing both virtual and in-person attendance.

The Contractor Program Manager and Contract Manager are required to attend and participate at all PMR meetings. If the Contractor Program Manager or Contract Manager are unable to attend, an alternate direct employee of the company must attend in their place.

The Polaris PMR meetings provide a forum for Contractors, GSA staff, and other agency representatives to communicate current issues, resolve potential problems, discuss business and marketing opportunities, review future and ongoing initiatives, network with other small businesses and potential subcontractors, speak to contract administration matters, and address Master Contract fundamentals.

### **G.11 ORDERING PROCEDURES**

Ordering procedures must comply with FAR 16.505.

In accordance with Section G.2, only a delegated OCO having a written GSA-issued Polaris GWAC Program DPA may issue and/or administer Polaris orders.

Any services, including ancillary support, to be furnished under this contract will be ordered by issuance of written task orders. Oral task orders are not authorized. A task order specifies and authorizes the work to be performed by the Contractor. The task order will include pricing and a work statement (e.g., statement of work (SOW), performance work statement (PWS) or statement of objectives (SOO)).

Task orders may only be issued within the terms and conditions set forth in the Master Contract.

All costs associated with the preparation, presentation, and discussion of the proposal in response to a task order request will be at the Contractor's sole and exclusive expense.

All task orders placed under the Master Contract are subject to the terms and conditions of the Master Contract at time of order award. In the event of any conflict between the task order and the Master Contract, the Master Contract will take precedence.

### **G.11.1 Pool Selection**

OCOs have complete discretion in selecting the Pool under which fair opportunity is provided.

### **G.11.2 Fair Opportunity**

The requirements in FAR 16.505(b)(1) Fair opportunity, and FAR 16.505(b)(2) Exceptions to the fair opportunity process, apply to task order awards. The following conditions apply specifically to this GWAC:

- a. The exception at FAR 16.505(b)(2)(D), which addresses "...to satisfy a minimum guarantee", is reserved for use solely by GSA with approval of the Polaris contracting office.
- b. The exception at FAR 16.505(b)(2)(F), which addresses "...set aside orders for any of the small business concerns..." may be used only with the approval of the Polaris contracting office. In accordance with FAR 19.504(a)(1), order set-asides are discretionary when the conditions of FAR 19.502-2 are met at the time of the order.
- c. The Fair Opportunity process shall be specific to the individual Pool being competed, and may not be combined with any other Polaris Pools (SB, HUBZone, SDVOSB, WOSB) or any other socio-economic GWAC vehicles outside of the Polaris contract family, as contract terms and conditions will vary.

At their discretion, OCOs may continue to implement FAR 52.219-28(c) to require rerepresentation for a specific order.

### **G.11.3 Fair Opportunity Channels**

Each Contractor is responsible for registering and maintaining an account in the following systems:

- a. eBuy ([www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)) - (OPEN TO ALL AGENCIES) an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow Government buyers to request information, find sources, and disseminate RFQs/RFPs.
- b. GSA ASSIST - (OPEN TO GSA ASSISTED ACQUISITION SERVICES) (<https://portal.fas.gsa.gov/group/itss-portal/welcome>) - an online, web-based system designed to facilitate the development of task orders within GSA's Federal Acquisition Service (FAS) programs.
- c. Other Ordering Systems - Additional ordering systems may be utilized by GSA and ordering agencies to provide for fair opportunity. Notice of these systems as a fair opportunity channel will be sent to the contractor email addresses published on the GSA Polaris website.
- d. Polaris Email Account - Direct contact through published contractor email addresses on the GSA Polaris website. The Contractor is responsible for notifying GSA of any change in its contact information that is listed on the GSA Polaris website and for verifying that the change was made.

#### **G.11.4 Invoice Submission**

The Ordering Agency is responsible for payment of all invoices to the Contractor. Invoice submission information will be contained in each awarded task order. The payment office designated in the awarded task order document will make payment of those invoices to the Contractor.

The invoice for the last performance month must be identified and submitted when tasks have been completed and no further charges are to be incurred, excluding indirect rate adjustments. The invoice for the last performance month must be submitted to the ordering agency within six (6) months of task order completion.

If indirect rate adjustments, e.g., resulting from incurred costs audits, are completed and/or received after the Master Contract closeout date, no additional CAF adjustments must be reported or applied to the task order(s).

The GSA Polaris GWAC Program is not responsible for payment of task order invoices.

#### **G.12 CONTRACTOR PERFORMANCE SYSTEM**

The Contractor is required to register in the appropriate past performance assessment systems to review and respond to its surveys as prescribed by the customer agency policy. Past performance evaluations pertaining to task orders under the Master Contract will typically reside in the Contractor Performance Assessment Reporting System (CPARS).

#### **G.13 REPORTING**

The Contractor must report information relating to Polaris task orders from award of the Master Contract through closeout of all task orders.

##### **G.13.1 GWAC Task Order Award Notification**

The Contractor must report new Polaris task orders awarded under the GWAC to [PolarisSB@gsa.gov](mailto:PolarisSB@gsa.gov) within three (3) business days of task order award. The email notification must include the following information:

- Contractor Name
- Polaris Contract Number
- Project Title
- Task Order Number
- Date of Award
- Estimated Total Task Order Value
- End User Customer Agency
- Ordering Contracting Officer Name and Email

##### **G.13.2 GWAC Transactional Data**

The Contractor must register in the government designated system in order to report transactional data.

The Contractor must provide the transactional data, outlined in Attachment J-3, Transactional Data Reporting and Contract Access Fee, electronically via the government designated system. The Contractor must adhere to the instruction and definitions for each reported data element as stated within the government designated system web page. The Government intends to post the reported hourly labor rates to the Prices Paid portal. The Prices Paid portal will be made available to Ordering Contracting Officers and agency program staff via a separate secured Government portal.

The reporting of transactional data is required for the following items, within the date specified in Section F.6, Deliverables:

- Task Order Award
- Modification
- Invoices
- Zero Invoice (if applicable, when no invoice is shown for an active order month)
- CAF Remittance Record

If appropriate, the Contractor must convert all currency to U.S. dollars using the "Treasury Reporting Rates of Exchange," issued by the U.S. Department of Treasury, Financial Management Service.

Data quality is of great importance; therefore, GSA may request from the Contractors corrections to the government designated system data, if applicable. Contractors must correct the government designated system data within the date specified in Section F.6, Deliverables.

#### **G.13.2.1 Change of GSA Business System(s) during Term of the Master Contract**

The Government may decide to change its business system(s), including a significant upgrade or a complete replacement of GSA's current business system after the date of Master Contract award. Should the Government implement a change of the required system(s) for reporting transactional data, the Contractor will be notified with a no-cost unilateral modification to the Master Contract.

#### **G.14 CONTRACT ACCESS FEE (CAF) REMITTANCE**

- a. The CAF is charged against all orders and applied to the total invoice amount for Contractor performance. Total invoice amount is inclusive of labor, fees (including award fees and incentive pools), ancillary support, and other direct costs (including travel).
- b. The standard CAF formula is:  
**Total CAF = Total Invoiced Amount x CAF Rate Percentage**
- c. Contractors must include the total CAF on each invoice. Contractors will remit to GSA the total CAF amount from paid invoices.
- d. CAF remittance can be made directly from the contractor's business bank account to the government designated system. Contractors will contact their financial institution/bank to establish an account authorizing Automated Clearing House (ACH) Direct Debit payments via a government designated system. If for reasons outside of human control, e.g., Act of God, where the Contractor is not able to remit the CAF via the government designated system, the Contractor must request written permission from GSA to remit the CAF outside the government designated system. This written permission must be approved by the GWAC Program Office.
- e. Contractors must remit the CAF in U.S. dollars to GSA within the time specified in Section F.6, Deliverables for all paid invoices reported during that calendar quarter. Polaris CAF payments may not be combined with another GWAC contract (including not combined with another Polaris contract), Federal Supply Schedule, or any other GSA Contract.

##### **G.14.1 Overdue CAF Payments**

Submitting the CAF on a timely schedule is a contractual requirement in this Master Contract and is also a regulatory requirement pursuant to FAR 32.6, Contract Debts. Failure to remit the CAF in a timely manner will constitute a contract debt to the United States.

## **G.15 GWAC DATA CALLS**

GSA may occasionally conduct surveys or request information from contractors pertaining to Polaris. The Contractor must email its response to Polaris@gsa.gov, or a designated reporting application, by the due date indicated in Section F.6, Deliverables.

Responses to GWAC Data Calls, which may include information that is attributable to a particular industry partner, may be published to government websites to promote the capabilities available through Polaris. This information may be used by ordering agencies conducting market research.

## **G.16 SUBCONTRACTORS**

The Government has not pre-approved any subcontractors in making awards for the Master Contract. If a Contractor proposes a subcontractor for work performed under an Order, the Contractor must comply with FAR 52.244-2 and FAR Subpart 44.2.

The OCO is responsible for reviewing the Contractor's notification and supporting data to ensure that the proposed subcontract is appropriate for the risk involved, and consistent with current policy and sound business judgment prior to consent to subcontract.

If the Contractor enters into any subcontract that requires consent under the clause at FAR 52.244-2, Subcontracts, without obtaining such consent, the Government is not required to reimburse the Contractor for any costs incurred under the subcontract prior to the date the Contractor obtains the required consent. Any reimbursement of subcontract costs incurred prior to the date the consent was obtained will be at the sole discretion of the Government.

### **G.16.1 Limitations on Subcontracting**

The contractor is responsible for managing the balance of workload being performed under this contract and meeting the requirements of FAR 52.219-14, Limitations on Subcontracting, by the end of the base period of the contract and then by the end of each subsequent option period.

The contractor is responsible for meeting these requirements at the Master Contract level and is required to perform a meaningful amount of work on each task order to prevent pass-through situations, which are prohibited under this contract. Contractor compliance with this section will be a factor in whether a contractor's Master Contract option is exercised. See Section H.17.2.

### **G.16.2 Subcontract Reporting**

Contractors should maintain up-to-date running records concerning prime and subcontract performance costs. Contractors must periodically report that information via the government designated system. Subcontracting data must be current within the government designated system no later than the date specified in Section F.6, Deliverables.

Contractors with no active Orders or no subcontract labor on any Orders in the preceding contract year must submit a negative report via email to PolarisSB@gsa.gov with a statement of "NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD." The negative report submitted should contain the Contractor's contract number and reporting period in the email subject line.

Contract options for contractors not in full compliance with FAR 52.219-14, Limitations on Subcontracting as of the end of the fourth contract year might not be exercised.

Willful failure or refusal to furnish the required reports, or gross negligence in managing the subcontracting limitation, or falsification of reports constitutes sufficient cause to terminate the Contractor for default.

## **G.17 CYBERSECURITY SUPPLY CHAIN RISK MANAGEMENT**

### **G.17.1 Annual Cybersecurity Supply Chain Risk Management (C-SCRM) Plan Submission**

To ensure Contractors remain aware of and are implementing emerging C-SCRM requirements over the life of the Master Contract, the Polaris C-SCRM Plan must be submitted to PolarisSB@gsa.gov as indicated in Section F.6, Deliverables. Contractors are encouraged to consider NIST 800-161 and Section H.4, IT Security Considerations in the development of this plan.

GSA will provide a C-SCRM Plan template to contractors prior to the submission dates indicated in Section F.6, Deliverables. This template must be utilized for preparation and submission of the required C-SCRM Plan. In addition to the submission dates noted in Section F.6, Deliverables, the contractor must notify the Government within 30 days of any material changes to their C-SCRM Plan. The C-SCRM Plan template may be updated by GSA throughout contract performance to reflect current C-SCRM factors. The C-SCRM Plan template may include but will not limited to the following sections:

1. Cover Page
2. Table of Contents
3. C-SCRM Plan Approval
4. System Name and Identifier
5. System Description
6. System Information Type and Categorization
7. System Operational Status
8. Role Identification
9. System/Network Diagrams, Inventory and Life Cycle Activities
10. Information Exchange and System Connections
11. Security Control Details (Minimum Control Baseline)
12. Contingencies and Emergencies
13. Revision and Maintenance
14. Acronym List
15. Terms and Definitions
16. References
17. Attachments
18. Related Laws, Regulations and Policies
19. C-SCRM Activities and Life Cycles

In the event GSA identifies necessary revisions to the submitted C-SCRM plan, a revised plan must be resubmitted within 30 days of notice from GSA. Failure to resolve any identified deficiencies in a timely manner may result in Government action, up to and including contract termination.

### **G.17.2 Risk Assessment**

The Government may identify, assess, and monitor contractors' supply chain risks in connection with product and service offerings. The Government may use any information from public unclassified, classified, or any other sources for its analysis. Once complete, the Contractor agrees the Government may, at its own discretion, perform audits of supply chain risk processes or events. On-site assessments may be required. GSA may monitor the following supply chain risks:

1. Risk of Foreign ownership, control, or influence
2. Cyber threats
3. Other supply chain risks which could impact the company's vulnerability, such as financial performance issues

In the event supply chain risks are identified and corrective action becomes necessary, mutually agreeable corrective actions will be sought based upon specific identified risks. Failure to resolve any

identified risk in a timely manner may result in Government action, up to and including contract termination.

## **G.18 TASK ORDER CLOSEOUT**

The OCO is responsible for closing out individual task orders under the Master Contract. The Contractor agrees to cooperate with the OCO to close out Orders as soon as practical after performance completion, cancellation, or termination of each task order. In the event the Contractor cannot locate the current OCO to close out the task order, the Contractor may request assistance from the GSA GWAC ACO to locate an ordering agency representative to close out the Orders. Task order closeout will be accomplished within the guidelines set forth in FAR Part 4 Administrative Matters and FAR Part 42 Contract Administration and Audit Services. GSA will not be responsible or held liable for any outstanding order claims that are not resolved to completion by the OCO or the Ordering Agency.

OCOs are encouraged to utilize FAR 42.708, Quick-closeout procedure to the maximum extent practicable.

The OCO has the authority to negotiate settlement of indirect costs in advance of the determination of final indirect cost rates if the order is physically complete and the amount of unsettled indirect cost to be allocated to the order is relatively insignificant (See FAR 42.708(a)(2)).

### **G.18.1 Task Order Closeout Verification / Validation**

The Contractor must verify that all data elements have been reported and validated within the designated reporting system within six (6) months after the task order Period of Performance end date. Any incorrect data identified during verification must be corrected within 30 calendar days after identification has been made.

## **G.19 MASTER CONTRACT CLOSEOUT**

GSA intends to close out the Master Contract within 18 months of the Contractor's final task order expiration date, pending no further claims brought to the GSA; and without waiting for the OCO to issue closeout modifications to their task orders. Task order awards and obligations reported in the GDRS will be compared to records found in the Federal Procurement Data System-Next Generation (FPDS-NG), and other available government systems. The GSA GWAC Program will review periodically the overpayment / underpayment of the CAF from expired task orders and reconcile any discrepancies with the Contractors in advance of the Master Contract closeout. As requested by the Polaris ACO and/or COR, Contractors must ensure corrections to Order, Invoice, and CAF Data are accomplished within the date specified in Section F.6, Deliverables.

Upon mutual agreement by both the Government and the Contractor, entitlement to any residual dollar amount of \$1,000 or less at the time of final contract closeout may be waived. "Residual dollar amount" means money owed to either party at the end of the contract and as a result of the contract, excluding liabilities relating to taxation or a violation of law or regulation. In determining a residual dollar amount, the Government and the Contractor may agree to consider offsets to the extent consistent with law and regulation.

Any and all Contractor claims at the Master Contract level against the GSA must be submitted, in writing to the PCO, or designated ACO at PolarisSB@gsa.gov. Furthermore, the Contractor must pursue any claims it may have at the order level exclusively through the ordering activity.

(End of Section G)

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H.1 MARKETING**

GSA requires the review and approval of any Polaris related press / news releases for Orders and Master Contracts, marketing / promotional materials and brochures, including information on the Contractor's Polaris webpage.

All marketing, promotional materials, and news releases in connection with Polaris or task order awards under Polaris, including information on the Contractor's Polaris webpage, may be co-branded with marks owned or licensed by the Contractor and GSA, as long as the Contractor complies with GSAR 552.203-71, Restriction on Advertising, and in the case of GSA's logo must comply with GSA's logo policy, and any updates thereto, as provided at <https://www.gsa.gov/reference/gsa-logo-policy>. Contractors must ensure these guidelines are adhered to by their subcontractors.

### **H.2 ORGANIZATIONAL CONFLICT OF INTEREST**

The guidelines and procedures of FAR Subpart 9.5 will be used in identifying and resolving any issues of organizational conflict of interest at the order level. In the event that an order requires activity that would create an actual or potential conflict of interest, the Contractor must identify the potential or actual conflict to the OCO for review per FAR Subpart 9.5.

### **H.3 PERMITS**

Except as otherwise provided in an individual Order, the Contractor is, without direct cost to the Government, responsible for obtaining any and all licenses, certifications, authorizations, approvals, and permits; for complying with any applicable Federal, national, state, and municipal laws, codes, and regulations; and any applicable foreign work permits, authorizations, etc., and/or visas in connection with the performance of any applicable Order issued under the Master Contract.

### **H.4 IT SECURITY CONSIDERATIONS**

Contractors entering into an agreement for service to government activities will be subject to IT security standards, policies, reporting requirements, and governmentwide laws or regulations applicable to the protection of governmentwide information security, as listed in Attachment J-4, Cybersecurity & Supply Chain Risk Management (SCRM) References.

#### **H.4.1 Additional Cybersecurity and SCRM Requirements**

Cybersecurity and SCRM are dynamic areas with developing regulations and requirements as evidenced by the ongoing development of the Cybersecurity Maturity Model Certification (CMMC) 2.0 framework by the Department of Defense (DoD), as well as National Institute of Standards and Technology (NIST) Special Publication (SP) 800-161, SP 800-171 and SP 800-172. As Polaris is a Governmentwide Acquisition Contract (GWAC) with potential customers of both civilian and defense organizations, it is important for the vehicle to remain relevant in light of changing requirements (see Attachment J-4, Cybersecurity & Supply Chain Risk Management (SCRM) References).

The theft of intellectual property and Controlled Unclassified Information (CUI) through malicious cyber activity threatens not only the economic security of the United States, but our national security as well. Nation states, criminal and terrorist organizations, and rogue individuals will continue to target the defense industrial base as well as Government agencies and commercial entities in order to disrupt operations and/or undercut our technological advantages.

While CMMC is currently a DoD initiative, it may also have utility as a baseline for civilian acquisitions. Polaris contractors are encouraged to monitor, prepare for and participate in acquiring CMMC certification once CMMC 2.0 standards are promulgated.

Polaris contractors should be aware of developing CMMC 2.0 and SCRM requirements by implementing the appropriate NIST SP 800-series documents which are expected to be foundational to CMMC 2.0. Once CMMC requirements have been finalized, GSA reserves the right to update the Master Contract with any applicable FAR clauses and provisions.

Additional cybersecurity and SCRM requirements may be included on individual task orders by the issuing agency OCO. These requirements may vary on individual orders based on the security needs and criticality assessment of the ordering agency.

## **H.5 SECURITY: FACILITY CLEARANCES**

Individual task orders may require facility security clearances. Unless specified otherwise by the OCO, only those Contractors that meet the required security clearance levels on individual orders will be able to compete for task orders requiring security clearance(s). When classified work is required on an individual task order, the Contract Security Classification Specification (DD Form 254 or agency equivalent) will be issued to the Contractor by the requiring agency. The Polaris Program will not sponsor facility security clearances.

## **H.6 SECURITY: PERSONNEL CLEARANCES**

The Contractor is responsible for providing personnel with appropriate security clearances to ensure compliance with Government security regulations, as specified on individual Orders. The Contractor must fully cooperate on all security checks and investigations by furnishing requested information to verify the Contractor employee's trustworthiness and suitability for the position. Clearances may require Special Background Investigations (SBI), Sensitive Compartmented Information (SCI) access or Special Access Programs (SAP), or agency-specific access, such as a Q clearance or clearance for restricted data. Contractors should refer to task order solicitations for guidance on whether or not the customer agency will pay for the investigation or if the Contractor is responsible for the cost of the investigation. The Polaris Program will not sponsor personnel clearances.

## **H.7 SUSTAINABILITY**

### **H.7.1 Environmentally Sustainable Products**

The contractor must provide products that comply with the federal sustainable acquisition policy, as outlined in GSAM Subpart 523.1 and FAR Part 23. This requires the Contractor to supply or provide environmentally sustainable (i.e., green) products. This includes products that are:

- (1) Delivered to the Government during performance,
- (2) Acquired by the Contractor for use in performing services at a Federally-controlled facility, or
- (3) Furnished by the Contractor for use by the Government.

The Polaris Master Contract seeks to benefit from the use of sustainable management practices by contractors by ensuring that products used in the performance of subsequent task orders are EPEAT Bronze Level or higher. In addition, contractors shall supply or provide products that are energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP)-designated, water-efficient, biobased, environmentally preferable (e.g., EPEAT®-registered, or non-toxic or less toxic alternatives), non-ozone depleting, made with recovered materials ancillary products, and to the maximum extent practicable, sustainable products and services identified or recommended by the Environmental Protection Agency (EPA).

## **H.7.2 Sustainable Practices and Impact Statement (Optional)**

GSA seeks to understand and reduce the energy and environmental impacts of services provided under the Master Polaris Contract. Contractors are strongly encouraged to post their Sustainable Practices and Impact Statement on its website and provide notification to PolarisSB@gsa.gov.

Contents of the Sustainable Practices and Impact Statement should include a Greenhouse Gas (GHG) inventory for the enterprise or GHG emissions resulting from the contract. GHG inventories can be prepared in a format similar to the World Resources Institute/World Business Council for Sustainable Development Greenhouse Gas Protocol Corporate Accounting and Reporting Standard, ISO 14064 standard. If a statement is prepared, it should also include GHG reduction target(s) for the enterprise or GHG emissions resulting from the contract either for reduction of absolute annual quantity of greenhouse gas emissions, and/or for reduction of "carbon intensity" (i.e., reduction of carbon footprint per activity measure such as sales, number of employees, square feet of facilities).

Subsequent annual reports can include information on progress towards meeting the GHG reduction target(s) set by the contractor for the enterprise or emissions resulting from the contract. GHG inventories and targets referenced above are recommended to include Scope 1 and 2 GHG emissions. Inclusion of Scope 3 emissions is also encouraged. Any barriers to GHG emission reductions can be noted.

## **H.8 CONTRACTOR TRAINING**

The Contractor is expected to maintain the professional qualifications and certifications of its personnel through ongoing training. Unless specifically authorized in an individual task order, the Contractor must not directly bill the Government for any training.

## **H.9 GOVERNMENT PROPERTY**

There is no government furnished property associated with the Polaris Master Contract. Any equipment, property, or facilities furnished by the Government or any Contractor-acquired property must be specified on individual task orders and follow the policies and procedures of FAR Part 45.

## **H.10 LEASING OF REAL AND PERSONAL PROPERTY**

The Government contemplates that leases may be part of a solution offered by a Contractor, but the Government, where the solution includes leasing, will not be the Lessee. Under no circumstances on any order issued under this Master Contract will:

- a. The Government be deemed to have privity-of-contract with the owner/lessor of the leased items; or
- b. The Government be held liable for early termination/cancellation damages if the Government decides not to exercise an Option period under an order unless the Contractor has specifically disclosed the amount of such damages (or the formula by which such damages would be calculated) as part of its proposal and the OCO for the order has specifically approved/allowed such damages as part of the award. The Master Contract strictly prohibits the use of lease-like payment arrangements, which purport to permit the Government to receive delivery of items and then pay for the full cost of the items over time, even if such arrangements are not technically a lease transaction because the Government is not the lessee.

## **H.11 ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY**

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, all electronic and information technology (EIT) products and services developed, acquired, maintained, or used under task orders issued against the contract must comply with the "Electronic and Information Technology Accessibility Provisions" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 C.F.R. 1194 (Appendix D).

The Contractor must reference the Section 508 accessibility standards below as a resource for meeting compliance of deliverables:

- D1194.21 Software applications and operating systems
- D1194.22 Web-based intranet and internet information and applications
- D1194.23 Telecommunications products
- D1194.24 Video and multimedia products
- D1194.25 Self contained, closed products
- D1194.26 Desktop and portable computers
- D1194.31 Functional performance criteria
- D1194.41 Information, documentation, and support

The Contractor must comply with all required Federal or agency standards, including providing a Voluntary Product Accessibility Template (VPAT) or Government Product Accessibility Template (GPAT), as specified in the scope of work for each task order. OCOs have the option to perform testing and validation of EIT deliverables against any conformance claim and may include Section 508 compliance as an evaluation factor within a task order.

Information about Section 508 provisions is available at <http://www.section508.gov/>. The complete text of Section 508 Final provisions can be accessed at <http://www.access-board.gov/>.

## **H.12 INTERNET PROTOCOL VERSION 6 (IPv6)**

The Master Contract involves the acquisition of IT using Internet Protocol (IP) technology. The Contractor agrees: (1) all deliverables involving IT using IP (products, services, software, etc.) comply with IPv6 standards and interoperate with both IPv6 and IPv4 systems and products; and (2) it has IPv6 technical support for fielded product management, development, and implementation available. If the Contractor plans to offer a deliverable involving IT that is not initially compliant, the Contractor must (1) obtain the OCO's approval before starting work on the deliverable; and (2) have IPv6 technical support for fielded product management, development and implementation available. Should the Contractor find the SOW, PWS or specifications of an order do not conform to IPv6 standards, it must notify the OCO of such nonconformance and act in accordance with the instructions of the OCO. Reference NIST SP 500-267Br1 and NIST SP 500-281A revision 1 for additional guidance on IPv6 requirements.

## **H.13 ACCOUNTING SYSTEM**

Unless specified otherwise by the OCO, a contractor responding to Cost-Reimbursement (CR) type task orders, as defined in FAR 16.301-1, is required to have an accounting system the Defense Contract Audit Agency (DCAA), the Defense Contract Management Agency (DCMA), or any federal civilian audit agency has audited and determined adequate for determining costs applicable to the contract in accordance with FAR 16.301-3(a)(3). The Contractor must notify PolarisSB@gsa.gov and designated OCOs for ongoing cost-reimbursement task orders, in writing, if there are any changes in the status of their cost accounting system and provide the reason(s) for the change.

#### **H.14 CYBERSECURITY MATURITY MODEL CERTIFICATION (CMMC)**

GSA reserves the right to survey Polaris awardees from time-to-time in order to identify each industry partner's CMMC standing.

Upon implementation of CMMC 2.0, Polaris order competitions may be restricted by designation of an applicable CMMC level when required by an ordering agency.

GSA reserves the right to require CMMC 2.0 certification up to level 2 to be considered for the Polaris option, as well as for any general or targeted on-ramp opportunities.

#### **H.15 TECHNICAL REFRESHMENT**

After the award of the Master Contract, the Government may implement technical refreshment of the scope and/or the labor categories consistent with the appropriate changes clause in order to improve performance or react to changes in technology.

#### **H.16 ON-RAMPING**

GSA reserves the right to periodically review the need for and determine whether or not it is in the Government's interest to hold an on-ramp to add Contractors to one or more Polaris Pools. This includes holding a targeted on-ramp to supplement specific capabilities required by the Government by adding new Contractors to one or more Polaris Pools. GSA also reserves the right to solicit and award additional Pools. The decision to hold an on-ramp is a discretionary unilateral authority of the GSA.

Polaris Contractors may not hold more than one Master Contract as a prime within a single pool at any time. During the performance of Polaris, the total number of contractors may fluctuate due to various reasons including industry consolidation, significant changes in the federal marketplace, advances in technology, general economic conditions, or other unforeseen reasons. Recognizing these market variables, GSA intends to periodically review the total number of contractors and the quality of those contractors participating in the ordering process, to include the review of the sole source requirements, and Fair Opportunity requirements resulting in competitive one-bid responses among other factors to determine whether it would be in the Government's best interest to initiate an on-ramp to add new qualified contractors to the Master Contract.

Should the GSA Polaris Contracting Officer determine to conduct an on-ramp in accordance with this section, the following considerations will apply:

1. An on-ramp notice is published in the governmentwide point of entry (GPE) in accordance with FAR Part 5, Publicizing Contract Actions.
2. An on-ramp is issued under current Federal procurement law, e.g., updating the provisions in Section L.
3. The number of new contracts awarded through an on-ramp is not limited by the number of awards identified in the original solicitation, made through the original competition, or any other on-ramp conducted through the contract.
4. The basis of the competition under the on-ramp relies upon substantially the same methodology as in the original solicitation. GSA reserves the right to update the evaluation criteria with consideration to market conditions and the specific needs being sought through the on-ramp.
5. The terms and conditions of any resulting awards are materially identical to the existing version of Polaris.
6. The period of performance for any new awards is coterminous with the existing term for all other Contractors.
7. On-ramp contract awardees are eligible to respond to task order requests and receive task order awards with the same rights and obligations as any other Contractor.

## **H.17 OFF-RAMPING**

Polaris Contractors are expected to compete for and receive task order awards, successfully perform the terms of their Orders, and to promptly improve performance should it ever not meet the terms of the Orders. If a Polaris Contractor does not meet these expectations, it is the Government's intent to "off-ramp" the Contractor by:

- Permitting the Contractor's Polaris Contract to expire instead of exercising the Option, or
- Implementing a termination for convenience (if applicable and only if such action is in the GSA's interest), or
- Implementing a termination for default, if applicable, or
- Taking any other action which may be permitted under the Polaris Contract's terms and conditions.

### **H.17.1 Minimum Contract Sales Requirements**

Contractors awarded a Polaris contract are expected to meet the minimum contract sales requirement at least 90 days before the Master Contract base period expires. The minimum contract sales requirement is \$500,000 in awarded task order value for each contract. If the Contractor does not meet the minimum contract sales requirement during the Master Contract base period, the Government will not exercise the Contractor's Master Contract option period.

### **H.17.2 Exercise of the Contract Option Period**

In accordance with FAR 52.217-9, Option to Extend the Term of the Contract, the Government may extend the term of this contract for one, five-year option period. In addition to the factors identified in FAR 17.207, the determination of whether the Contractor's option will be exercised will also include, but not be limited to, the following factors:

- Timely, Accurate, and Complete Reporting (G.13)
- Timely, Accurate, and Complete CAF Remittance (G.14)
- Contractor has met the Minimum Contract Sales Requirement (H.17.1)
- Contractor is in compliance with the Limitations on Subcontracting (G.16.1)
- Satisfactory Past Performance on Awarded Task Orders
- Contractor size and/or status (H.18.3)

## **H.18 HANDLING OF SIZE AND STATUS REREPRESENTATIONS**

### **H.18.1 Merger or Acquisition with Novation**

Per FAR 52.219-28, a merger or acquisition with novation requires timely rerepresentation of size and socioeconomic status.

When the rerepresentation identifies other than a small business, the novation will not be deemed to be in the Government's best interest. Given this advance information, such a merger or acquisition initiates a no-cost settlement agreement pursuant to FAR 49.109-4, with the following conditions:

- The contractor's size and status will be revised for the Master Contract in SAM.gov, which will apply to all subsequent funding actions on orders.
- The Master Contract shall be terminated for convenience at no cost to the Government.
- Existing task orders may continue at the OCO's discretion.
- Option periods on existing task orders may continue at the OCO's discretion.

### **H.18.2 Merger or Acquisition without Novation**

Per FAR 52.219-28, a merger or acquisition without novation requires timely rerepresentation of size and socioeconomic status.

When the rerepresentation identifies other than a small business, the merger or acquisition initiates a no-cost settlement agreement pursuant to FAR 49.109-4, with the following conditions:

- The contractor's size and status will be revised for the Master Contract in SAM.gov, which will apply to all subsequent funding actions on orders.
- The Master Contract shall be terminated for convenience at no cost to the Government.
- Existing task orders may continue at the OCO's discretion.
- Option periods on existing task orders may continue at the OCO's discretion.

### **H.18.3 Rerepresentation Prior to the Master Contract's Sixth Year**

Per FAR 52.219-28(b)(3)(i), timely rerepresentation of size and socioeconomic status is required prior to the Master Contract's sixth year. When the rerepresentation identifies other than a small business, the Master Contract option period for the affected contractor will be subject to the following:

1. The contractor is NOT eligible to respond to task order requests subject to fair opportunity (FAR 16.505(b)(1))
2. The contractor remains eligible to accept orders from OCOs based on the following exception to a fair opportunity:
  - The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order (FAR 16.505(b)(2)(i)(C))
3. A subsequent merger or acquisition, with or without novation, triggers paragraph H.18.1 or H.18.2, as applicable.
  - If the result of the rerepresentation is that the Contractor is deemed to be a small business concern with the same small business program status of which qualified the Contractor for the pool award, then H.18.3(1) will no longer apply, in which case it might take the Government 30 or more calendar days to implement the necessary adjustments.

(End of Section H)

**SECTION I  
 CONTRACT CLAUSES**

**I.1 GENERAL**

Due to the various combinations of contract provisions / clauses which may be required for an individual task order based on the contract type, statement of work, dollar value, and other specific customer agency requirements, the Polaris GWAC cannot predetermine all the contract provisions / clauses for future individual task orders. However, all Required and Required when Applicable provisions / clauses set forth in FAR 52.301 automatically flow down to all Orders, based on their specific contract type, statement of work, and dollar value.

The OCO must identify any Optional, and / or Agency-specific provisions / clauses for each individual task order solicitation and subsequent task order award. The OCO must provide the provision / clause Number, Title, Date, and fill-in information (if any), as of the date the task order solicitation is issued.

**I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (Feb 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: [www.acquisition.gov/FAR](http://www.acquisition.gov/FAR)

<b>FAR Clause</b>	<b>Title</b>	<b>Date</b>
52.202-1	Definitions	Jun 2020
52.203-3	Gratuities	Apr 1984
52.203-5	Covenant Against Contingent Fees	May 2014
52.203-6	Restrictions on Subcontractor Sales to the Government	Jun 2020
52.203-7	Anti-Kickback Procedures	Jun 2020
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	May 2014
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	May 2014
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	Jun 2020
52.203-13	Contractor Code of Business Ethics and Conduct	Nov 2021
52.203-14	Display of Hotline Poster(s)	Nov 2021
52.203-17	Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights	Jun 2020
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan 2017
52.204-2	Security Requirements	Mar 2021
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	May 2011
52.204-9	Personal Identity Verification of Contractor Personnel	Jan 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	Jun 2020
52.204-13	System for Award Management Maintenance	Oct 2018
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts	Oct 2016
52.204-18	Commercial and Government Entity Code Maintenance	Aug 2020
52.204-19	Incorporation by Reference of Representations and Certifications	Dec 2014

<b>FAR Clause</b>	<b>Title</b>	<b>Date</b>
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	Nov 2021
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	Nov 2021
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	Nov 2021
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	Oct 2018
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	Nov 2015
52.210-1	Market Research	Nov 2021
52.215-2	Audit and Records-Negotiation	Jun 2020
52.215-8	Order of Precedence-Uniform Contract Format	Oct 1997
52.215-9	Changes or Additions to Make-or-Buy Program	Oct 1997
52.215-14	Integrity of Unit Prices	Nov 2021
52.215-15	Pension Adjustments and Asset Reversions	Oct 2010
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions	Jul 2005
52.215-19	Notification of Ownership Changes	Oct 1997
52.215-23	Limitations on Pass-Through Charges	Jun 2020
52.219-3+	Notice of HUBZone Set-Aside or Sole-Source Award	Sept 2021
52.219-6	Notice of Total Small Business Set-Aside	Nov 2020
52.219-8	Utilization of Small Business Concerns	Oct 2018
52.219-14	Limitations on Subcontracting	Sept 2021
52.219-27+	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside	Sept 2021
52.219-28	Post-Award Small Business Program Rerepresentation	Sept 2021
52.219-30+	Notice of Set-Aside for, or Sole-Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program	Sept 2021
52.222-3	Convict Labor	Jun 2003
52.222-21	Prohibition of Segregated Facilities	Apr 2015
52.222-26	Equal Opportunity	Sept 2016
52.222-37	Employment Reports on Veterans	Jun 2020
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	Dec 2010
52.222-50	Combating Trafficking in Persons	Nov 2021
52.222-54	Employment Eligibility Verification	Nov 2021
52.223-6	Drug-Free Workplace	May 2001
52.223-10	Waste Reduction Program	May 2011
52.223-15	Energy Efficiency in Energy-Consuming Products	May 2020
52.223-16	Acquisition of EPEAT®-Registered Personal Computer Products	Oct 2015
52.223-17	Affirmative Procurement of EPA-designated Items in Service and Construction Contracts	Aug 2018

<b>FAR Clause</b>	<b>Title</b>	<b>Date</b>
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	Jun 2020
52.224-1	Privacy Act Notification	Apr 1984
52.224-2	Privacy Act	Apr 1984
52.225-1	Buy American-Supplies	Nov 2021
52.225-13	Restrictions on Certain Foreign Purchases	Feb 2021
52.225-14	Inconsistency between English Version and Translation of Contract	Feb 2000
52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States	May 2020
52.227-1	Authorization and Consent	Jun 2020
52.227-3	Patent Indemnity	Apr 1984
52.227-11	Patent Rights-Ownership by the Contractor	May 2014
52.227-14	Rights in Data-General	May 2014
52.227-17	Rights in Data-Special Works	Dec 2007
52.227-23	Rights to Proposal Data (Technical)	Jun 1987
52.228-5	Insurance-Work on a Government Installation	Jan 1997
52.232-7	Payments under Time-and-materials and Labor-Hour Contracts	Nov 2021
52.232-17	Interest	May 2014
52.232-18	Availability of Funds	Apr 1984
52.232-33	Payment by Electronic Funds Transfer-System for Award Management	Oct 2018
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Nov 2021
52.233-1	Disputes	May 2014
52.233-3	Protest after Award	Aug 1996
52.233-4	Applicable Law for Breach of Contract Claim	Oct 2004
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	Apr 1984
52.237-3	Continuity of Services	Jan 1991
52.239-1	Privacy or Security Safeguards	Aug 1996
52.242-13	Bankruptcy	Jul 1995
52.243-3	Changes-Time-and-Materials or Labor-Hours	Sept 2000
52.244-2	Subcontracts	Jun 2020
52.244-6	Subcontracts for Commercial Products and Commercial Services	Jan 2022
52.245-1	Government Property	Sept 2021
52.245-9	Use and Charges	Apr 2012
52.247-63	Preference for U.S.-Flag Air Carriers	Jun 2003
52.249-4	Termination for Convenience of the Government (Services) (Short Form)	Apr 1984
52.249-8	Default (Fixed-Price Supply and Service)	Apr 1984
52.249-14	Excusable Delays	Apr 1984
52.253-1	Computer Generated Forms	Jan 1991

Note: Clause numbers followed by a plus sign (+) are not applicable to the Master Contract solicitation but may be utilized by the OCO as described in FAR 16.505(b)(2)(i)(F) and Section G.11.2, Fair Opportunity.

(End of clause)

**I.2.1 General Services Acquisition Regulation (GSAR), Incorporated By Reference**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/>

Clause	Title	Date
552.203-71	Restriction on Advertising	Sept 1999
552.204-9	Personal Identity Verification Requirements	Jul 2021
552.215-70	Examination of Records by GSA	Jun 2016
552.228-5	Government as Additional Insured	Jan 2016
552.229-71	Federal Excise Tax—DC Government	Sept 1999
552.232-23	Assignment of Claims	Sept 1999
552.232-39	Unenforceability of Unauthorized Obligations. (DEVIATION FAR 52.232-39)	Feb 2018
552.232-78	Commercial Supplier Agreements – Unenforceable Clauses	Feb 2018
552.252-6	Authorized Deviations in Clauses (DEVIATION FAR 52.252-6)	Nov 2021

**I.3 FAR 52.204-21 BASIC SAFEGUARDING OF COVERED CONTRACTOR INFORMATION SYSTEMS (Nov 2021)**

(a) Definitions. As used in this clause—

“Covered contractor information system” means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

“Federal contract information” means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public websites) or simple transactional information, such as necessary to process payments.

“Information” means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

“Information system” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).

“Safeguarding” means measures or controls that are prescribed to protect information systems.

(b) Safeguarding requirements and procedures.

(1) The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

- (i) Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).
- (ii) Limit information system access to the types of transactions and functions that authorized users are permitted to execute.
- (iii) Verify and control/limit connections to and use of external information systems.
- (iv) Control information posted or processed on publicly accessible information systems.
- (v) Identify information system users, processes acting on behalf of users, or devices.
- (vi) Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.
- (vii) Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.
- (viii) Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.
- (ix) Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.
- (x) Monitor, control, and protect organizational communications (*i.e.*, information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.
- (xi) Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.
- (xii) Identify, report, and correct information and information system flaws in a timely manner.
- (xiii) Provide protection from malicious code at appropriate locations within organizational information systems.
- (xiv) Update malicious code protection mechanisms when new releases are available.
- (xv) Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

(2) *Other requirements.* This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

(c) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial products or commercial services, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

(End of clause)

**I.4 FAR 52.216-18 ORDERING (Aug 2020)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued during the Master Contract Ordering Period as outlined in F.2.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) A delivery order or task order is considered "issued" when—

(1) If sent by mail (includes transmittal by U.S. mail or private delivery service), the Government deposits the order in the mail;

(2) If sent by fax, the Government transmits the order to the Contractor's fax number; or

(3) If sent electronically, the Government either—

(i) Posts a copy of the delivery order or task order to a Government document access system, and notice is sent to the Contractor; or

(ii) Distributes the delivery order or task order via email to the Contractor's email address.

(d) Orders may be issued by methods other than those enumerated in this clause only if authorized in the contract.

(End of clause)

**I.5 FAR 52.216-19 ORDER LIMITATIONS (Oct 1995)**

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than \$3,500, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor-

(1) Any order for a single item in excess of \$500 million;

(2) Any order for a combination of items in excess of \$500 million; or

(3) A series of orders from the same ordering office within 3 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 1 day after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

**I.6 FAR 52.216-22 INDEFINITE QUANTITY [(Mar 2022) (DEVIATION)]**

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule. The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 5 years following the expiration of the Master Contract ordering period.

(End of clause)

**I.7 FAR 52.217-8 OPTION TO EXTEND SERVICES (Nov 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

**I.8 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 90 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed a 10.5 year contract ordering period.

(End of clause)

**I.9 FAR 52.219-13 NOTICE OF SET-ASIDE OF ORDERS (Mar 2020)**

(a) The Contracting Officer may set aside orders for the small business concerns identified in 19.000(a)(3).

(b) The Contracting Officer will give notice of the order or orders, if any, to be set aside for small business concerns identified in 19.000(a)(3) and the applicable small business program. This notice, and its restrictions, will apply only to the specific orders that have been set aside for any of the small business concerns identified in 19.000(a)(3).

(End of clause)

**I.10 FAR 52.222-35 EQUAL OPPORTUNITY FOR VETERANS (Jun 2020)**

(a) *Definitions.* As used in this clause-

“Active duty wartime or campaign badge veteran,” “Armed Forces service medal veteran,” “disabled veteran,” “protected veteran,” “qualified disabled veteran,” and “recently separated veteran” have the meanings given at Federal Acquisition Regulation (FAR) 22.1301.

(b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.

(c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts valued at or above the threshold specified in FAR 22.1303(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary of Labor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

(End of clause)

**I.11 FAR 52.222-36 EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES (Jun 2020)**

(a) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.

(b) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of the threshold specified in Federal Acquisition Regulation (FAR) 22.1408(a) on the date of subcontract award, unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

(End of clause)

**I.12 GSAR 552.216-75 TRANSACTIONAL DATA REPORTING (Jun 2016) [DEVIATION (Jun 2022)]**

- (a) Definition. "Transactional data" encompasses the historical details of the products or services delivered by the Contractor during the performance of task or delivery orders issued against this contract.
- (b) Reporting of Transactional Data. The Contractor must report all transactional data under this contract as follows:
- (1) The Contractor must electronically report transactional data by utilizing the automated reporting system at an Internet website designated by the General Services Administration (GSA) or by uploading the data according to GSA instructions. GSA will post registration instructions and reporting procedures on the Vendor Support Center website, <https://vsc.gsa.gov>. The reporting system website address, as well as registration instructions and reporting procedures, will be provided at the time of award or inclusion of this clause in the contract.
  - (2) The Contractor must provide, at no additional cost to the Government, the following transactional data elements, as applicable:
    - (i) Contract or Blanket Purchase Agreement (BPA) Number.
    - (ii) Delivery/Task Order Number/Procurement Instrument Identifier (PIID).
    - (iii) Non-Federal Entity.
    - (iv) Description of Deliverable.
    - (v) Manufacturer Name.
    - (vi) Manufacturer Part Number.
    - (vii) Unit Measure (each, hour, case, lot).
    - (viii) Quantity of Item Sold.
    - (ix) Universal Product Code.
    - (x) Price Paid Per Unit.
    - (xi) Total Price.
    - (xii) Invoice-Reporting Period.
    - (xiii) Invoice-Number.
    - (xiv) Invoice-Paid Date.
    - (xv) Invoice-Amount.
    - (xvi) Invoice-Contract Line Item Number.
    - (xvii) Invoice-Line Item Identifier.
    - (xviii) Invoice-Line Item Type.
    - (xix) Contract Access Fee-Line Item Amount.
    - (xx) Contract Access Fee-Voucher Number.
    - (xxi) Contract Access Fee-Amount Allocated.
    - (xxii) Contract Access Fee-Remit Payment Date.
    - (xxiii) Subcontracting-Vendor Name(s).
    - (xxiv) Subcontracting-Vendor Unique Entity Identifier(s).
    - (xxv) Subcontracting-Total Amount Subcontracted for Services.
    - (xxvi) Subcontracting-Similarly Situated Entity Identification (if any).
    - (xxvii) Services-Employee Security Clearance Level (if applicable).
    - (xxviii) Services-Employee Labor Category.
    - (xxix) Services-Employee Applicable Labor Law (SCA, DBA, Exempt, or N/A).
    - (xxx) Services-Employee Location (Zip Code).
    - (xxxi) Services-Employee Indirect Hourly Costs (if applicable).
    - (xxxii) Services-Type of Work Performed.
    - (xxxiii) Services-Place of Performance (Government Site, Contractor Site, Remote, or N/A).
  - (3) The Contractor must report transactional data within 30 calendar days from the last calendar day of the month. If there was no contract activity during the month, the Contractor must submit a confirmation of no reportable transactional data within 30 calendar days of the last calendar day of the month.
- Note to paragraph (b)(2): The Contracting Officer may add data elements to the standard elements listed in paragraph (b)(2) of this section with the approvals listed in GSAM 507.105.*

- (4) The Contractor must report the price paid per unit, total price, or any other data elements with an associated monetary value listed in (b)(2) of this section, in U.S. dollars.
- (5) The Contractor must maintain a consistent accounting method of transactional data reporting, based on the Contractor's established commercial accounting practice.
- (6) Reporting Points.
  - (i) The acceptable points at which transactional data may be reported include—
    - A. Issuance of an invoice; or
    - B. Receipt of payment.
      - (ii) The Contractor must determine whether to report transactional data on the basis of invoices issued or payments received.
  - (7) The Contractor must continue to furnish reports, including confirmation of no transactional data, through physical completion of the last outstanding task or delivery order issued against the contract.
  - (8) Unless otherwise expressly stated by the ordering activity, orders that contain classified information or other information that would compromise national security are exempt from this reporting requirement.
  - (9) This clause does not exempt the Contractor from fulfilling existing reporting requirements contained elsewhere in the contract.
  - (10) GSA reserves the unilateral right to change reporting instructions following 60 calendar days' advance notification to the Contractor.
- (c) Contract Access Fee (CAF).
  - (1) GSA's operating costs are reimbursed through a CAF charged on orders placed against this contract. The CAF is paid by the ordering activity but remitted to GSA by the Contractor. GSA has the unilateral right to change the fee structure at any time, but not more than once per year; GSA will provide reasonable notice prior to the effective date of any change.
  - (2) Within 60 calendar days of award or inclusion of this clause in the contract, a GSA representative will provide the Contractor with specific written procedural instructions on remitting the CAF, including the deadline by which the Contractor must remit the CAF. The deadline specified in the written procedural instructions will be no less than 30 calendar days after the last calendar day of the month. GSA reserves the unilateral right to change remittance instructions following 60 calendar days' advance notification to the Contractor.
  - (3) The Contractor must remit the CAF to GSA in U.S. dollars.
  - (4) The Contractor's failure to remit the full amount of the CAF within the specified deadline constitutes a contract debt to the United States Government under the terms of FAR Subpart 32.6. The Government may exercise all rights under the Debt Collection Improvement Act of 1996, including withholding or offsetting payments and interest on the debt (see FAR clause 52.232-17, Interest). If the Contractor fails to submit the required sales reports, falsifies them, or fails to timely pay the CAF, these reasons constitute sufficient cause for the Government to terminate the contract for cause.

(End of Clause)

(End of Section I)

**SECTION J  
LIST OF ATTACHMENTS**

**I. MASTER CONTRACT ATTACHMENTS**

- J-1 Performance Requirements Summary (PRS)
- J-2 Labor Category Descriptions
- J-3 Transactional Data Reporting (TDR) and Contract Access Fee (CAF)
- J-4 Cybersecurity & Supply Chain Risk Management (SCRM) References

**II. RFP SOLICITATION ATTACHMENTS**

The following documents are for use during the solicitation process and will not remain with the Master Contract following award:

- J.P-1 Representations and Certifications from Section K
- J.P-2 Joint Venture Experience Template
- J.P-3 FPDS-NG Sample
- J.P-4 Past Performance Rating Form
- J.P-5 GSA Form 527 Contractor's Qualifications and Financial Information
- J.P-6 Project Verification Form
- J.P-7 Joint Venture Work and Qualifications
- J.P-8 Multiple Award Schedule Contractor Teaming Arrangement (MAS CTA) Experience Template

(End of Section J)

## SECTION K REPRESENTATIONS AND CERTIFICATIONS

**INSTRUCTIONS:** The provision at FAR 52.204-7, System for Award Management, is included in this solicitation. The Offeror must complete the annual representations and certifications electronically via the SAM.gov website accessed through <https://www.SAM.gov>. Additionally, the Offeror is required to complete the following representations and certifications and return them with its proposal.

### **K.1 FAR 52.204-8 Annual Representations and Certifications (Jan 2022)**

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541512.

(2) The small business size standard is \$30 million.

(3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees if the acquisition—

(i) Is set aside for small business and has a value above the simplified acquisition threshold;

(ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or

(iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.

(b) (1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

(i)  Paragraph (d) applies.

(ii)  Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

- (ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.
- (iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation. This provision applies to all solicitations.
- (iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.
- (v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that-
- (A) Are not set aside for small business concerns;
  - (B) Exceed the simplified acquisition threshold; and
  - (C) Are for contracts that will be performed in the United States or its outlying areas.
- (vi) 52.204-26, Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.
- (vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations-Representation.
- (viii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
- (x) 52.214-14, Place of Performance-Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
- (xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (xii) 52.219-1, Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
  - (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
  - (C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.
- (xiii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.
- (xv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xvi) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial products or commercial services.

(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation. This provision applies to solicitations that include the clause at 52.204-7.

(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xxi) 52.225-4, Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$92,319, the provision with its Alternate II applies.

(D) If the acquisition value is \$92,319 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.204-20, Predecessor of Offeror.

(iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

\_\_\_ (v) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

\_\_\_ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

\_\_\_ (vii) 52.227-6, Royalty Information.

\_\_\_ (A) Basic.

\_\_\_ (B) Alternate I.

\_\_\_ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically in SAM website accessed through <https://www.sam.gov>. After reviewing the SAM information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

**K.2 FAR 52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (Nov 2021)**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Products or Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) Definitions. As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures*. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation*. The Offeror represents that—

(1) It  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror

responds “does” in paragraph (d)(2) of this section.

(e) *Disclosures.* (1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

### **K.3 FAR 52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (Oct 2018)**

(a) *Definitions.* As used in this provision—

*Administrative proceeding* means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

*Federal contracts and grants with total value greater than \$10,000,000* means—

- (1) The total value of all current, active contracts and grants, including all priced options; and
- (2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

*Principal* means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror  has  does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

- (1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:
  - (i) In a criminal proceeding, a conviction.
  - (ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.
  - (iii) In an administrative proceeding, a finding of fault and liability that results in—
    - (A) The payment of a monetary fine or penalty of \$5,000 or more; or
    - (B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.
  - (iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIS as required through maintaining an active registration in the System for Award Management, which can be accessed via <https://www.sam.gov> (see 52.204-7).

**K.4 FAR 52.209-13 VIOLATION OF ARMS CONTROL TREATIES OR AGREEMENTS-  
CERTIFICATION (Nov 2021)**

(a) This provision does not apply to acquisitions at or below the simplified acquisition threshold or to acquisitions of commercial products and commercial services as defined in Federal Acquisition Regulation 2.101.

(b) *Certification. [Offeror shall check either (1) or (2).]*

\_\_\_ (1) The Offeror certifies that—

(i) It does not engage and has not engaged in any activity that contributed to or was a significant factor in the President's or Secretary of State's determination that a foreign country is in violation of its obligations undertaken in any arms control, nonproliferation, or disarmament agreement to which the United States is a party, or is not adhering to its arms control, nonproliferation, or disarmament commitments in which the United States is a participating state. The determinations are described in the most recent unclassified annual report provided to Congress pursuant to section 403 of the Arms Control and Disarmament Act (22 U.S.C. 2593a). The report is available at <https://www.state.gov/bureaus-offices/under-secretary-for-arms-control-and-international-security-affairs/bureau-of-arms-control-verification-and-compliance/>; and

(ii) No entity owned or controlled by the Offeror has engaged in any activity that contributed to or was a significant factor in the President's or Secretary of State's determination that a foreign country is in violation of its obligations undertaken in any arms control, nonproliferation, or disarmament agreement to which the United States is a party, or is not adhering to its arms control, nonproliferation, or disarmament commitments in which the United States is a participating state. The determinations are described in the most recent unclassified annual report provided to Congress pursuant to section 403 of the Arms Control and Disarmament Act (22 U.S.C. 2593a). The report is available at <https://www.state.gov/bureaus-offices/under-secretary-for-arms-control-and-international-security-affairs/bureau-of-arms-control-verification-and-compliance/>; or

\_\_\_ (2) The Offeror is providing separate information with its offer in accordance with paragraph (d)(2) of this provision.

(c) Procedures for reviewing the annual unclassified report (see paragraph (b)(1) of this provision). For clarity, references to the report in this section refer to the entirety of the annual unclassified report, including any separate reports that are incorporated by reference into the annual unclassified report.

(1) Check the table of contents of the annual unclassified report and the country section headings of the reports incorporated by reference to identify the foreign countries listed there. Determine whether the Offeror or any person owned or controlled by the Offeror may have engaged in any activity related to one or more of such foreign countries.

(2) If there may have been such activity, review all findings in the report associated with those foreign countries to determine whether or not each such foreign country was determined to be in violation of its obligations undertaken in an arms control, nonproliferation, or disarmament agreement to which the United States is a party, or to be not adhering to its arms control, nonproliferation, or disarmament commitments in which the United States is a participating state. For clarity, in the annual report an explicit certification of non-compliance is equivalent to a determination of violation. However, the following statements in the annual report are not equivalent to a determination of violation:

(i) An inability to certify compliance.

(ii) An inability to conclude compliance.

(iii) A statement about compliance concerns.

(3) If so, determine whether the Offeror or any person owned or controlled by the Offeror has

engaged in any activity that contributed to or is a significant factor in the determination in the report that one or more of these foreign countries is in violation of its obligations undertaken in an arms control, nonproliferation, or disarmament agreement to which the United States is a party, or is not adhering to its arms control, nonproliferation, or disarmament commitments in which the United States is a participating state. Review the narrative for any such findings reflecting a determination of violation or non-adherence related to those foreign countries in the report, including the finding itself, and to the extent necessary, the conduct giving rise to the compliance or adherence concerns, the analysis of compliance or adherence concerns, and efforts to resolve compliance or adherence concerns.

(4) The Offeror may submit any questions with regard to this report by email to NDAA1290Cert@state.gov. To the extent feasible, the Department of State will respond to such email inquiries within 3 business days.

(d) Do not submit an offer unless—

(1) A certification is provided in paragraph (b)(1) of this provision and submitted with the offer; or

(2) In accordance with paragraph (b)(2) of this provision, the Offeror provides with its offer information that the President of the United States has

(i) Waived application under 22 U.S.C. 2593e(d) or (e); or

(ii) Determined under 22 U.S.C. 2593e(g)(2) that the entity has ceased all activities for which measures were imposed under 22 U.S.C. 2593e(b).

(e) *Remedies.* The certification in paragraph (b)(1) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly submitted a false certification, in addition to other remedies available to the Government, such as suspension or debarment, the Contracting Officer may terminate any contract resulting from the false certification.

(End of provision)

(End of Section K)

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES  
 TO OFFERORS OR RESPONDENTS**

**L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (Feb 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <https://www.acquisition.gov/far/>

<b>FAR</b>	<b>TITLE</b>	<b>DATE</b>
52.204-7	System for Award Management	Oct 2018
52.204-16	Commercial and Government Entity Code Reporting	Aug 2020
52.207-6	Solicitation of Offers from Small Business Concerns and Small Business Teaming Arrangements or Joint Ventures (Multiple-Award Contracts)	Oct 2016
52.214-34	Submission of Offers in the English Language	Apr 1991
52.214-35	Submission of Offers in U.S. Currency	Apr 1991
52.215-1	Instructions to Offerors - Competitive Acquisition	Nov 2021
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	Feb 1999
52.222-56	Certification Regarding Trafficking in Persons Compliance Plan	Oct 2020

**L.2 FAR AND GSAR PROVISIONS**

The following FAR and GSAR provisions are applicable to this solicitation and are provided in full text.

**L.2.1 FAR 52.216-1 Type of Contract (Apr 1984)**

The Government contemplates award of multiple indefinite-delivery, indefinite-quantity contracts resulting from this solicitation.

(End of provision)

**L.2.2 FAR 52.216-27 Single or Multiple Awards (Oct 1995)**

The government anticipates that Multiple Awards shall be made up to a maximum of 100 awards. In the event of a precisely tied score at the 100th position, all Offerors tied at the 100th position will receive a Master Contract award.

(End of provision)

### **L.2.3 FAR 52.233-2 Service of Protest (Sept 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Polaris@gsa.gov

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

### **L.2.4 GSAR 552.217-71 Notice Regarding Option(s) (Nov 1992)**

The General Services Administration (GSA) has included an option to extend the term of this contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful Offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR 517.207.

(End of provision)

## **L.3 PROPOSAL SUBMISSION INSTRUCTIONS**

The following instructions are for the preparation and submission of proposals. The purpose of this section is to establish requirements for the format and content of proposals so proposals contain all essential information and can be evaluated equitably.

Offerors are instructed to read the entire solicitation document, including all attachments in Section J, prior to submitting questions and/or preparing a proposal. Omission of any information from the proposal submission requirements may result in rejection of the offer.

An MA-IDIQ contract will result from this solicitation. An Offeror (as identified in Block 15A of the SF33) may only submit a single proposal for this Pool. An Offeror found submitting more than one proposal will have ALL of its proposals disqualified and removed from further award consideration.

A small business concern may participate under multiple proposals (e.g., Offeror, proposed subcontractor, joint venture member), however, per L.5.2, Relevant Experience, no project, to include Primary Relevant Experience and Emerging Technology Relevant Experience, may be used in more than one proposal under this Solicitation. Relevant Experience Projects used in more than one proposal for this Pool will be removed from all proposals for this Pool and will not be evaluated as part of any Offeror's proposal for this Pool. It is solely the Offeror's responsibility to ensure that the Relevant Experience Projects submitted as part of the Offeror's proposal are not submitted in any other proposals for this Pool.

An Offeror must submit its proposal through the Polaris Submission Portal (PSP). Proposals submitted for this solicitation will only be considered for the Polaris Small Business Pool. Separate submission is required within the PSP for other Polaris Pools, each under a distinct solicitation.

The Government will evaluate proposals in accordance with the instructions and evaluation criteria set forth in Sections L and M of this solicitation.

Offerors may make minor formatting changes to Section J and Section K templates used in proposal submission. For example, minor formatting changes include such things as adjusting page breaks, adding corporate identification logos, and including disclaimers of proprietary information.

The electronic solicitation documents, as posted on <http://www.sam.gov>, will be the “official” documents for this solicitation. In the event of a discrepancy between the electronic solicitation documents, as posted on <http://www.sam.gov>, and the PSP, the electronic solicitation documents on <http://www.sam.gov> take precedence.

The Government will not reimburse Offerors for any cost incurred for the preparation and submission of a proposal in response to this solicitation.

All proposal information is subject to verification by the Government. The Offeror is required to ensure all proposal information submitted is verifiable. If the GSA Source Selection Team detects a high degree of unverifiable, contradictory, or unsubstantiated information submitted in an Offeror’s proposal, the Government will end the proposal evaluation, and the Offeror will be removed from being considered for award. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.

NOTE: This solicitation instructs Offerors to provide supporting documentation for all scored evaluation criteria. While some sub-sections of Section L may indicate an Offeror must provide a particular form of documentation for validation purposes, Offerors may provide additional verifiable documentation to validate any claimed scoring elements.

### **L.3.1 Official Legal Offering Entity**

All the evaluation elements an Offeror is claiming credit for in accordance with Section L.5. must be in the Offeror’s name as submitted in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award, with a corresponding CAGE Code and UEI (SAM) in SAM that matches the Offeror name on the SF33, Block 15A. (See Section L.5.1.1.).

See Sections L.3.2, L.5.1.3 and L.5.1.4 for the only exceptions to this requirement.

### **L.3.2 Mergers, Acquisitions, and Novations, as Applicable**

By the closing date of this solicitation, if a company has acquired part or all of another company, the transferee company (the company acquiring the other company) may claim credit for the additional points for Relevant Experience Projects and the Past Performance Projects so long as a Government-approved novation of a U.S. Federal contract from one contractor to another has been made. The company that sold the part of its company that performed the Project may not claim the novated Project(s) in a Polaris proposal.

For example, Company XYZ performed a Relevant Experience Project under its Subsidiary, ABC Inc. under Contract Number 12345. Company XYZ sold ABC Inc. to FGH Company and Contract Number 12345 was officially novated to FGH Company by a Contracting Officer on May 1, 2020. FGH Company (and only FGH Company) can claim credit for the Relevant Experience Project under Contract Number 12345 once the novation is completed. Company XYZ may not claim Contract Number 12345 once the novation is completed.

### L.3.3 Inverted Domestic Corporations

Inverted Domestic Corporations are not eligible for award under this solicitation.

“Inverted Domestic Corporation”, as defined in FAR 52.209-10, means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), i.e., a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

### L.3.4 Proposal Due Date and Submission Instructions

Proposals are due no later than 4:00 p.m. Eastern Time (ET) on ~~August 19~~September 9, 2022.

Proposals must be submitted electronically via the Polaris Submission Portal (PSP). This portal is accessible at:

<https://polaris.app.cloud.gov>

[Any offerors and team members experiencing SAM.gov delays, which are impacting their ability to submit their proposal, must notify the Polaris CO no later than Friday, August 19, 2022 via email to Polaris@gsa.gov.](#)

### L.3.5 Solicitation Questions

The Polaris CO is the sole POC for all questions under this solicitation. Offerors must submit all questions regarding the solicitation to Polaris@gsa.gov.

All questions must be received no later than 4:00 p.m., ET on July 12, 2022.

Questions received after 4:00 p.m. ET on July 12, 2022 may not be answered.

Questions regarding PSP (e.g., access, system issues, and upload issues) must be submitted via the Polaris Submission Portal help desk at client.support@apexlogic.com. If an Offeror is having issues submitting its question, the Offeror must contact the help desk. The help desk is only obligated to respond to tickets that are received at least 36 hours in advance of the RFP deadline. Any questions regarding PSP submitted after this deadline, or through any means other than PSP, will not be considered by the Government. The Offeror is solely responsible for its inability to submit a proposal due to issues with PSP that were not submitted to the PSP help desk at least 36 hours in advance of the RFP deadline.

Please thoroughly review the entire solicitation, including all the attachments in Section J, prior to submitting questions. GSA will not acknowledge the receipt of questions.

### **L.3.6 Pre-proposal Conference**

An optional pre-proposal conference will be recorded and released online to provide an overview of the Polaris RFP. This conference will not introduce new information.

Details on accessing the recording will be provided through the solicitation announcement on SAM.gov.

## **L.4 PROPOSAL FORMAT AND LIMITATIONS**

Offerors must provide all documentation and proposal contents exclusively via the PSP. The PSP will guide Offerors through the submission process. Proposals submitted through other methods will not be considered. All submitted documents must be in .pdf format. Within the PSP, Offerors are encouraged to utilize comments (“tags”) in Relevant Experience supporting documentation indicating the specific reference for verification purposes. Failure to tag supporting documentation may result in an inability of the government to validate claimed scoring.

It is the sole responsibility of the Offeror to ensure that the electronic files submitted are virus free and can be opened and read by the Government. Proposal submissions must not be locked, encrypted, or otherwise contain barriers to opening.

## **L.5 PROPOSAL CONTENT**

### **L.5.1 General**

To be considered for an award, the Offeror must adhere to the directions and submit the following information through PSP.

#### **L.5.1.1 Standard Form (SF) 33**

“Offeror” means the official legal offering entity identified in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award.

Using the SF33 form, Solicitation, Offer and Award, posted with the solicitation in <http://www.sam.gov>, the Offeror must fill out blocks 13 through 18 accordingly;

1. The Government requires a minimum acceptance period of not less than 365 calendar days. The Government has filled in Block 12 of the SF33 with the minimum acceptance period of 365 calendar days. “Acceptance Period” means the number of calendar days available to the Government for awarding a Contract from the date specified in this solicitation for receipt of offers. Your offer may only specify an acceptance period that is equal to or longer than the Government’s minimum requirement.
2. If any amendments to the solicitation are issued, the Offeror must acknowledge each amendment number and date in Block 14 of the SF33 or complete Blocks 8 and 15 of the SF30 for each amendment.
3. The Offeror’s Legal Name and Address in Block 15A on the SF33 must match the information for the Offeror in its System for Award Management (SAM) record at <http://www.sam.gov>, including the corresponding Commercial and Government Agency (CAGE) Code Number, UEI (SAM). The Offeror must include their UEI (SAM) within Block 15A. The information within Block 15A will be utilized to determine the offering entity.
4. The Name, Title, Signature, and Date identified in Block 16, 17, 18, must be an authorized representative with authority to commit the Offeror to contractual obligations.

### **L.5.1.2 Representations and Certifications**

The Offeror must submit Attachment J.P-1 Representations and Certifications from Section K, in addition to providing a copy of the annual representations and certifications completed electronically within SAM.gov.

### **L.5.1.3 Contractor Teaming Arrangements, if applicable**

Contractor teaming arrangement (CTA) means an arrangement in which –

1. Two or more companies form a joint venture to act as a potential prime contractor; or
2. A potential prime contractor agrees with one or more other companies to have them act as its subcontractors under a specified Government contract or acquisition program.

#### **L.5.1.3.1 Joint Venture, if applicable**

Two or more companies may form a joint venture to submit a proposal in response to this solicitation.

Offerors submitting as a joint venture may submit a proposal under this solicitation subject to the following conditions:

1. The joint venture is registered in SAM.gov and has a corresponding UEI (SAM).
2. The joint venture meets the definition of a joint venture for size determination purposes (13 C.F.R. 125.8 and 13 CFR 121.103(h)).
3. A joint venture must submit elements identified in Section L.5 in accordance with other sections of this solicitation and as follows:
  - L.5.1 General - The joint venture must submit both their annual representations and certifications completed electronically within SAM.gov as well as Attachment J.P-1 Representations and Certifications from Section K. Each member of the joint venture must also submit both their individual annual representations and certifications completed electronically within SAM.gov as well as Attachment J.P-1 Representations and Certifications from Section K. All other elements submitted for L.5.1 must be in the name of the joint venture.
  - L.5.2 Relevant Experience - Relevant Experience Projects may be from the joint venture or an individual member of the joint venture. For offers from SBA Mentor-Protégé joint ventures, a minimum of one Primary Relevant Experience Project or Emerging Technology Relevant Experience Project must be from the Protégé or the offering Mentor-Protégé Joint Venture. No more than three Primary Relevant Experience Projects may be provided by the Mentor.
  - L.5.3 Past Performance - Past performance examples may be from the joint venture or an individual member of the joint venture.
  - L.5.4 Systems, Certifications, and Clearances - Offerors submitting as a joint venture must provide evidence of any claimed system, certification, or clearance in the name of the joint venture itself or in the name of a member of the joint venture.
  - L.5.5 Risk Assessment - Risk assessment is based on all teaming arrangements (if any) within the proposal.
  - L.5.6 Responsibility - Financial responsibility documents required by L.5.6 must be submitted for each member of the joint venture. The Uncompensated Overtime Policy and Professional Employee Compensation Plan may be either from the Joint Venture or from each member of the joint venture.
4. The Offeror must submit a complete copy of the joint venture agreement that established the joint venture relationship, and the agreement must meet the requirements of FAR 52.207-6, 13 C.F.R. 125.8 and/or 13 C.F.R. 125.9, as applicable. Failure to submit a copy of the joint venture agreement with the proposal meeting these requirements will result in the proposal being rejected. GSA is not obligated to acquire this information for an Offeror.

5. In support of the requirements of 13 C.F.R. 125.8(e), joint venture offerors must complete and submit Attachment J.P-7, Joint Venture Work and Qualifications, detailing the work done and qualifications held individually by each partner to the joint venture as well as any work done by the joint venture itself previously. If any partner or the joint venture itself has no previous work done or no qualifications held, this should be stated within the submitted Attachment J.P-7, Joint Venture Work and Qualifications.

Additional rows should be added as necessary based on the number of members within the joint venture. The submission may include no more than two pages per partner to the joint venture and no more than two pages for the joint venture itself.

6. If proposing as a Small Business Administration (SBA) Mentor-Protégé arrangement, the Offeror must submit evidence of SBA approval of its Mentor-Protégé Agreement. Failure to submit a copy of the approved Mentor-Protégé Agreement with the proposal will result in the proposal being rejected. GSA is not obligated to acquire this information for an Offeror.

Failure to provide the Government with the requested documentation establishing the joint venture and/or Mentor-Protégé arrangement will be considered a material nonconformity and will result in the proposal being rejected.

Additionally, if a joint venture submits a proposal utilizing small business subcontractors, the instructions in L.5.1.3.2, Proposed Subcontractors, if applicable, are to be followed in addition to L.5.1.3.1, Joint Venture, if applicable.

#### **L.5.1.3.1.1 Claiming Relevant Experience from a Joint Venture other than the Offering Entity (if applicable)**

Relevant experience and past performance from a previous joint venture that was composed of the same members as the offering joint venture entity shall be treated as the relevant experience and past performance of the offering Joint Venture. In this situation, a complete copy of the former Joint Venture agreement must be provided in addition to the information required by L.5.1.3.1, Joint Venture, if applicable. Failure to submit a complete copy of the former joint venture agreement with the proposal meeting these requirements may result in the relevant experience project being removed. GSA is not obligated to acquire this information for an Offeror.

#### **L.5.1.3.2 Proposed Subcontractors, if applicable**

An Offeror may agree with one or more other small businesses to have them act as its subcontractors under a potential Polaris award.

Offerors submitting a proposal that includes proposed subcontractors may submit a proposal under this solicitation subject to the following conditions:

1. The Offeror and all proposed subcontractors must be registered in SAM.gov and have a corresponding UEI (SAM).
2. The Offeror and all proposed subcontractors must represent as small businesses for North American Industry Classification System (NAICS) 541512 within SAM.gov.
3. An Offeror with proposed subcontractors must submit elements identified in Section L.5 in accordance with other sections of this solicitation and as follows:
  - L.5.1 General - The Offeror must complete and submit both their annual representations and certifications completed electronically within SAM.gov as well as Attachment J.P-1 Representations and Certifications from Section K. Each proposed subcontractor must also submit both their individual annual representations and certifications completed electronically within SAM.gov as well as Attachment J.P-1 Representations and

Certifications from Section K. All other elements submitted for L.5.1 must be in the name of the Offeror.

- L.5.2 Relevant Experience - Relevant Experience Projects may be from the Offeror or any proposed subcontractor.
  - L.5.3 Past Performance - Past performance examples may be from the Offeror or any proposed subcontractor.
  - L.5.4 Systems, Certifications, and Clearances - Any systems, certifications, and clearances claimed within Section L.5.4 must be in the name of the Offeror. Systems, certifications, and clearances held by proposed subcontractors will not be considered for scoring and must not be submitted within the proposal.
  - L.5.5 Risk Assessment - Risk assessment is based on all teaming arrangements (if any) within the proposal.
  - L.5.6 Responsibility - Responsibility information (including GSA Form 527, Professional Employee Compensation Plan, Uncompensated Overtime Policy, etc.) must be submitted for the Offeror.
4. The Offeror must submit a Subcontractor Letter of Commitment for each proposed subcontractor. The Government has the right to accept those letters of commitment at face value. The intended use of such letters is to support Government validation of any subcontractor experience or past performance an offering prime identifies in response to this solicitation. The Government will not consider experience or past performance from subcontractors identified by Offerors for which there is not a conforming Subcontractor Letter of Commitment. The information identified below is required for any Subcontractor Letter of Commitment to be deemed conforming, and no other information contained therein will be considered:
- i. A statement of commitment by the proposed subcontractor to support the Offeror in performance of Polaris task orders.
  - ii. A statement by the proposed subcontractor authorizing use of their relevant experience and past performance in support of the offering prime contractor's Polaris proposal. The specific Relevant Experience Projects being authorized and for which pools may be identified within the letter of commitment.
  - iii. A statement of understanding that on Polaris, a small business concern contracting for services will not pay more than 50 percent of the amount paid by the Government for contract performance to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the prime contractor's 50 percent subcontract amount that cannot be exceeded. When a contract includes both services and supplies, the 50 percent limitation will apply only to the service portion of the contract.
  - iv. Offering prime contractor's legal name and UEI (SAM).
  - v. Proposed subcontractor's legal name and UEI (SAM).
  - vi. Name, phone number, and email address of the subcontractor's representative able to validate the letter's content.
  - vii. Signature of representative with the authority to bind the proposed subcontractor.

Identification of proposed subcontractors does not result in consent of them for any particular task order; rather it addresses this solicitation requirement. Consenting to specific subcontractors will still be needed on individual task orders when required by the OCO consistent with FAR Subpart 44.2, Consent to Subcontracts.

#### **L.5.1.3.3 Claiming Relevant Experience Performed as a Member of a Joint Venture (if applicable)**

An Offeror (to include members of a joint venture and proposed subcontractors) may use experience performed as a member of a joint venture, subject to the following conditions:

1. The Offeror must submit a completed Attachment J.P-2 Joint Venture Experience Template.

- a. The project performed by the Offeror must be entered into the PSP. This information must match Part IV of Attachment J.P-2.
  - b. Attachment J.P-2 must be signed by a member of the Joint Venture (other than the Offeror), verifying the Offeror performed the work detailed in Part IV while a member of the joint venture.
  - c. The verification of the contract or order of the joint venture must also be accomplished in accordance with L.5.2.2.1.1, L.5.2.2.1.2, and/or L.5.2.3.1.1 (as applicable). When signature is required from the cognizant Contracting Officer, Contracting Officer's Representative, other Government employee or Corporate Officer/Official, signature must be completed on the Attachment J.P-2 for the joint venture contract/order, in place of on the Project Verification Form.
  - d. Any relevant experience elements claimed must be validated for both the Joint Venture contract/order and the Offeror's project. Only the portion of work performed by the Offeror will be considered for the project meeting the requirements or scoring elements of L.5.2.
2. The Offeror must submit a copy of the joint venture agreement that establishes the joint venture relationship, disclosing the legal identity of each team member of the Joint Venture.
  3. The past performance assessment for the joint venture's contract or order will be acceptable for the requirements of L.5.3.
  4. As noted within L.5.2.1, projects submitted as Primary Relevant Experience Projects or Emerging Technology Relevant Experience Projects may not be used in more than one proposal for this Pool. Separate members of a joint venture may submit their unique projects from the same joint venture contract or order; however, the same project may not be used in more than one proposal for this Pool. Projects used in more than one proposal for this Pool will be removed from all proposals and will not be evaluated as part of any Offeror's proposal. It is the Offeror's sole responsibility to ensure that the Projects submitted as part of its proposal are not submitted in any other proposals for this pool.

NOTE: Failure to meet any of the criteria outlined above may result in the project receiving no further consideration and any associated claimed scoring being removed.

#### **L.5.1.3.4 Claiming Relevant Experience from a Multiple Award Schedule Contractor Team Arrangement (MAS CTA) (if applicable)**

For multiple award schedule task orders issued to a MAS CTA, the following process is provided for instances when a single award form and FPDS Report were issued.

If individual award forms and FPDS-NG Reports were issued to each member of the MAS CTA, this process is not required.

An Offeror (to include members of a joint venture and proposed subcontractors) may use experience performed as a member of a MAS CTA (when a single award form and FPDS report were issued for the order), subject to the below conditions:

1. The Offeror must submit a completed Attachment J.P-8 MAS CTA Experience Template.
  1. The project performed by the Offeror must be entered into the PSP. This information must match Attachment J.P-8.
  2. To verify the work performed as a member of the MAS CTA, Attachment J.P-8 must be signed by another member of the MAS CTA or the Contracting Officer, Contracting Officer's

Representative, or other Government employee with cognizance over the submitted project. The verification of the MAS CTA order must also be accomplished in accordance with L.5.2.2.1.1 and/or L.5.2.3.1.1 (as applicable).

3. Any relevant experience elements claimed must be validated for both the MAS CTA order and the Offeror's project. Only the portion of work performed by the Offeror will be considered for the project meeting the requirements or scoring elements of L.5.2.
2. The Offeror must submit a copy of the MAS CTA agreement that established the MAS CTA relationship and disclose the legal identity of each team member of the MAS CTA.
3. The past performance assessment for the MAS CTA's order will be acceptable for the requirements of L.5.3.
4. As noted within L.5.2.1, projects submitted as Primary Relevant Experience Projects or Emerging Technology Relevant Experience Projects may not be used in more than one proposal for this Pool. Multiple MAS CTA members submitting their distinct portions from the same order as distinct Relevant Experience Projects is NOT a violation of the limitation found in L.5.2.1.

#### **L.5.1.4 Meaningful Relationship Commitment Letters (MRCL), if applicable**

Within a corporate structure, an Offeror (to include a member of a joint venture) may utilize resources from a Parent Company, Affiliate, Division, and/or Subsidiary. GSA will allow an Offeror to take credit for Relevant Experience Project(s), system(s), certification(s), or clearance(s) from a Parent Company, Affiliate, Division, and/or Subsidiary so long as there is a meaningful relationship to the Offeror and commitment letters are provided to the Government.

"Affiliates" are business concerns that are affiliates of each other if, directly or indirectly, either one controls or has the power to control the other, or another concern controls or has the power to control both.

"Division" is a separate business unit of a company representing a specific business function.

"Subsidiary" means an entity in which more than 50 percent of the entity is owned directly by a parent corporation; or through another subsidiary of a parent corporation.

For the purposes of Polaris, a "meaningful relationship" exists within a corporate structure when at least one of the following conditions exists:

- An entity is a wholly owned subsidiary of a parent organization
- An entity is a parent of a wholly owned subsidiary
- An entity operates under a single internal operational unit
- An entity operates under a consolidated accounting system
- An entity operates under a consolidated purchasing system
- An entity operates under a consolidated human resources or personnel system
- An entity operates under common policy and corporate guidelines
- Operating structure between the entities includes internal organizational reporting lines and management chains for "lines of business" that operate across the formal corporate subsidiaries

When an Offeror is sharing resources from other entities by way of a meaningful relationship within a corporate structure, only one proposal from that corporate structure may be submitted within this Pool. Submission of more than one proposal from the same corporate structure within a single pool will result in the rejection of all proposals from the corporate structure for the pool. For each meaningful relationship identified for Polaris proposal elements, the Offeror must provide a Meaningful Relationship Commitment Letter (MRCL) that includes the following:

1. Clear and legal identification of the meaningful relationship between the Offeror and entity identified.

2. A statement of commitment as to the performance and utilization of the identified entity's resources on Polaris task orders.
3. Each applicable proposal element must be clearly and specifically identified.
4. Signatures of a Corporate Officer/Official for both the Offeror and meaningful relationship entity, to include the POC information with direct telephone numbers and direct email addresses.

In the event that a parent organization has complete and full control over all meaningful relationship entities, the parent entity may prepare a single MRCL that identifies all elements required above.

For example, if ABC Inc. is the official legal offering entity for Polaris and ABC Inc. is taking credit for its subsidiary, Best R&D L.L.C.'s DCMA-approved "Purchasing System"; ABC Inc. must show how Polaris task orders will be processed through Best R&D L.L.C.'s Purchasing System. Furthermore, ABC Inc. must submit a "commitment letter" between ABC Inc. and Best R&D L.L.C. that it will, in fact, process ABC Inc.'s Polaris task orders through Best R&D L.L.C.'s Purchasing System. This example applies to all the proposal submission documents seeking credit under a meaningful relationship that involves resources/experience from other than the official legal offeror.

MRCLs will be incorporated either by reference into any resulting contract award or into the resulting contract award via attachment.

## **L.5.2 Relevant Experience**

- a. The **Primary** category of relevant experience is tied solely to the Projects submitted under Section L.5.2.2, Primary Relevant Experience Submission. The Offeror must document and attach verification documents in accordance with L.5.2.2.1.1, Verification of Primary Relevant Experience Submission (Federal Government Contracts), or in accordance with L.5.2.2.1.2, Verification of Primary Relevant Experience Submission (Non-Federal Contracts and Federal Government Subcontracts).
- b. The **Emerging Technology** category of relevant experience is tied solely to the Projects submitted under Section L.5.2.3, Emerging Technology Relevant Experience. The Offeror must document and attach verification documents in accordance with L.5.2.3.1.1, Verification of Emerging Technology Relevant Experience Submission.

### **L.5.2.1 Relevant Experience Projects (Definitions)**

A Relevant Experience Project (also referred to as a "Project") is defined as (1) a single contract or subcontract; (2) a single task order awarded under a Multiple Award contract (as defined below); (3) a single task order awarded under a master Single-Award Indefinite Delivery task order contract (Definite Quantity, Requirements, or Indefinite Quantity) (FAR 16.5); (4) a single task order placed under a Federal Supply Schedule contract (FAR 8.405-2); (5) a single task order placed under a Blanket Purchase Agreement (BPA) (FAR 8.405-3 or FAR 13.303); (6) a single task order placed under a Basic Ordering Agreement (BOA) (FAR 16.703); or (7) a single Other Transaction Authority (OTA) award issued under 10 U.S.C. 4021 or other applicable authority.

An indefinite delivery, indefinite quantity contract may not be claimed as a project unless performance is evident through funding at the contract level. Typically, performance on an indefinite delivery, indefinite quantity contract is through one or more task orders. As noted in the above paragraph, a task order may be submitted as a project.

As detailed within L.5.1.3.3, a joint venture member's performance on a joint venture contract or order is also considered a project.

Any combination of federal government and non-federal Projects can be submitted.

**Multiple-award contract** under this definition means a contract that is (1) A Multiple Award Schedule contract issued by GSA (e.g., GSA Schedule Contract) or agencies granted Multiple Award Schedule contract authority by GSA (e.g., Department of Veterans Affairs) as described in FAR Part 38; (2) A multiple-award task-order or delivery-order contract issued in accordance with FAR Subpart 16.5, Indefinite-Delivery Contracts, including Governmentwide acquisition contracts; or (3) Any other indefinite-delivery, indefinite-quantity contract entered into with two or more sources pursuant to the same solicitation.

For Federal Government experience, "**Prime Contractor**" means the Contractor has privity-of-contract with the Federal Government for all contractual obligations under a mutually binding legal relationship with the Government. In other words, when the Government awards a Contract to a Contractor, the Contractor is considered the "Prime Contractor."

For example, "Prime Contractors" are identified as such on the cover page of contracts or task orders such as:

- Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor).
- SF26 – Award/Contract – (Block 7 identifies the Prime Contractor).
- SF33 – Solicitation, Offer and Award – (Block 15A identifies the Prime Contractor).
- Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor).
- Optional Form 307 – Contract Award (Block 7 identifies the Prime Contractor).
- GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor).

For relevant experience, work performed as a "**Subcontractor**" means the Contractor does not have privity-of-contract with the end-user, but has privity-of-contract with the Prime Contractor or another Subcontractor. **While a project performed as a subcontractor will likely be part of a larger project, only the work identified in the specific subcontract may be utilized for scoring as a Relevant Experience Project.**

A "task order" is defined as an order for services placed against an established contract.

Projects submitted as Primary Relevant Experience Projects or Emerging Technology Relevant Experience Projects may not be used in more than one proposal for this Pool. Projects used in more than one proposal for this Pool will be removed from all proposals and will not be evaluated as part of any Offeror's proposal. It is the Offeror's sole responsibility to ensure that the Projects submitted as part of its proposal are not submitted in any other proposals for this pool.

#### **L.5.2.2 Primary Relevant Experience Submission**

The Offeror must submit a **MINIMUM OF THREE (3)** and may submit a **MAXIMUM OF FIVE (5)** distinct Primary Relevant Experience Projects.

The submitted Primary Relevant Experience Projects must meet the following conditions:

- a. Project includes performance in one of the NAICS listed in L.5.2.2.1 through one of the three scenarios below. Only one NAICS may be claimed for a project. The claimed NAICS must have been integral to the performance of the Project.
  - i. The assigned NAICS in FPDS-NG is one of the five (5) NAICS codes listed in L.5.2.2.1, and the Project can be verified in accordance with L.5.2.2.1.1 (1) below, **OR**
  - ii. Offeror claims a different NAICS code than the NAICS code assigned in FPDS-NG. The NAICS being claimed is one of the five (5) NAICS codes listed in L.5.2.2.1 and can be verified in accordance with L.5.2.2.1.1(2), **OR**

- iii. Project is non-federal, in which a NAICS code was not assigned, but one of the five (5) NAICS codes listed in L.5.2.2.1 is being claimed and can be verified in accordance with L.5.2.2.1.2 below.
- b. A Primary Relevant Experience Project may not be claimed more than once for this pool.
- c. With respect to timing, each Primary Relevant Experience Project must be ongoing or have been completed on or after May 14, 2017.
- d. With respect to performance, each Primary Relevant Experience Project must be complete **or** have at least six months of performance by the date proposals are due.
- e. Individual Project Value must be equal to or greater than \$250,000. **Note:** Project value for **completed** federal Projects is determined by the total obligated dollars. Project value for **ongoing** federal Projects is determined based on the total estimated value (inclusive of all option periods). Project value for non-federal contracts is determined based on the contract value listed on the Non-Government Award Form.

#### L.5.2.2.1 Primary Relevant Experience NAICS Areas

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. Additional information is available at <https://www.census.gov/naics/>.

NAICS	NAICS Title	Description
518210	Data Processing, Hosting, and Related Services	This area comprises projects primarily engaged in providing infrastructure for hosting or data processing services. These projects may provide specialized hosting activities, such as web hosting, streaming services or application hosting; provide application service provisioning; or may provide general time-share mainframe facilities to clients. Data processing projects provide complete processing and specialized reports from data supplied by clients or provide automated data processing and data entry services.
541511	Custom Computer Programming Services	This area comprises projects primarily engaged in writing, modifying, testing, and supporting software to meet the needs of a particular customer.
541512	Computer Systems Design Services	This area comprises projects primarily engaged in planning and designing computer systems that integrate computer hardware, software, and communication technologies. The hardware and software components of the system may be provided as part of integrated services. These projects often include installation of the system and training and supporting users of the system.
541513	Computer Facilities Management Services	This area comprises projects primarily engaged in providing on-site management and operation of clients' computer systems and/or data processing facilities. Projects providing computer systems or data processing facilities support services are included in this area.

541519	Other Computer Related Services	This area comprises projects primarily engaged in providing computer related services (except custom programming, systems integration design, and facilities management services). Projects providing computer disaster recovery services or software installation services are included in this area.
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**L.5.2.2.1.1 Verification of Primary Relevant Experience Submission (Federal Government Contracts)**

In order to receive points for each submitted Primary Relevant Experience Project, offerors must submit each Project within PSP. Offerors must also submit the following documents for verification of claimed scoring elements:

1. Submit a FPDS-NG Report that provides verification of all claimed scoring elements. (See Attachment J.P-3, FPDS-NG Sample, for a sample FPDS-NG Report and an example of which fields will provide appropriate verification of scoring elements). When multiple FPDS-NG Reports are available, the most recent report must be submitted as well as any previous reports necessary for verification of claimed scoring elements; **OR**
2. If the FPDS-NG Report is not available or the FPDS-NG Report does not substantiate **all claimed scoring elements** (e.g., an Offeror claims a different NAICS code than the NAICS code assigned in FPDS-NG), the following verification documents must be included:
  - a. If available, FPDS-NG Report that provides verification of **any** claimed scoring elements. When multiple FPDS-NG Reports are available, the most recent report must be submitted as well as any previous reports necessary for verification of claimed scoring elements.
  - b. Project Verification Form (Either from the PSP or Attachment J.P-6) **signed by a Contracting Officer (CO) with cognizance over the submitted Project**. The Project Verification Form must include the CO's direct telephone number and direct email address.

If the cognizant Contracting Officer's signature is unattainable, the Government will accept the signature of the Contracting Officer's Representative (COR) or other Government Employee with cognizance over the submitted Project. The Project Verification Form must include both cognizant CO's and verifying government employee's direct telephone numbers and email addresses.

**NOTE:** If a Project requires a signature for verification and is not signed by the appropriate party (or parties) as indicated throughout Section L, the associated points will not be earned.

- c. Signed copy of **original contract award document**, this may include the following:
  - Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - SF26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).

- SF33 – Solicitation, Offer and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the date of Order, and Block 24 identifies the Contracting Officer signature).
  - Optional Form 307 – Contract Award (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed).
  - GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor, Block 10 identifies the U.S. Federal Government Agency, Block 1 identifies the Date of Order, and Block 26C identifies the date the Contracting Officer signed).
  - Other Official Government Award Form not identified above (Must explicitly identify the Contractor, Government Agency, Order Number, Dollar Value, and the date the Contracting Officer awarded/signed).
- d. **Copy of Contract Statement of Work** The Statement of Work (SOW), or Performance Work Statement (PWS), from the contract that describes the general scope, nature, complexity, and purpose of the supplies or services the customer acquired under the contract. Additionally, the Offeror must tag the specific written passages in the SOW that support the claimed NAICS. If a Statement of Objectives (SOO) clearly indicates the NAICS being claimed, the SOO may be submitted. If the SOO is not clear, then the contractor-generated SOW/PWS must be submitted along with the SOO.
- e. **(OPTIONAL)** Section B, Supplies or Services and Prices/Costs Contract Line Items - If experience matching the claimed NAICS is specifically and clearly called out in a single or in multiple CLINs, the Offeror may include that section of the contract and should highlight the relevant CLINs.

#### **L.5.2.2.1.2 Verification of Primary Relevant Experience Submission (Non-Federal Contracts and Federal Government Subcontracts)**

**Please note, this verification method should be used when relevant experience was performed as a subcontractor, EVEN if the subcontract was to a Prime Contractor performing a federal government contract. NOTE: Non-federal Contracts are not eligible to receive points for elements L.5.2.2.3, L.5.2.2.4, L.5.2.2.5, or L.5.2.2.6.**

In order to receive points for each submitted Primary Relevant Experience Project, Offerors must submit each Project within PSP with the following verification documents included:

- a. Project Verification Form (Either from the PSP or Attachment J.P-6) **signed by a Corporate Officer/Official** of the commercial entity with cognizance over the submitted Project. The Project Verification Form must include the Corporate Officer/Official's direct telephone number and direct email address.

**NOTE:** If a project requires a signature for verification and the Project Verification Form is not signed by the appropriate party (or parties) as indicated throughout Section L, the associated points will not be earned.

- b. Award Form (Must explicitly identify the Contractor, Non-Government Customer, Contract Value, and the date the customer awarded/signed). Total contract value must be clearly indicated [on the award form or additional contract documentation must be submitted to validate contract value](#). For example, if only hourly rates are identified on the award form, additional documentation must be provided indicating total hours.
- c. Contract documentation that describes the general scope, nature, complexity, and purpose of the supplies or services the customer acquired under the contract. Additionally, the Offeror must tag the specific written passages in the contract that support the claimed NAICS. The documentation must clearly indicate experience with the NAICS being claimed. The work claimed against the associated NAICS must have been integral to the performance of the project.

#### **L.5.2.2.2 Relevant Experience - Project Size**

For each Relevant Experience Project submitted under L.5.2.2, the Offeror will receive additional points for Project values as specified in Section M.6, Polaris Scoring Table.

**Verification:** The Offeror must provide documentation to verify Project Size in accordance with L.5.2.2.1.1 or L.5.2.2.1.2. This includes a FPDS-NG Report or contract award document that indicates the value of the Project.

**Note:** Project value for **completed** federal Projects is determined by the total obligated dollars. Project value for **ongoing** federal Projects is determined based on the total estimated value (inclusive of all option periods). Project value for non-federal contracts is determined based on the contract value listed on the Non-Government Award Form.

#### **L.5.2.2.3 Demonstrating Experience with Multiple Federal Government Customers (Federal Government Customer is determined by the Funding Agency ID identified within the FPDS-NG ReportContracts Only)**

**These points are only available for Relevant Experience Projects performed as a prime contractor to the Federal Government.**

For each Relevant Experience Project submitted under L.5.2.2, the Offeror will receive additional points for each additional unique Federal Government Customer represented beyond the first unique Federal Government Customer. A Federal Government Customer is determined by the Funding Agency ID identified within the FPDS-NG Report.

For example, one Relevant Experience Project with Funding Agency ID 4732 (GSA/Federal Acquisition Service) and another Relevant Experience Project with Funding Agency ID 2100 (Department of the Army) would qualify as two Federal Government Customers. Submitting two Relevant Experience Projects with Funding Agency ID 4732 (GSA/Federal Acquisition Service) would only qualify as one Federal Government Customer and the second Project with the same Funding Agency ID would not meet the requirements of this section for additional points.

**Verification:** The Offeror must provide a FPDS-NG Report that indicates the Funding Agency ID for verification purposes.

#### **L.5.2.2.4 Projects with Cost-Reimbursement (Federal Government Contracts Only)**

**These points are only available for Relevant Experience Projects performed as a prime contractor to the Federal Government.**

For up to two Relevant Experience Projects submitted under L.5.2.2, the Offeror will receive additional points if the Projects (either the contract or a specific CLIN) are United States Federal Government Cost-Reimbursement, specifically any of the cost-reimbursement contract types specified under FAR Subpart 16.3, Cost-Reimbursement Contracts.

**Verification:** The Offeror must provide an FPDS-NG report that indicates a cost-reimbursement contract type. If the FPDS-NG report does not indicate a cost-reimbursement contract type, then the Offeror must provide verification in accordance with L.5.2.2.1.1(2) including contract award documentation that indicates a cost-reimbursement contract type (for the contract or a specific CLIN). CLINs for travel costs are not acceptable verification for this element.

**L.5.2.2.5 Task Order Award Against a Multiple-Award Contract (Federal Government Contracts Only)**

**These points are only available for Relevant Experience Projects performed as a prime contractor to the Federal Government.**

For each Relevant Experience Project submitted under L.5.2.2, the Offeror will receive additional points if the Project is a task order awarded against a Federal Government multiple-award contract as defined in Section L.5.2.1 above. [Task orders placed against a Multiple Award Blanket Purchase Agreement or a Multiple Award Basic Ordering Agreement are also eligible for scoring for this element.](#) As defined in FAR Part 2, *Task order* means “an order for services placed against an established contract or with Government sources.”

**Verification:** The Offeror must provide both the task order FPDS-NG and an FPDS-NG Report for the multiple-award Contract that indicates “Multiple Award” within the “Multiple Or Single Award IDV” field for verification purposes.

**L.5.2.2.6 Relevant Experience Project in an Outside the Contiguous United States (OCONUS) Location (Federal Government Contracts Only)**

**For a Relevant Experience Project submitted under L.5.2.2, the Offeror will receive additional points for Projects for services performed as a prime contractor on a government contract in an OCONUS location.**

OCONUS work locations include the non-foreign work areas of Alaska and Hawaii; the Commonwealths of Puerto Rico, Guam, and the Northern Mariana Islands; and the territories and possessions of the United States (excluding the Trust Territories of the Pacific Islands) as well as foreign work areas (any country or nation outside of the United States of America).

Temporary Duty Assignments (TDY) fewer than 180 consecutive calendar days will not be considered for credit. All or a portion of the work must have been performed in an OCONUS location for greater than 180 calendar days.

**Verification:** The Offeror must provide an FPDS-NG report that indicates the principal place of performance location was an OCONUS location. If the FPDS-NG report indicates that the principal place of performance was a CONUS location, then the Offeror must provide a copy of the contract SOW or

documents from the contract that detail the OCONUS location(s) at which work was performed, contract award form and an authorized signature as described in L.5.2.2.1.1(2).

#### **L.5.2.2.7 Relevant Experience Project Providing Cybersecurity Services**

For up to two Relevant Experience Projects submitted under L.5.2.2, the Offeror will receive additional points if the Project provided cybersecurity services. Cybersecurity is the body of technologies, processes, and practices designed to identify, detect, protect, respond to, and recover from attack, damage or unauthorized access to networks, devices, programs and data.

The Offeror must provide the necessary information in the appropriate section in PSP.

**Verification:** The Offeror must provide documentation to verify the provided cybersecurity services in accordance with L.5.2.2.1.1(2) or L.5.2.2.1.2. The Offeror must tag the specific written passages in the SOW or contract documentation that support the claim of the Project providing cybersecurity services.

#### **L.5.2.2.8 Breadth of Relevant Experience**

The Offeror will receive additional points for each additional NAICS area with demonstrated relevant experience.

Scoring for this element is only available through the Projects submitted under L.5.2.2 by demonstrating relevant experience in multiple NAICS areas listed in L.5.2.2.1.

For example, submitting one Relevant Experience Project demonstrating experience in NAICS 541511 Custom Computer Programming Services and a different Project demonstrating experience in NAICS 541512 Computer Systems Design Services would qualify as two NAICS areas. Submitting two Projects representing NAICS 541512 Computer Systems Design Services would qualify as one NAICS area, and those two Projects alone would not meet the requirements of this section for additional points.

#### **L.5.2.3 Emerging Technology Relevant Experience**

In accordance with the instructions herein, the Offeror may submit a MAXIMUM of three (3) Emerging Technology Relevant Experience Projects.

The submitted Emerging Technology Relevant Experience Project(s) must meet the following conditions:

- a. Each Project must have included the performance of one of the Emerging Technologies listed in L.5.2.3.1 Emerging Technology Listing. Only one Emerging Technology may be claimed for a project.
- b. No Project may be used more than once within the Emerging Technology Relevant Experience.
  - i. It is acceptable for the same Project to be submitted for both Primary Relevant Experience and Emerging Technology Relevant Experience.
- c. With respect to timing, each Emerging Technology Relevant Experience Project must be ongoing or have been completed on or after May 14, 2017.
- d. With respect to performance, each Emerging Technology Relevant Experience Project must be complete or have at least six months of performance.
- e. Individual Project Value must be equal to or greater than \$250,000. **Note:** Project value for **completed** federal Projects is determined by the total obligated dollars. Project value for

**ongoing** federal Projects is determined based on the total estimated value (inclusive of all option periods). Project value for non-federal contracts is determined based on the contract value listed on the Non-Government Award Form.

**L.5.2.3.1 Emerging Technology Listing**

RFP Section Reference	Emerging Technology	Description
C.3.1.1	<b>Advanced and Quantum Computing</b>	Advanced computing refers to technical capabilities that support compute and data intensive modeling and simulation. This includes the use of quantum mechanics and information theory to enable faster speeds, better precision, and optimum functionality.
C.3.1.2	<b>Artificial Intelligence</b>	Artificial intelligence (AI), also known as machine intelligence, is a branch of computer science that aims to imbue software with the ability to analyze its environment using either predetermined rules and search algorithms, or pattern recognizing machine learning models, and then make decisions based on those analyses.
C.3.1.3	<b>Automation Technology</b>	Automation is the creation and application of technologies to produce and deliver goods and services with minimal human intervention. The implementation of automation technologies, techniques and processes improve the efficiency, reliability, and/or speed of many tasks that were previously performed by humans.
C.3.1.4	<b>Distributed Ledger Technology</b>	Distributed Ledger Technology (DLT) is a type of ledger that is shared, replicated, and synchronized in a distributed and decentralized manner. DLT can be used to decentralize and automate processes in a large number of sectors. The attributes of a distributed ledger technology allow for large numbers of entities or nodes, whether collaborators or competitors, to come to consensus on information and immutably store it.
C.3.1.5	<b>Edge Computing</b>	Edge Computing brings computation and data storage closer to the devices where it's being gathered, rather than relying on a central location that can be thousands of miles away. This is done so that data, especially real-time data, does not suffer latency issues that can affect an application's performance. Processing is done locally, reducing the amount of data that needs to be processed in a centralized or cloud-based location.

RFP Section Reference	Emerging Technology	Description
C.3.1.6	Immersive Technology	Immersive technology refers to technology that attempts to emulate a physical world through the means of a digital or simulated world by creating a surrounding sensory feeling, thereby creating a sense of immersion.

**L.5.2.3.1.1 Verification of Emerging Technology Relevant Experience Submission**

In order to receive points for each submitted Emerging Technology Relevant Experience Project, Offerors must submit each Project through PSP and provide verification through submission of the following documents:

1. The Project Verification Form (Either from the PSP or Attachment J.P-6) **signed by a Contracting Officer (CO) with cognizance over the submitted Project.** The Project Verification Form must include the CO’s direct telephone number and direct email address.

If the cognizant Contracting Officer’s signature is unattainable, the Government will accept the signature of the Contracting Officer’s Representative (COR) or other Government Employee with cognizance over the submitted Project. The Project Verification Form must include both cognizant CO’s and verifying government employee’s direct telephone numbers and email addresses.

For a non-federal project or subcontract, the Project Verification Form from the PSP **signed by a Corporate Officer/Official** of the commercial entity with cognizance over the submitted Project. The Project Verification Form must include the Corporate Officer/Official’s direct telephone number and direct email address.

**NOTE:** If a Project requires a signature for verification and is not signed by the appropriate party (or parties) as indicated throughout Section L, the associated points will not be earned.

2. Signed copy of original contract award document, this may include the following:
  - a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - b. SF26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
  - c. SF33 – Solicitation, Offer and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the date of Order, and Block 24 identifies the Contracting Officer signature).

- e. Optional Form 307 – Contract Award (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed).
  - f. GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor, Block 10 identifies the U.S. Federal Government Agency, Block 1 identifies the Date of Order, and Block 26C identifies the date the Contracting Officer signed).
  - g. Other Official Government Award Form not identified above (Must explicitly identify the Contractor, Government Agency, Order Number, Dollar Value, and the date the Contracting Officer awarded/signed).
  - h. Non-Government Award Form (Must explicitly identify the Contractor, Non-Government Customer, Dollar Value, and the date the customer awarded/signed).
3. Copy of Contract Statement of Work - The Statement of Work (SOW), or Performance Work Statement (PWS), from the contract that describes the general scope, nature, complexity, and purpose of the supplies or services the customer acquired under the contract. Additionally, the Offeror must tag the specific written passages in the SOW that support the claim of having performed the Emerging Technology as determined by the Offeror's subjective review. If a Statement of Objectives (SOO) clearly indicates the Emerging Technology being claimed, the SOO may be submitted. If the SOO is not clear then the contractor generated SOW/PWS must be submitted along with the SOO.
  4. **(OPTIONAL)** The Contract's Section B Supplies/Services & Prices or Costs Contract Line Items - If an Emerging Technology is specifically and clearly called out in a single or in multiple CLINs, the Offeror may include that section of the contract and should highlight the relevant CLINs.

#### **L.5.2.3.2 Breadth of Emerging Technology Relevant Experience**

The Offeror will receive additional points for each additional Emerging Technology with demonstrated relevant experience.

Scoring for this element is only available through the Projects submitted under L.5.2.3 by demonstrating relevant experience with multiple Emerging Technologies listed in L.5.2.3.1. For example, submitting one Emerging Technology Project demonstrating experience in Artificial Intelligence and a different Project demonstrating experience in Edge Computing would qualify as two Emerging Technologies. Submitting two Projects representing Distributed Ledger Technology would only qualify as one Emerging Technology and those two Projects alone would not meet the requirements of this section for additional points.

#### **L.5.3 Past Performance**

Past performance will be evaluated using Projects submitted under L.5.2.2 Primary Relevant Experience Submission. A past performance assessment must be submitted for each Relevant Experience Project submitted under L.5.2.2. No Past Performance assessments are required or requested for any projects submitted under L.5.2.3 Emerging Technology Relevant Experience.

Acceptable forms of past performance assessments are detailed below in L.5.3.1 and L.5.3.2.

Only in the event CPARS information is not available will an Offeror be allowed to submit Attachment J.P-4, Past Performance Rating Form. If CPARS information is available for any selected past performance relevant experience project, it **must** be used for the past performance evaluation.

If it is discovered during the course of the evaluation that CPARS information does exist for a Project in which Attachment J.P-4 has been submitted, the Government reserves the right to consider the CPARS information.

#### **L.5.3.1 Past Performance (When CPARS information exists)**

If the Government has **interim or final** ratings in CPARS for the Relevant Experience Project(s) being utilized, the Offeror must provide a copy of this rating(s) report with its proposal. The Government may retrieve past performance information from the CPARS database in order to validate the Offeror's submission. For the purposes of this solicitation, the final past performance information will be used on a Relevant Experience Project. If a final CPARS rating is not available, the most **current** past performance information from CPARS will be used. Offerors are responsible for verifying whether past performance ratings exist in the CPARS database prior to using the J.P-4, Past Performance Rating Form.

#### **L.5.3.2 Past Performance (When CPARS information does not exist)**

If the Government has not finalized any past performance ratings in the CPARS database; or, if the Project(s) is non-federal, the Offeror must submit a Past Performance Rating Form using the template in Attachment J.P-4, Past Performance Rating Form. No other format or additional proposal documentation will be considered.

The Offeror must provide the Attachment J.P-4, Past Performance Rating Form directly to each of the references. The Past Performance Rating Form must be completed and signed by either a Contracting Officer, Contracting Officer's Representative, Contracting Officer's Technical Representative or other Government employee with cognizance over the submitted Project. For a non-federal Project, the Past Performance Rating Form must be completed and signed by a Corporate Officer/Official of the customer with cognizance over the submitted Project. The Rating Form must include the Rating Official's POC information with a direct telephone number and direct email address.

The Offeror must instruct each rater to send a completed form directly back to the Offeror.

The Offeror must submit all Past Performance Rating Forms, as applicable, with their proposal submission.

If an offeror is unable to obtain a record of past performance (either CPARS or a completed Attachment J.P-4, Past Performance Rating Form) for any Primary Relevant Experience Project, the offeror must submit a document stating the inability to obtain a completed Attachment J.P-4 along with contact information for the appropriate Contracting Officer, Contracting Officer's Representative, Contracting Officer's Technical Representative or Corporate Officer/Official of the customer with cognizance over the Project.

#### **L.5.3.3 Negative Past Performance Narrative (Optional)**

The Offeror may submit a one-page narrative for each Project being utilized for past performance to provide information on problems encountered on the submitted Projects and the Offeror's corrective actions. This submission is not required but may be included to address past performance assessments on Projects where the majority of rating elements are below satisfactory. The Government will consider

this information, as well as information obtained from any other sources, when evaluating the Offeror's past performance.

#### **L.5.4 Systems, Certifications, and Clearances**

The following Systems, Certifications, and Clearances are not minimum or mandatory requirements; however, Offerors who demonstrate having these Systems, Certifications, and Clearances within their proposal will receive additional points. See Section M.6, Polaris Scoring Table.

##### **L.5.4.1 Accounting System and Audit Information**

If claiming credit for this scoring element, the Offeror must provide verification from the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), any Cognizant Federal Agency (CFA) or Third-Party Certified Public Accountant (CPA) of an acceptable accounting system that has been audited and determined adequate for determining costs applicable to a cost-reimbursement type contract or order in accordance with FAR 16.301-3(a)(3). By claiming scoring for this element, the Offeror certifies there have been no material changes to the accounting system since the last audit of its accounting system.

Offerors must provide a copy of a Pre-Award Survey of Prospective Contractor Accounting System (SF1408) or a letter from the auditing agency/CPA, on auditing agency/CPA letterhead, from DCAA, DCMA, CFA, or CPA indicating unequivocally that the Offeror's accounting system has been audited and determined adequate for determining costs applicable to a cost-reimbursement type contract or order in accordance with FAR 16.301-3(a)(3). If both the SF1408 and auditing agency/CPA letter exist, one must be submitted with the proposal but both may be submitted with the proposal.

The Offeror will only receive points for either verification from DCAA/DCMA/CFA or from a CPA, not both. For example, if points are claimed for verification from DCAA, DCMA, or a CFA, points cannot be claimed based on verification from a CPA.

GSA will not sponsor a "Pre-Award Survey of Prospective Contractor Accounting System" or an Adequacy determination on behalf of any Offerors for scoring purposes.

##### **L.5.4.2 Approved Purchasing System**

If claiming credit for this scoring element, the Offeror must provide verification from DCMA, or any CFA, of an approved purchasing system for compliance in the efficiency and effectiveness with which the Contractor spends Government funds and Contractor compliance with Government policy when subcontracting. By claiming scoring for this element, the Offeror certifies there have been no changes in the approval status of the system and no material changes to the purchasing system since the last report.

Verification requirements include a copy of the Offeror's most recent official Contractor Purchasing System Review (CPSR) report. If the CPSR report is not available, submit a letter received and provided by the auditing agency, on auditing agency letterhead, from DCMA or CFA, verifying the approval of the purchasing system. If both the CPSR and auditing agency letter exist, both may be submitted with the proposal.

#### **L.5.4.3 Capability Maturity Model Integration (CMMI) Certification**

If claiming credit for this scoring element, the Offeror must provide verification of a current CMMI-Development (CMMI-DEV) or CMMI-Services (CMMI-SVC) Appraisal at Maturity Level 2 or higher. Verification requirements include a copy of the Offeror's official Appraisal Disclosure Statement from a CMMI Institute Certified Lead Appraiser. The official appraisal must be current (active, not expired) as of the date proposals are due. The Offeror must provide POC information including the name of the appraisal body and name, phone number, and email of the representative who provided the CMMI appraisal.

The Offeror will only receive points for either CMMI-DEV or CMMI-SVC, not both. The Offeror will only receive points for an appraisal at the highest level achieved. For example, if points are claimed for Maturity Level 3, points cannot be claimed for Maturity Level 2.

#### **L.5.4.4 ISO 9001:2015 Certification**

If claiming credit for this scoring element, the Offeror must provide verification of a current 9001:2015 Certification. Verification requirements include a copy of the Offeror's official 9001:2015 Certification of Conformity/Conformance. The official certification must be current (active, not expired) as of the date proposals are due. The Offeror must provide POC information including the name of the Certification body and name, address, phone number, and email of the representative who provided the ISO 9001:2015 Certification.

#### **L.5.4.5 ISO/IEC 20000-1:2018 Certification**

If claiming credit for this scoring element, the Offeror must provide verification of a current ISO/IEC 20000-1:2018 Certification. Verification requirements include a copy of the Offeror's official ISO/IEC 20000-1:2018 Certification of Conformity/Conformance. The official certification must be current (active, not expired) as of the date proposals are due. The Offeror must provide POC information including the name of the Certification body and name, address, phone number, and email of the representative who provided the ISO/IEC 20000-1:2018 Certification.

#### **L.5.4.6 ISO/IEC 27001:2013 Certification**

If claiming credit for this scoring element, the Offeror must provide verification of a current ISO/IEC 27001:2013 Certification. Verification requirements include a copy of the Offeror's official ISO/IEC 27001:2013 Certification of Conformity/Conformance. The official certification must be current (active, not expired) as of the date proposals are due. The Offeror must provide POC information including the name of the Certification body and name, address, phone number, and email of the representative who provided the ISO/IEC 27001:2013 Certification.

#### **L.5.4.7 Facility Clearance Level (FCL)**

If claiming credit for this scoring element, the Offeror must identify its Government Facility Clearance Level (FCL) within the PSP.

Offerors must submit a letter signed by their Facility Security Officer identifying the Offeror's CAGE code, Facility Clearance Level (FCL), and cognizant security office, such as the Defense Counterintelligence and Security Agency (DCSA) Office, verifying a facility clearance (secret, top secret, or higher) has been

granted. GSA will verify the claimed FCL with DCSA. GSA will not sponsor Offerors for any type of facility or security clearances.

The Offeror will only receive points for a clearance at the highest level achieved. For example, if points are claimed for Top Secret, points cannot be claimed for Secret.

## **L.5.5 Risk Assessment**

### **L.5.5.1 Organizational Risk Assessment**

Within the PSP, the Offeror must identify if it has previously performed in the same business arrangement as proposed.

A “business arrangement,” for the purposes of this evaluation factor, is defined as:

1. An individual company [not proposing as part of a joint venture or with proposed subcontractor(s)], or
2. A joint venture (including a Mentor-Protégé Joint Venture), or
3. A prime contractor and its proposed subcontractor(s), or
4. A joint venture (including a Mentor-Protégé Joint Venture) and its proposed subcontractor(s).

A business arrangement is considered to have previously performed in the same business arrangement if the applicable condition is met:

1. An individual company [not proposing as part of a joint venture or with a proposed subcontractor(s)] has previously performed on a contract or order as itself, or
2. For offers from a joint venture (with no proposed subcontractors):
  - a. A joint venture has previously performed on a contract or order, or
  - b. All members of a joint venture have previously performed together on a contract or order as a joint venture, or
  - c. All members of a joint venture have previously performed together on a contract or order with one member as the prime contractor and the other member(s) as a subcontractor, or
  - d. All members of a joint venture have previously performed together on an order as a Multiple Award Schedule Contractor Team Arrangement, or
3. Each proposed subcontractor has previously performed on a contract or order as a subcontractor to the offering prime contractor. This may be on separate contracts or orders.
4. For offers from a joint venture with proposed subcontractors, the conditions of item 2 must be met and each proposed subcontractor has previously performed on a contract or order as a subcontractor to (i) the offering joint venture or (ii) a joint venture composed of the same members as the offering joint venture.

No additional verification is required for an individual company offering as itself.

Previous performance for joint ventures, or a prime contractor with a proposed subcontractor, must submit the following for verification:

1. The award form for the contract or order for which the work was performed, and
2. Evidence of the business arrangement such as:
  - a. a joint venture agreement that identifies all members, or
  - b. a copy of the subcontract(s)

Scoring for this element is only available for demonstrating that the Offeror has previously performed in the proposed business arrangement. An IDIQ contract or BPA without performance does not satisfy the requirement of this element for previous performance.

## **L.5.6 Responsibility**

The Offeror must submit the information below.

### **L.5.6.1 Professional Employee Compensation Plan**

The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories may impair the Contractor's ability to attract and retain competent professional service employees or may be viewed as evidence of failure to comprehend the complexity of future task order requirements.

The Offeror must submit a Professional Employee Compensation Plan that addresses the Offeror's methodology for determining salaries and fringe benefits for their professional employees in preparation of future task order requirements under Polaris. Submission of the general compensation practices printed in the Offeror's employee handbook including salary and fringe benefits will often be sufficient.

#### **L.5.6.1.1 FAR 52.222-46 Evaluation of Compensation for Professional Employees (Feb 1993)**

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

### **L.5.6.2 Uncompensated Overtime Policy**

The Offeror must submit their policy for addressing uncompensated overtime consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours in preparation of future task order requirements under this contract.

#### **L.5.6.2.1 FAR 52.237-10 Identification of Uncompensated Overtime (Mar 2015)**

(a) Definitions. As used in this provision-

*Adjusted hourly rate (including uncompensated overtime)* is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week which includes uncompensated overtime hours over and above the standard 40-hour work week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour ( $\$20.00 \times 40$  divided by 45 = \$17.78).

*Uncompensated overtime* means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

(b) (1) Whenever there is uncompensated overtime, the adjusted hourly rate (including uncompensated overtime), rather than the hourly rate, shall be applied to all proposed hours, whether regular or overtime hours.

(2) All proposed labor hours subject to the adjusted hourly rate (including uncompensated overtime) shall be identified as either regular or overtime hours, by labor categories, and described at the same level of detail. This is applicable to all proposals whether the labor hours are at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

(End of provision)

### **L.5.6.3 Financial Resources**

To be determined responsible, an Offeror must have adequate financial resources to perform the contract, or the ability to obtain them.

The Offeror must submit a GSA Form 527, Contractor's Qualifications and Financial Information, Attachment J.P-5. If the fill in portion of the form does not accommodate your information, enter remarks

in "SECTION VIII - REMARKS" of GSA Form 527 and attach additional sheet(s) if more space is required. Each submitted GSA Form 527 must be signed by an authorized official at the bottom of page 6. Explain any information you disclose that reflects negatively upon your business.

For Offerors proposing as a joint venture, a GSA Form 527 must be submitted for each member of the joint venture.

The following instructions are provided for the GSA Form 527 and attachments.

**NOTE: The GWAC PCO may provide the information to GSA financial analysts who may contact an Offeror after their initial financial review for clarification or additional information, if necessary.**

### **Section I – General Information**

- Complete all applicable sections
- **Block 1A:** This is the full name of the legal offering entity or joint venture member for all organizations, this name must match the Articles of Incorporation/Organization and/or Name Change Amendments that are filed with the State that identify the current Legal Name of the organization. Otherwise, the entire form may be rejected.
- **Block 6:** This is asking whether the legal offering entity uses a DBA, trade name, fictitious name trademark, etc., for business purposes.
- **Block 13:** Non-disclosure of this information is a more significant negative factor than not reporting the items listed.

### **Section II - Government Financial Aid and Indebtedness**

- Please complete all applicable sections.
- You must answer Blocks 14A, 14B, 15A and 16.

### **Section III – Financial Statements and Section IV Income Statement**

- Block 20: Check the applicable boxes to show whether the figures are in "Actual," "Thousands" or "Millions."
- Blocks 24–28: Submit statements for the last two full fiscal years and interim statement for the current year. You must attach the financial and interim statements rather than write the figures on the GSA Form 527 – Page 2. Make sure that the full name of the legal entity or parent is in the heading of the financial statements. In addition, the completed Balance Sheet dates and the complete dates of the period covered by the Income Statement must correspond to the entity's fiscal year cycle.

\*NOTE: To those who use QuickBooks software\*

The Income Statement defaults to a month/year format for all versions of this software that precedes 2009. The complete dates of the period covered by the Income Statement must be submitted (e.g., January 1, 2018 to December 31, 2019). In addition, the older versions show an account called "Opening Bal Equity" in the Balance Sheet's Equity section. Please determine what accounts those funds belong in and transfer them to the correct account.

### **Section V – Banking and Finance Company Information**

- Please complete all applicable sections; however, if your company has a prepared list of bank and trade references, you may attach it to the GSA Form 527 instead of completing this section.

### **Section VI – Principal Merchandise or Raw Material Supplier Information**

- Leave this Section Blank.

**Section VII – Construction/Service Contracts Information**

- Leave this Section Blank.

**Section VIII – Remarks**

- Provide remarks as applicable.

**Certification**

- The name of the business must correspond to the official legal offering entity or joint venture member.
- Provide name, title, signature, and date of authorized official.

(End of Section L)

## SECTION M EVALUATION FACTORS FOR AWARD

### M.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <https://www.acquisition.gov/>

CLAUSE #	CLAUSE TITLE	DATE
52.217-5	Evaluation of Options	Jul 1990

(End of provision)

### M.2 BASIS FOR AWARDS

The source selection process on Polaris will neither be based on the Lowest Price Technically Acceptable (LPTA) nor Tradeoffs. Within the best value continuum, FAR 15.101 defines best value as using any one or a combination of source selection approaches. For Polaris, the best value basis for awards will be determined by the Highest Technically Rated Qualifying (HTRQ) Offerors. In accordance with 41 U.S.C. 3306(c) and associated GSA Class Deviation CD-2020-14, cost and pricing information will not be considered at the Master Contract level.

This solicitation will result in the award of a MA-IDIQ contract, referred to as the Polaris Small Business Pool (also referred to as “the Pool.”). Multiple awards will be made within the Pool. The Government intends to make 100 awards in the Pool. In order to be considered as a HTRQ Offeror, the proposal must score amongst the 100 highest rated offers received for the Pool. In the event of a tie at the 100th position, all Offerors tied at the 100th position will receive an award. A tie is determined exclusively at the 100th position when two or more Offerors receive an identical score. If a tie score occurs at any other position before the 100th position, the tie does not result in two or more Offerors holding that same numbered position. For example, if two Offerors reach an identical score at the 39th available position, one tied Offeror will take the 39th position and the second tied Offeror moves into the 40th position. Accordingly, there may be more than 100 awards for the Pool based on the number of tied scores.

The Government intends to award contracts without discussions. Proposals must contain the best offer. The Government may conduct clarifications, as described in FAR 15.306(a). The Government reserves the right to conduct discussions if determined necessary.

### **M.2.1 Qualifying Offeror**

The Government intends to make an award to each Qualifying Offeror.

The term "Qualifying Offeror" means an Offeror that meets all of the following criteria—

- (1) Is determined to be a responsible source;
- (2) Submits a proposal that conforms to the requirements of the solicitation;
- (3) Meets all technical requirements; and
- (4) Is otherwise eligible for award.

Considering the above criteria -

- (i) Responsibility will be determined as detailed in Section M.7;
- (ii) Offerors must conform to the requirements of the solicitation;
- (iii) Offerors must submit a minimum of three distinct Primary Relevant Experience Projects (as detailed in Section L.5.2.2.); and
- (iv) An Offeror must score amongst the 100 highest rated offers, including ties at the 100th position.

### **M.3 EVALUATION PROCESS**

The evaluation process will begin by ranking the proposals in order from highest total claimed score to lowest total claimed score.

Hereafter, the 100 highest scoring proposals, including any ties at the 100th position, will each be referred to as a Preliminary Qualifying Proposal (PQP).

A screening process of the PQPs will commence to verify support documentation for all the applicable evaluation elements submitted into the Polaris Submission Portal (PSP).

The evaluation team will then verify the PQPs have also met all of the Acceptability Review requirements in Section M.4 of the solicitation.

Any PQP that fails the Acceptability Review will be removed from consideration for award and notified, in writing, as soon as practicable. The next highest rated proposal(s) (based upon claimed score) that provides the required support documentation for all the applicable evaluation elements and passes the Acceptability Review will replace the eliminated proposal as a PQP. Only PQPs that pass all the criteria in the Acceptability Review in accordance with Section M.4 will be considered acceptable.

Following the Acceptability Review screening, the evaluation team will then evaluate and verify the PQP support documentation for each evaluation element.

In the event a claimed evaluation element is unsubstantiated or otherwise not given credit for, the Offeror's preliminary score will have the point value of the refuted evaluation element deducted and the proposal will be re-sorted based upon the revised score. If the proposal remains a PQP, the evaluation of the proposal will continue. If the proposal does not remain a PQP, the evaluation for that proposal will stop and the next highest rated proposal (based upon claimed score) that provides the required support documentation for all the applicable evaluation elements and passes the Acceptability Review will become a PQP and evaluation will begin on that proposal.

The evaluation process will continue until the 100 apparent successful Offerors for the Pool are identified that represent the HTRQ Offerors (based on validated scores and passing overall responsibility determination). In the event of a tie at the 100th position, each Offeror tied for this position will be designated as an HTRQ Offeror. Even if there is only a single point difference between the Offeror at the 100th position and the next ranked Offeror, only the Offeror at the 100th position will receive an award.

Once the evaluation and validation of the 100 apparent successful Offerors, including any ties at the 100th position, has been accomplished, evaluations will cease and contract awards will be announced.

At any time, if the evaluation team discovers misleading, falsified or fraudulent proposal information, the Offeror will be eliminated from further consideration for award.

## **M.4 SCREENING PROCESS AND ACCEPTABILITY REVIEW**

### **M.4.1 Screening Process**

A screening process of the PQPs will commence to verify support documentation for all the applicable evaluation elements submitted into the PSP.

### **M.4.2 Acceptability Review**

The following will be evaluated to determine whether the requested proposal submission information meets the criteria for the information requested in Section L.5.1 and is current, accurate, and complete.

- Offeror's signed SF33
- Joint Venture Information (if applicable)
- Proposed Subcontractors Verification and Subcontractor Letter(s) of Commitment (if applicable)
- Meaningful Relationship Commitment Letters (if applicable)

Any proposal which does not meet the requirements of the Acceptability Review will be removed from consideration for award. Teaming arrangements without required documentation establishing the relationship will result in removal of claimed scoring elements and/or rejection of the proposal.

## **M.5 TECHNICAL EVALUATION**

The Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Sections L.5.2 Relevant Experience, L.5.3 Past Performance, L.5.4 Systems, Certifications, and Clearances, and L.5.5 Risk Assessment.

Offerors who meet the Acceptability Review in accordance with Section M.4 will be evaluated for claimed points in accordance with the following Sections and Section M.6, Polaris Scoring Table.

### **M.5.1 Relevant Experience**

The Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Section L.5.2. Projects will be scored in accordance with Section M.6, Polaris Scoring Table.

Any proposal that fails to provide the identified minimum Relevant Experience Projects will be ineligible for award.

## **M.5.2 Past Performance**

The Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Section L.5.3. The Offeror will be evaluated on overall ratings earned for each past performance assessment submitted, e.g. CPARS Report or J.P-4 Past Performance Rating Form.

For any proposals that do not include a past performance assessment for each Primary Relevant Experience Project, GSA will attempt to obtain a past performance assessment from CPARS or the provided reference.

The Offeror will not be evaluated favorably or unfavorably on past performance in the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available.

### **M.5.2.1 Evaluation Ratings for Past Performance Submissions**

Each past performance assessment submitted will be scored as either “Positive” or “Negative.”

- A positive score means receiving a satisfactory or greater rating for the majority of rating elements on a Project.
- A negative score means not receiving a satisfactory or greater rating for the majority of rating elements on a Project.

### **M.5.2.2 Points Assigned to Past Performance Assessments**

Each past performance assessment will be scored as Positive or Negative. Past performance projects receiving a positive rating will earn the maximum points available based on the total number of past performance assessments submitted. Zero points will be earned for a negative rating.

If the Offeror submits less than five Primary Relevant Experience Projects, or a past performance assessment is unable to be obtained for a submitted Primary Relevant Experience Project, the per project point values will be adjusted to equal the maximum points possible for this factor.

A total of 20,000 points are designated to this Past Performance evaluation factor, regardless of the number of past performance assessments received. The points available per assessment is dependent upon the number of assessments received. For example, if 5 assessments are received, each assessment will be worth 4,000 points. If 4 assessments are received, each assessment will be worth 5,000 points. In either situation, a total of 20,000 points are available for this factor.

No points will be received for projects with a negative assessment. Additionally, no points will be received for projects with neither a past performance assessment nor a document stating the inability to obtain a completed Attachment J.P-4 along with contact information of the past performance contact as detailed in Section L.5.3.2.

An Offeror without a record of relevant past performance or for whom information on past performance is not available for any submitted projects will receive 10,000 points.

**M.5.3 Systems, Certifications, and Clearances**

If the Offeror chooses to submit Systems, Certifications, and Clearances, the Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Section L.5.4.

Offerors who have Systems, Certifications, and Clearances will receive additional points in accordance with Section M.6, Polaris Scoring Table.

All Systems, Certifications, and Clearances are not minimum or mandatory requirements; however, Offerors who demonstrate having these Systems, Certifications, and Clearances within their proposal will receive additional points in accordance with Section M.6, Polaris Scoring Table.

Systems, certifications and clearances with multiple levels are not cumulative and will only receive points for the highest level achieved, e.g., if the Offeror has CMMI-Development Level 3 they would not receive points for CMMI-Development Level 2, only Level 3.

**M.5.4 Risk Assessment**

**M.5.4.1 Organizational Risk Assessment**

An Offeror will receive additional points for demonstrating it has previously performed in the same business arrangement (as defined above in L.5.5.1). See Section M.6, Polaris Scoring Table.

**M.6 POLARIS SCORING TABLE**

Section	Element	Point Value	Maximum Number of Potential Occurrences	Total Max Points Per Element	Max Point Value
<b>L.5.2</b>	<b>Relevant Experience</b>				
	Primary Relevant Experience Projects (minimum number of required experience is 3)	4,000	5	20,000	20,000
<b>L.5.2.2.2</b>	<b>Project Size</b>				
	Project with a value greater or equal to \$1 Million, but less than \$5 Million	500	5	2,500	15,000
	Project with a value greater or equal to \$5 Million, but less than \$10 Million	1,500	5	7,500	
	Project with a value equal to or greater than \$10 Million	3,000	5	15,000	

<b>L.5.2.2.3</b>	<b>Demonstrating Experience with Multiple Federal Government Customers</b> (Federal Government Customer is determined by the Funding Agency ID identified within the FPDS-NG Report)				
	<a href="#">Two Unique Federal Government Customers</a>	<a href="#">500</a>	<a href="#">1</a>	<a href="#">500</a>	2,000
	<a href="#">Three Unique Federal Government Customers</a>	<a href="#">1,000</a>	<a href="#">1</a>	<a href="#">1,000</a>	
	<a href="#">Four Unique Federal Government Customers</a>	<a href="#">1,500</a>	<a href="#">1</a>	<a href="#">1,500</a>	
	<a href="#">Five Unique Federal Government Customers</a> <del>Unique Customer (Federal Government Customer is determined by the Funding Agency ID identified within the FPDS-NG Report.) Note: minimum 2 or higher</del>	<del>2,000</del> <a href="#">500</a>	<a href="#">14</a>	2,000	
<b>L.5.2.2.4</b>	<b>Projects with Cost-Reimbursement (Federal Contracts Only)</b>				
	Project is cost-reimbursement type	500	2	1,000	1,000
<b>L.5.2.2.5</b>	<b>Task Order against a Federal Multiple-Award IDIQ Contract</b>				
	Project was a task order against a Multiple-Award Federal Government Contract	400	5	2,000	2,000
<b>L.5.2.2.6</b>	<b>OCONUS Project - Federal Government Contracts Only</b>				
	Project included OCONUS work	1,000	1	1,000	1,000
<b>L.5.2.2.7</b>	<b>Project with Cybersecurity Services</b>				
	Project included cybersecurity services	3,000	2	6,000	6,000
<b>L.5.2.2.8</b>	<b>Breadth of Relevant Experience</b>				
	Experience Demonstrated in Two NAICS Areas	2,000	1	2,000	9,000
	Experience Demonstrated in Three NAICS Areas	3,000	1	3,000	
	Experience Demonstrated in Four NAICS Areas	6,000	1	6,000	
	Experience Demonstrated in Five NAICS Areas	9,000	1	9,000	
<b>L.5.2.3</b>	<b>Emerging Technology Relevant Experience</b>				
	Relevant Experience Projects	1,000	3	3,000	3,000
<b>L.5.2.3.2</b>	<b>Breadth of Emerging Technology Relevant Experience</b>				
	Experience Demonstrated with Two Emerging Technologies	700	1	700	1,000

	Experience Demonstrated with Three Emerging Technologies	1,000	1	1,000	
<b>L.5.3</b>	<b>PAST PERFORMANCE</b>				
	Past Performance	20,000	1	20,000	20,000
<b>L.5.4</b>	<b>SYSTEMS, CERTIFICATIONS, AND CLEARANCES</b>				
	<b>Accounting System and Audit Information - SELECT HIGHEST LEVEL APPLICABLE</b>				
<b>L.5.4.1</b>	Audit and adequate determination by Third-Party Certified Public Accountant	750	1	750	3,000
	Audit and adequate determination by DCAA, DCMA or CFA	3,000	1	3,000	
	<b>Approved Purchasing System</b>				
<b>L.5.4.2</b>	Approved Purchasing System	1,000	1	1,000	1,000
	<b>Capability Maturity Model Integration (CMMI) - SELECT HIGHEST LEVEL APPLICABLE</b>				
<b>L.5.4.3</b>	CMMI - SVC or DEV - LEVEL II	500	1	500	750
	CMMI - SVC or DEV - LEVEL III OR GREATER	750	1	750	
	<b>International Organization for Standardization (ISO) - SELECT ALL APPLICABLE</b>				
<b>L.5.4.4</b>	ISO 9001:2015	750	1	750	2,250
<b>L.5.4.5</b>	ISO/IEC 20000-1:2018	750	1	750	
<b>L.5.4.6</b>	ISO/IEC 27001:2013	750	1	750	
<b>L.5.4.7</b>	<b>Facility Clearance Level (FCL) - SELECT HIGHEST LEVEL APPLICABLE</b>				
	Secret	2,000	1	2,000	3,000
	Top Secret	3,000	1	3,000	
<b>L.5.5</b>	<b>RISK ASSESSMENT</b>				
<b>L.5.5.1</b>	Organizational Risk Assessment	5,000	1	5,000	5,000
<b>TOTAL POSSIBLE POINTS:</b>					<b>95,000</b>

**M.7 RESPONSIBILITY**

The overall responsibility determination will be evaluated on a pass/fail basis. In accordance with FAR Part 9, Offerors which are not deemed responsible will not be considered for award.

The Government may use any relevant information in its possession or in the public domain, including other past performance information available within the government and in non-government databases (e.g., CPARS and Dun & Bradstreet).

In making the overall determination of responsibility, information in FAPIIS, exclusions denoted in SAM, the representations and certifications in SAM and Section K, the Offeror's Financial Resources (See Section L.5.6.3), joint venture work and qualifications (See L.5.1.3.1(5), when applicable), and other pertinent data may be considered as deemed necessary.

The Professional Employee Compensation Plan and Uncompensated Overtime Policy will be evaluated in accordance with sections L.5.6.1 and L.5.6.2.

#### **M.8 GSA ACQUISITION LETTER MV-16-04, CLASS DEVIATION TO FAR 15.404-1(d)(2) PROPOSAL ANALYSIS TECHNIQUES**

In accordance with GSA Acquisition Letter MV-16-04 dated September 23, 2016, which establishes a class deviation to FAR 15.404-1(d)(2), a cost realism analysis is not required for the establishment of the Polaris GWAC.

##### FAR 15.404-1(d)(2) Class Deviation

- Changes to the current text are shown by [additions] and deletions.
- Five asterisks (\*\*\*\*\* ) indicate there are no revisions between the preceding and following sections
- Three asterisks (\*\*\*) indicate there are no revisions between the material shown within a subsection

15.404 - Proposal Analysis.

15.404-1 - Proposal Analysis Techniques.

\*\*\*\*\*

(d) Cost realism analysis.

(1) \*\*\*

(2) Cost realism analyses shall be performed on cost-reimbursement contracts to determine the probable cost of performance for each offeror. [Cost realism analyses are not required when establishing multiple-award indefinite-delivery indefinite-quantity (IDIQ) contracts. Cost realism analyses shall be performed at the task-order level for cost-reimbursement orders.]

\*\*\*\*\*

(End of Section M)

**Attachment J-1  
 Performance Requirements Summary (PRS)**

<b>Performance Objective</b>	<b>Applicability</b>	<b>Performance Standard</b>
Notification of Changes to Contractor Program Manager	G.5.1	Notification of Program Manager or their contact information change within five business days of occurrence
Notification of Changes to Contractor Contract Manager	G.5.2	Notification of Contract Manager or their contact information change within five business days of occurrence
Accessible and current Polaris contractor webpage	G.7	Fully accessible and updated webpage
Establish a shared company email address	G.8.1	Email address established within 10 calendar days after the receipt of Notice to Proceed
Contractor representation at mandatory Post-Award Orientation meeting	G.10.1	Attend mandatory meeting
Contractor representation at mandatory Program Management Review meetings	G.10.2	Attend up to two (2) mandatory meetings
Timely, complete and accurate submission of Task Order Award Notifications	G.13.1	Submission of accurate and complete data within timeframes stated in the contract
Timely, complete and accurate reporting of Task Order awards and modifications	G.13.2	Submission of accurate and complete data within 30 calendar days after the month in which the contract action was signed by the OCO
Timely, complete and accurate submission of Invoice Data	G.13.2	Submission of accurate and complete data within 30 calendar days after the month in which the invoice(s) were paid by the client

<b>Performance Objective</b>	<b>Applicability</b>	<b>Performance Standard</b>
Timely CAF remittance	G.13.2	CAF paid and reported within 30 calendar days after the end of each reporting quarter in which the invoice(s) were reported. Quarters are based upon a calendar year.
Timely submission of Missing or Inaccurate Data	G.13.2	Data corrections are due within ten (10) calendar days of notification, or as directed by the GWAC Program
Timely, complete and accurate submission of CAF Remittance	G.14	CAF paid and reported within 30 calendar days after the end of each reporting quarter in which the invoice(s) were reported. Quarters are based upon a calendar year
Timely, complete and accurate submission of GWAC Data Calls	G.15	Submission of accurate and complete data within three (3) business days unless specified otherwise
Timely, complete and accurate submission of Subcontract Reporting data	G.16.2	Submission of accurate and complete data by the 30th calendar day after each contract year
Timely and complete submission of Cybersecurity Supply Chain Risk Management (C-SCRM) Plan	G.17.1	Submission within 120 calendar days after notice to proceed and within thirty (30) calendar days after the end of each contract year.
Timely and complete submission of Task Order Closeout Verification/Validation	G.18.1	Submission within six (6) months after task order period of performance ends
Timely and complete submission of Master Contract Closeout	G.19	Responses are due within ten (10) calendar days of the requested information

(End of Attachment J-1)

## Attachment J-2 Labor Category Descriptions

### BACKGROUND

Polaris labor categories are identified on the following pages. Labor categories are further subdivided by knowledge/skill level. Definitions of these knowledge/skill levels are as follows:

- **JUNIOR:** Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.
- **JOURNEYMAN:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.
- **SENIOR:** Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.
- **SUBJECT MATTER EXPERT (SME):** Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

## INDIVIDUAL LABOR CATEGORIES

The following list of Individual Labor Categories (ILC) are provided by Labor ID # as listed in Section 1; and the ILC are listed in alphabetical order in Section 2.

### Section 1: Individual Labor Categories listed in the order by Labor ID #.

Labor ID #	Business Intelligence Analyst
101	Junior Business Intelligence Analyst
102	Journeyman Business Intelligence Analyst
103	Senior Business Intelligence Analyst
104	SME - Business Intelligence Analyst
Functional Description	
Produce financial and market intelligence by querying data repositories and generating periodic reports. Devise methods for identifying data patterns and trends in available information sources.	

Labor ID #	Computer and Information Research Scientist
111	Junior Computer and Information Research Scientist
112	Journeyman Computer and Information Research Scientist
113	Senior Computer and Information Research Scientist
114	SME - Computer and Information Research Scientist
Functional Description	
Conduct research into fundamental computer and information science as theorists, designers, or inventors. Develop solutions to problems in the field of computer hardware and software.	

Labor ID #	Computer and Information Systems Manager
121	Junior Computer and Information Systems Manager
122	Journeyman Computer and Information Systems Manager
123	Senior Computer and Information Systems Manager
124	SME - Computer and Information Systems Manager
Functional Description	
Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	

Labor ID #	Computer Hardware Engineer
131	Junior Computer Hardware Engineer
132	Journeyman Computer Hardware Engineer
133	Senior Computer Hardware Engineer
134	SME - Computer Hardware Engineer
Functional Description	
Research, design, develop, or test computer or computer-related equipment for commercial, industrial, military, or scientific use. May supervise the manufacturing and installation of computer or computer-related equipment and components.	

<b>Labor ID #</b>	<b>Computer Network Architect</b>
141	Junior Computer Network Architect
142	Journeyman Computer Network Architect
143	Senior Computer Network Architect
144	SME - Computer Network Architect

**Functional Description**  
 Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software.

<b>Labor ID #</b>	<b>Computer Network Support Specialist</b>
151	Junior Computer Network Support Specialist
152	Journeyman Computer Network Support Specialist
153	Senior Computer Network Support Specialist
154	SME - Computer Network Support Specialist

**Functional Description**  
 Analyze, test, troubleshoot, and evaluate existing network systems, such as local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption.

<b>Labor ID #</b>	<b>Computer Operator</b>
161	Junior Computer Operator
162	Journeyman Computer Operator
163	Senior Computer Operator
164	SME - Computer Operator

**Functional Description**  
 Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. Monitor and respond to operating and error messages. May enter commands at a computer terminal and set controls on computer and peripheral devices.

<b>Labor ID #</b>	<b>Computer Programmer</b>
171	Junior Computer Programmer
172	Journeyman Computer Programmer
173	Senior Computer Programmer
174	SME - Computer Programmer

**Functional Description**  
 Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

<b>Labor ID #</b>	<b>Computer Systems Analyst</b>
181	Junior Computer Systems Analyst
182	Journeyman Computer Systems Analyst
183	Senior Computer Systems Analyst
184	SME - Computer Systems Analyst
<b>Functional Description</b>	
Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.	

<b>Labor ID #</b>	<b>Computer Systems Engineer/Architect</b>
191	Junior Computer Systems Engineer/Architect
192	Journeyman Computer Systems Engineer/Architect
193	Senior Computer Systems Engineer/Architect
194	SME - Computer Systems Engineer/Architect
<b>Functional Description</b>	
Design and develop solutions to complex applications problems, system administration issues, or network concerns. Perform systems management and integration functions.	

<b>Labor ID #</b>	<b>Computer User Support Specialist</b>
201	Junior Computer User Support Specialist
202	Journeyman Computer User Support Specialist
203	Senior Computer User Support Specialist
204	SME - Computer User Support Specialist
<b>Functional Description</b>	
Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.	

<b>Labor ID #</b>	<b>Data Warehousing Specialist</b>
211	Junior Data Warehousing Specialist
212	Journeyman Data Warehousing Specialist
213	Senior Data Warehousing Specialist
214	SME - Data Warehousing Specialist
<b>Functional Description</b>	
Design, model, or implement corporate data warehousing activities. Program and configure warehouses of database information and provide support to warehouse users.	

<b>Labor ID #</b>	<b>Database Administrator</b>
221	Junior Database Administrator
222	Journeyman Database Administrator
223	Senior Database Administrator
224	SME - Database Administrator
<b>Functional Description</b>	
Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.	

<b>Labor ID #</b>	<b>Database Architect</b>
231	Junior Database Architect
232	Journeyman Database Architect
233	Senior Database Architect
234	SME - Database Architect
<b>Functional Description</b>	
Design strategies for enterprise database systems and set standards for operations, programming, and security. Design and construct large relational databases. Integrate new systems with existing warehouse structure and refine system performance and functionality.	

<b>Labor ID #</b>	<b>Document Management Specialist</b>
241	Junior Document Management Specialist
242	Journeyman Document Management Specialist
243	Senior Document Management Specialist
244	SME - Document Management Specialist
<b>Functional Description</b>	
Implement and administer enterprise-wide document management systems and related procedures that allow organizations to capture, store, retrieve, share, and destroy electronic records and documents.	

<b>Labor ID #</b>	<b>Geographic Information Systems Technologists and Technicians</b>
251	Junior Geographic Information Systems Technologists and Technicians
252	Journeyman Geographic Information Systems Technologists and Technicians
253	Senior Geographic Information Systems Technologists and Technicians
254	SME - Geographic Information Systems Technologists and Technicians
<b>Functional Description</b>	
Assist scientists, technologists, or related professionals in building, maintaining, modifying, or using geographic information systems (GIS) databases. May also perform some custom application development or provide user support.	

<b>Labor ID #</b>	<b>Information Security Analyst</b>
271	Junior Information Security Analyst
272	Journeyman Information Security Analyst
273	Senior Information Security Analyst
274	SME - Information Security Analyst
<b>Functional Description</b>	
Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses.	

<b>Labor ID #</b>	<b>Information Technology Project Manager</b>
281	Junior Information Technology Project Manager
282	Journeyman Information Technology Project Manager
283	Senior Information Technology Project Manager
284	SME - Information Technology Project Manager
<b>Functional Description</b>	
Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.	

<b>Labor ID #</b>	<b>Management Analyst</b>
291	Junior Management Analyst
292	Journeyman Management Analyst
293	Senior Management Analyst
294	SME - Management Analyst
<b>Functional Description</b>	
Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants.	

<b>Labor ID #</b>	<b>Network and Computer Systems Administrator</b>
301	Junior Network and Computer Systems Administrator
302	Journeyman Network and Computer Systems Administrator
303	Senior Network and Computer Systems Administrator
304	SME - Network and Computer Systems Administrator
<b>Functional Description</b>	
Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.	

<b>Labor ID #</b>	<b>Software Developers</b>
311	Junior Software Developer, Applications
312	Journeyman Software Developer, Applications
313	Senior Software Developer, Applications
314	SME - Software Developer, Applications
<b>Functional Description</b>	
Research, design, and develop computer and network software or specialized utility programs. Analyze user needs and develop software solutions, applying principles and techniques of computer science, engineering, and mathematical analysis. Update software or enhance existing software capabilities. May work with computer hardware engineers to integrate hardware and software systems, and develop specifications and performance requirements. May maintain databases within an application area, working individually or coordinating database development as part of a team.	

<b>Labor ID #</b>	<b>Software Quality Assurance Analyst and Tester</b>
331	Junior Software Quality Assurance Analyst and Tester
332	Journeyman Software Quality Assurance Analyst and Tester
333	Senior Software Quality Assurance Analyst and Tester
334	SME - Software Quality Assurance Analyst and Tester
<b>Functional Description</b>	
Develop and execute software tests to identify software problems and their causes. Test system modifications to prepare for implementation. Document software and application defects using a bug tracking system and report defects to software or web developers. Create and maintain databases of known defects. May participate in software design reviews to provide input on functional requirements, operational characteristics, product designs, and schedules.	

<b>Labor ID #</b>	<b>Technical Writer</b>
341	Junior Technical Writer
342	Journeyman Technical Writer
343	Senior Technical Writer
344	SME - Technical Writer
<b>Functional Description</b>	
Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work.	

<b>Labor ID #</b>	<b>Telecommunications Engineering Specialist</b>
351	Junior Telecommunications Engineering Specialist
352	Journeyman Telecommunications Engineering Specialist
353	Senior Telecommunications Engineering Specialist
354	SME - Telecommunications Engineering Specialist
<b>Functional Description</b>	
Design or configure voice, video, and data communications systems. Supervise installation and post-installation service and maintenance.	

<b>Labor ID #</b>	<b>Telecommunications Equipment Installer and Repairer</b>
361	Junior Telecommunications Equipment Installer and Repairer
362	Journeyman Telecommunications Equipment Installer and Repairer
363	Senior Telecommunications Equipment Installer and Repairer
364	SME - Telecommunications Equipment Installer and Repairer
<b>Functional Description</b>	
Install, set-up, rearrange, or remove switching, distribution, routing, and dialing equipment used in central offices or headends. Service or repair telephone, cable television, Internet, and other communications equipment on customers' property. May install communications equipment or communications wiring in buildings.	

<b>Labor ID #</b>	<b>Training and Development Specialist</b>
371	Junior Training and Development Specialist
372	Journeyman Training and Development Specialist
373	Senior Training and Development Specialist
374	SME - Training and Development Specialist
<b>Functional Description</b>	
Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs.	

<b>Labor ID #</b>	<b>Video Game Designer</b>
381	Junior Video Game Designer
382	Journeyman Video Game Designer
383	Senior Video Game Designer
384	SME - Video Game Designer
<b>Functional Description</b>	
Design core features of video games. Specify innovative game and role-play mechanics, story lines, and character biographies. Create and maintain design documentation. Guide and collaborate with production staff to produce games as designed.	

<b>Labor ID #</b>	<b>Web Administrator</b>
391	Junior Web Administrator
392	Journeyman Web Administrator
393	Senior Web Administrator
394	SME - Web Administrator
<b>Functional Description</b>	
Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications.	

<b>Labor ID #</b>	<b>Web Developer</b>
401	Junior Web Developer
402	Journeyman Web Developer
403	Senior Web Developer
404	SME - Web Developer
<b>Functional Description</b>	
Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.	

<b>Labor ID #</b>	<b>Bioinformatics Scientist</b>
411	Junior Bioinformatics Scientist
412	Journeyman Bioinformatics Scientist
413	Senior Bioinformatics Scientist
414	SME- Bioinformatics Scientist
<b>Functional Description</b>	
Conduct research using bioinformatics theory and methods in areas such as pharmaceuticals, medical technology, biotechnology, computational biology, proteomics, computer information science, biology and medical informatics. May design databases and develop algorithms for processing and analyzing genomic information, or other biological information.	

<b>Labor ID #</b>	<b>Bioinformatics Technician</b>
421	Junior Bioinformatics Technician
422	Journeyman Bioinformatics Technician
423	Senior Bioinformatics Technician
424	SME - Bioinformatics Technician
<b>Functional Description</b>	
Apply principles and methods of bioinformatics to assist scientists in areas such as pharmaceuticals, medical technology, biotechnology, computational biology, proteomics, computer information science, biology and medical informatics. Apply bioinformatics tools to visualize, analyze, manipulate or interpret molecular data. May build and maintain databases for processing and analyzing genomic or other biological information.	

<b>Labor ID #</b>	<b>Blockchain Engineer</b>
431	Junior Blockchain Engineer
432	Journeyman Blockchain Engineer
433	Senior Blockchain Engineer
434	SME- Blockchain Engineer
<b>Functional Description</b>	
Maintain and support distributed and decentralized blockchain-based networks or block-chain applications such as cryptocurrency exchange, payment processing, document sharing, and digital voting. Design and deploy secure block-chain design patterns and solutions over geographically distributed networks using advanced technologies. May assist with infrastructure setup and testing for application transparency and security.	

<b>Labor ID #</b>	<b>Business Continuity Planner</b>
441	Junior Business Continuity Planner
442	Journeyman Business Continuity Planner
443	Senior Business Continuity Planner
444	SME -Business Continuity Planner
<b>Functional Description</b>	
Develop, maintain, or implement business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analysis, strategy selection, and documentation of business continuity and disaster recovery procedures. Plan, conduct, and debrief regular mock-disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly. Act as a coordinator for continuity efforts after a disruption event.	

<b>Labor ID #</b>	<b>Clinical Data Manager</b>
451	Junior Clinical Data Manager
452	Journeyman Clinical Data Manager
453	Senior Clinical Data Manager
454	SME -Clinical Data Manager
<b>Functional Description</b>	
Apply knowledge of health care and database management to analyze clinical data, and to identify and report trends.	

<b>Labor ID #</b>	<b>Computer Numerically Controlled Tool Operator</b>
461	Junior Computer Numerically Controlled Tool Operator
462	Journeyman Computer Numerically Controlled Tool Operator
463	Senior Computer Numerically Controlled Tool Operator
464	SME -Computer Numerically Controlled Tool Operator
<b>Functional Description</b>	
Operate computer-controlled tools, machines, or robots to machine or process parts, tools, or other work pieces made of metal, plastic, wood, stone, or other materials. May also set up and maintain equipment.	

<b>Labor ID #</b>	<b>Computer Numerically Controlled Tool Programmer</b>
471	Junior Computer Numerically Controlled Tool Programmer
472	Journeyman Computer Numerically Controlled Tool Programmer
473	Senior Computer Numerically Controlled Tool Programmer
474	SME -Computer Numerically Controlled Tool Programmer
<b>Functional Description</b>	
Develop programs to control machining or processing of materials by automatic machine tools, equipment, or systems. May also set up, operate, or maintain equipment.	

<b>Labor ID #</b>	<b>Data Scientist</b>
481	Junior Data Scientist
482	Journeyman Data Scientist
483	Senior Data Scientist
484	SME - Data Scientist

**Functional Description**  
 Develop and implement a set of techniques or analytics applications to transform raw data into meaningful information using data-oriented programming languages and visualization software. Apply data mining, data modeling, natural language processing, and machine learning to extract and analyze information from large structured and unstructured datasets. Visualize, interpret, and report data findings. May create dynamic data reports.

<b>Labor ID #</b>	<b>Digital Forensics Analyst</b>
491	Junior Digital Forensics Analyst
492	Journeyman Digital Forensics Analyst
493	Senior Digital Forensics Analyst
494	SME - Digital Forensics Analyst

**Functional Description**  
 Conduct investigations on computer-based crimes establishing documentary or physical evidence, such as digital media and logs associated with cyber intrusion incidents. Analyze digital evidence and investigate computer security incidents to derive information in support of system and network vulnerability mitigation. Preserve and present computer-related evidence in support of criminal, fraud, counterintelligence, or law enforcement investigations.

<b>Labor ID #</b>	<b>Health Informatics Specialist</b>
501	Junior Health Informatics Specialist
502	Journeyman Health Informatics Specialist
503	Senior Health Informatics Specialist
504	SME - Health Informatics Specialist

**Functional Description**  
 Apply knowledge of nursing and informatics to assist in the design, development, and ongoing modification of computerized health care systems. May educate staff and assist in problem solving to promote the implementation of the health care system.

<b>Labor ID #</b>	<b>Information Security Engineer</b>
511	Junior Information Security Engineer
512	Journeyman Information Security Engineer
513	Senior Information Security Engineer
514	SME - Information Security Engineer

**Functional Description**  
 Develop and oversee the implementation of information security procedures and policies. Build, maintain and upgrade security technology, such as firewalls, for the safe use of computer networks and the transmission and retrieval of information. Design and implement appropriate security controls to identify vulnerabilities and protect digital files and electronic infrastructures. Monitor and respond to computer security breaches, viruses, and intrusions, and perform forensic investigation. May oversee the assessment of information security systems.

<b>Labor ID #</b>	<b>Penetration Tester</b>
521	Junior Penetration Tester
522	Journeyman Penetration Tester
523	Senior Penetration Tester
524	SME - Penetration Tester
<b>Functional Description</b>	
Evaluate network system security by conducting simulated internal and external cyberattacks using adversary tools and techniques. Attempt to breach and exploit critical systems and gain access to sensitive information to assess system security.	

<b>Labor ID #</b>	<b>Project Management Specialist</b>
531	Junior Project Management Specialist
532	Journeyman Project Management Specialist
533	Senior Project Management Specialist
534	SME - Project Management Specialist
<b>Functional Description</b>	
Analyze and coordinate the schedule, timeline, procurement, staffing, and budget of a product or service on a per project basis. Lead and guide the work of technical staff. May serve as a point of contact for the client or customer.	

<b>Labor ID #</b>	<b>Quality Control Systems Manager</b>
541	Junior Quality Control Systems Manager
542	Journeyman Quality Control Systems Manager
543	Senior Quality Control Systems Manager
544	SME - Quality Control Systems Manager
<b>Functional Description</b>	
Plan, direct, or coordinate quality assurance programs. Formulate quality control policies and control quality of laboratory and production efforts.	

<b>Labor ID #</b>	<b>Remote Sensing Scientist and Technologist</b>
551	Junior Remote Sensing Scientist and Technologist
552	Journeyman Remote Sensing Scientist and Technologist
553	Senior Remote Sensing Scientist and Technologist
554	SME - Remote Sensing Scientist and Technologist
<b>Functional Description</b>	
Apply remote sensing principles and methods to analyze data and solve problems in areas such as natural resource management, urban planning, or homeland security. May develop new sensor systems, analytical techniques, or new applications for existing systems.	

<b>Labor ID #</b>	<b>Remote Sensing Technician</b>
561	Junior Remote Sensing Technician
562	Journeyman Remote Sensing Technician
563	Senior Remote Sensing Technician
564	SME - Remote Sensing Technician
<b>Functional Description</b>	
Apply remote sensing technologies to assist scientists in areas such as natural resources, urban planning, or homeland security. May prepare flight plans or sensor configurations for flight trips.	

<b>Labor ID #</b>	<b>Search Marketing Strategists</b>
571	Junior Search Marketing Strategists
572	Journeyman Search Marketing Strategists
573	Senior Search Marketing Strategists
574	SME - Search Marketing Strategists
<b>Functional Description</b>	
Employ search marketing tactics to increase visibility and engagement with content, products, or services in Internet-enabled devices or interfaces. Examine search query behaviors on general or specialty search engines or other Internet-based content. Analyze research, data, or technology to understand user intent and measure outcomes for ongoing optimization.	

<b>Labor ID #</b>	<b>Training and Development Manager</b>
581	Junior Training and Development Manager
582	Journeyman Training and Development Manager
583	Senior Training and Development Manager
584	SME - Training and Development Manager
<b>Functional Description</b>	
Plan, direct, or coordinate the training and development activities and staff of an organization.	

<b>Labor ID #</b>	<b>Web and Digital Interface Designer</b>
591	Junior Web and Digital Interface Designer
592	Journeyman Web and Digital Interface Designer
593	Senior Web and Digital Interface Designer
594	SME - Web and Digital Interface Designer
<b>Functional Description</b>	
Design digital user interfaces or websites. Develop and test layouts, interfaces, functionality, and navigation menus to ensure compatibility and usability across browsers or devices. May use web framework applications as well as client-side code and processes. May evaluate web design following web and accessibility standards, and may analyze web use metrics and optimize websites for marketability and search engine ranking. May design and test interfaces that facilitate the human-computer interaction and maximize the usability of digital devices, websites, and software with a focus on aesthetics and design. May create graphics used in websites and manage website content and links.	

**Section 2: Labor Category Titles listed in alphabetical order.**

SOC Code	<a href="#">Labor Category Title</a>	Labor ID #			
		Junior	Journey man	Senior	SME
19-1029.01	Bioinformatics Scientist	411	412	413	414
15-2099.01	Bioinformatics Technician	421	422	423	424
15-1299.07	Blockchain Engineer	431	432	433	434
13-1199.04	Business Continuity Planner	441	442	443	444
15-2051.01	Business Intelligence Analyst	101	102	103	104
15-2051.02	Clinical Data Manager	451	452	453	454
15-1221.00	Computer and Information Research Scientist	111	112	113	114
11-3021.00	Computer and Information Systems Manager	121	122	123	124
17-2061.00	Computer Hardware Engineer	131	132	133	134
15-1241.00	Computer Network Architect	141	142	143	144
15-1231.00	Computer Network Support Specialist	151	152	153	154
51-9161.00	Computer Numerically Controlled Tool Operator	461	462	463	464
51-9162.00	Computer Numerically Controlled Tool Programmer	471	472	473	474
15-1299.00	Computer Operator	161	162	163	164
15-1251.00	Computer Programmer	171	172	173	174
15-1211.00	Computer Systems Analyst	181	182	183	184
15-1299.08	Computer Systems Engineer/Architect	191	192	193	194
15-1232.00	Computer User Support Specialist	201	202	203	204
15-2051.00	Data Scientist	481	482	483	484
15-1243.01	Data Warehousing Specialist	211	212	213	214
15-1242.00	Database Administrator	221	222	223	224
15-1243.00	Database Architect	231	232	233	234
15-1299.06	Digital Forensics Analyst	491	492	493	494

SOC Code	<a href="#">Labor Category Title</a>	Labor ID #			
		Junior	Journey man	Senior	SME
15-1299.03	Document Management Specialist	241	242	243	244
15-1299.02	Geographic Information Systems Technologist and Technician	251	252	253	254
15-1211.01	Health Informatics Specialist	501	502	503	504
15-1212.00	Information Security Analyst	271	272	273	274
15-1299.05	Information Security Engineer	511	512	513	514
15-1299.09	Information Technology Project Manager	281	282	283	284
13-1111.00	Management Analyst	291	292	293	294
15-1244.00	Network and Computer Systems Administrator	301	302	303	304
15-1299.04	Penetration Tester	521	522	523	524
13-1082.00	Project Management Specialist	531	532	533	534
11-3051.01	Quality Control Systems Manager	541	542	543	544
19-2099.01	Remote Sensing Scientist and Technologist	551	552	553	554
19-4099.03	Remote Sensing Technician	561	562	563	564
13-1161.01	Search Marketing Strategists	571	572	573	574
15-1252.00	Software Developers	311	312	313	314
15-1253.00	Software Quality Assurance Analyst and Tester	331	332	333	334
27-3042.00	Technical Writer	341	342	343	344
15-1241.01	Telecommunications Engineering Specialist	351	352	353	354
49-9052.00	Telecommunications Equipment Installer and Repairer	361	362	363	364
11-3131.00	Training and Development Manager	581	582	583	584
13-1151.00	Training and Development Specialist	371	372	373	374
15-1255.01	Video Game Designer	381	382	383	384
15-1299.01	Web Administrator	391	392	393	394

SOC Code	<a href="#">Labor Category Title</a>	Labor ID #			
		Junior	Journey man	Senior	SME
15-1255.00	Web and Digital Interface Designer	591	592	593	594
15-1254.00	Web Developer	401	402	403	404

(End of Attachment J-2)

**Attachment J-3**  
**Transactional Data Reporting and Contract Access Fee**

This attachment applies to the Master Contract only. The Contractor must report all orders issued, modifications, invoices, and CAF data within the date specified in Section F.6, Deliverables. Orders and modifications issued by the GSA Assisted Acquisition Service, via the AAS Business System Portal (ASSIST), will be populated into the government designated system. Refer to the government designated system instructions for the reporting process.

The data elements identified below are representative of what is required in the government designated system. It is mandatory to complete the data elements in the format outlined in the government designated system instructions.

- a. Contract Number
- b. Order Description
- c. Predominate Contract Type(s)
- d. Performance based Contract (YES/NO)
- e. GSA Assisted Services (YES/NO)
- f. Initial Period of Performance
- g. Award Date
- h. Initial Obligated/Funded Amount
- i. Total Obligated/Funded Amount
- j. Total Estimated Value
- k. Ordering Contracting Officer Name
- l. Closed Out (YES)
- m. Receiving Agency/Bureau
- n. Place of Performance
- o. Attachments (Award Documents/SOW/SOO/PWS)
- p. Task Order Number (PIID)
- q. Modification Number
- r. Modification Period of Performance
- s. Estimated Ultimate Completion Date
- t. Modification Type
- u. Order Mod Description
- v. Mod Award Date
- w. Mod Obligated/Funded Amount
- x. Price Paid Per Unit
- y. Unit of Measure
- z. Total Price
- aa. Invoice-Reporting Period
- bb. Invoice-Number
- cc. Invoice-Paid Date
- dd. Invoice-Amount
- ee. Invoice-Contract Line Item Number
- ff. Invoice-Line Item Identifier
- gg. Invoice-Line Item Type
- hh. Contract Access Fee-Line Item Amount
- ii. Contract Access Fee-Voucher Number
- jj. Contract Access Fee-Amount Allocated
- kk. Contract Access Fee-Remit Payment Date
- ll. Quantity of Item Sold
- mm. Zero Invoice (if applicable)
- nn. Total CAF Payment Amount
- oo. Primary NAICS

- pp. Subcontracting-Vendor Name(s)
- qq. Subcontracting-Vendor Unique Entity Identifier(s)
- rr. Subcontracting-Total Amount Subcontracted for Services
- ss. Subcontracting-Similarly Situated Entity Identification (if any)
- tt. Services-Employee Security Clearance Level (if applicable)
- uu. Services-Employee Labor Category
- vv. Services-Employee Applicable Labor Law (SCA, DBA, Exempt, or N/A)
- ww. Services-Employee Location (Zip Code)
- xx. Services-Employee Indirect Hourly Costs (if applicable)
- yy. Services-Type of Work Performed
- zz. Services-Place of Performance (Government Site, Contractor Site, Remote, or N/A)

**CONTRACT LINE ITEM NUMBER (CLIN) STRUCTURE**

The Contractor must apply one or more of the following GWAC Program CLINs when reporting invoices in the government designated system.

GWAC REPORTING CLIN	REPORTING LINE TYPE
(see Attachment J-2)	Polaris GWAC Labor Categories
L00	Ancillary Labor
D00	Contract Access Fee (CAF)
E00	Contract Access Fee (CAF) SPECIAL RATE
F00	Zero Invoice
H00	Fixed Price Services
B00	Cost Reimbursement Services
A00	Materials and Other Direct Costs (ODCs)

**TRANSACTIONAL DATA FIELD DEFINITIONS**

- a. **Contract Number** - GSA formal contract number.
- b. **Order Description** - Descriptive language that provides a short summary of the activities or objectives of the task order.
- c. **Predominant Contract Type** - describes the condition under which the task order is awarded. Examples are: Firm Fixed Price, Cost-plus Award Fee.
- d. **Performance Based Contract (YES/NO)** - indicator to reflect that the task order is awarded as a performance-based contract.
- e. **GSA Assisted Services (YES/NO)** - indicator to reflect whether or not the task order was awarded by GSA Assisted Services or instead awarded as a direct procurement from another government agency.
- f. **Initial Period of Performance** - is the date on which the awardee effort begins or the award is otherwise effective.
- g. **Award Date** - this is the date that the Contracting Officer signs the award. If there is no signature date, then use the Effective date.

- h. **Initial Obligated/Funded Amount** - the total amount obligated on the initial award document. This value should not include any un-exercised options.
- i. **Total Obligated Funded Amount** - the total amount obligated on the initial award document plus any additional increases or decreases on awarded order modifications. This value should not include any un-exercised options. May also be called "Mod Oblig/Fund Amt".
- j. **Total Estimated Value** - the total estimated value is the total potential amount of the task order over the life of the task order, including un-exercised options.
- k. **Ordering Contracting Officer Name** - the name of the Ordering Contracting Officer that awarded the task order.
- l. **Closed Out (YES)** - An indicator to identify the task order is or is not closed out.
- m. **Receiving Agency/ Bureau** - the name of the agency and bureau that will receive the goods/services awarded on the task order.
- n. **Place of Performance** - the city, state, zip code, and country of the primary place of performance for the task order.
- o. **Attachments (Award Documents/SOW/SOO/PWS)** - attach copies of award documents, statements of work, performance work statements, etc. for the reported task order.
- p. **Task Order Number (PIID)** - the award document number. Order Number assigned on Award Document and reported to FPDS-NG. For example, on a SF26 -"CONTRACT (Proc. Inst. Ident.) NO." Block 2; SF33 - "CONTRACT NO." Block 2; SF1449 "CONTRACT NO." Block 2; GSA300 - "ORDER NO." Block 2. It may also be known as the Procurement Instrument Identifier (PIID).
- q. **Modification Number** - the value from the order mod award document.
- r. **Modification Period of Performance** - as defined in 2 C.F.R 200.77 is the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award.
- s. **Estimated Ultimate Completion Date** - is the latest potential date that the task order will be complete. It should include all unexercised option periods.
- t. **Modification Type** - code representing the best description of the modification type.
- u. **Order Mod Description** - a brief description of the nature of the task/delivery order mod. If Mod Type = Additional Work (other), Change Order, Administrative, or Other, then required. Otherwise, this field is optional.
- v. **Mod Award Date** - the date that the contracting officer signs the order modification award document.
- w. **Mod Obligated/Funded Amount** - the increase or decrease dollar amount funded on the modification award, not including un-exercised options.
- x. **Price Paid Per Unit** - the net sale price for each line item; the reported price paid per unit must be fully burdened hourly rate for services.
- y. **Unit of Measure** - is the unit for each line item; must choose from the following options: Unit, Hour, Each, Package, or Box
- z. **Total Price** - This is a system calculated field, it is the product of quantity and price paid. The formula used to calculate is "Total Price"=ROUND((Quantity of Item Sold \*Unit price),2)
- aa. **Invoice-Reporting Period** - month and year of report submission
- bb. **Invoice-Number** - number on invoice paid by customer
- cc. **Invoice-Paid Date** - date the invoice was paid by the customer
- dd. **Invoiced-Amount** - current total amount invoiced against the task order
- ee. **Invoice-Contract Line Item Number** - Contract Line Item Number
- ff. **Invoice-Line Item Identifier**- number assigned to the invoice line item. System generated field
- gg. **Invoice-Line Item Type** - either the CLIN Description or the CLIN Code associated with the contract vehicle. System generated field (such as labor, travel, fee, ODC, or some other type of invoice line item)
- hh. **Contract Access Fee-Line Item Amount** - dollar value of fee remitted by contractor; contract access fee reported as a separate line item
- ii. **Contract Access Fee-Voucher Number** - tracking number or text assigned by the contractor associated with the fee payment
- jj. **Contract Access Fee-Amount Allocated** - portion of the total fee payment amount allocated to a particular task order

- kk. **Contract Access Fee Remit Payment Date** - the date the fee will be, or is expected to be paid (MM/DD/YYYY)
- ll. **Quantity of Item Sold** - this field defines how many items were sold; or hours in the case of services
- mm. **Zero Invoice** - the contractor has not invoiced with a customer for the reporting period on an awarded task order
- nn. **Total CAF Payment Amount** - is the sum of all the fee allocated amounts on a specified voucher number. The amount paid by the contractor must match to the penny the amount remitted to the GSA
- oo. **Primary NAICS** - this is the NAICS code that should be identified on the award document or other procurement documentation that reflects the primary nature of the work planned on the task order
- pp. **Subcontracting-Vendor Name(s)** - Name(s) of any subcontractors that helped fulfill the task order
- qq. **Subcontracting-Vendor Unique Entity Identifier(s)** - UEI(s) of any subcontractors that helped fulfill the task order (12-digit #)
- rr. **Subcontracting-Total Amount Subcontracted for Services** - Dollar value for services provided by each subcontractor, excluding material and non-services costs
- ss. **Subcontracting-Similarly Situated Entity Identification** - Indication of whether the subcontractor has the same small business program status as the prime contractor and is considered small for the size standard under the North American Industry Classification System (NAICS) code of the prime contractor assigned to the subcontract as defined in FAR 52.219-14
- tt. **Services-Employee Security Clearance Level** - Security clearance held by contractor FTE performing the work (S, TS, TS/SCI, or TS/SCI/poly)
- uu. **Services-Employee Labor Category** - is the primary labor category of the work performed as specified in the FAS-awarded IDIQ
- vv. **Services-Employee Applicable Labor Law** - Applicable labor law for the contractor FTE performing the work (Services Contract Act [SCA], Davis-Bacon Act [DBA], or Exempt)
- ww. **Services-Employee Location** - ZIP code where the contractor FTE performs his/her/their work (5-digit #); report only on cost-reimbursement task orders
- xx. **Services-Employee Indirect Hourly Costs** - Hourly breakdown of indirect costs captured in the fully burdened hourly labor rate; report only cost-reimbursement task orders
- yy. **Services-Type of Work Performed** - high-level type of work that will be performed on a task order
- zz. **Services-Place of Performance** - indicates the type of site where work was performed (Government Site, Contractor Site, Remote, or N/A)

(End of Attachment J-3)

## **Attachment J-4 Cybersecurity & Supply Chain Risk Management (SCRM) References**

Security is rapidly emerging as the “fourth pillar” of acquisition in addition to price, performance and delivery. Contractors will be required to comply with existing cybersecurity and SCRM requirements as well as implement new requirements that are established during the period of performance. Furthermore, Contractors should be aware that their cybersecurity and SCRM capabilities may impact their competitiveness as agencies increasingly incorporate cybersecurity and SCRM related requirements, evaluation factors and reporting at the task order level.

Contractors entering into an agreement to provide service to Government activities are subject to information technology security (a/k/a cybersecurity) and SCRM laws, regulations, standards, policies and reporting requirements. Additional and/or tailored cybersecurity and SCRM requirements may be included in individual task orders by the issuing agency OCO. The Contractor must ensure that all applicable Commercial-Off-The-Shelf (COTS) and enabled products comply with ordering agency cybersecurity and SCRM requirements.

### **A. Laws**

1. The Privacy Act of 1974, P.L. 93-579
2. The Clinger-Cohen Act of 1996, Pub. L. 104-106, Division E
3. The Federal Information Security Modernization Act of 2014, Pub. L. 113-283
4. Federal Information Technology Acquisition Reform Act (FITARA), Pub. L. 113-291
5. Section 818 of the FY 2012 National Defense Authorization Act
6. Section 1634 of the FY 2018 National Defense Authorization Act
7. Section 881 of the FY 2019 National Defense Authorization Act
8. Section 889 of the FY 2019 National Defense Authorization Act (implemented by FAR 52.204-24 and FAR 52.204-25)
9. Sections 1631-1657 of the FY 2019 National Defense Authorization Act
10. Section 4713 of the SECURE Technology Act, Pub. L. 115-390
11. The Federal Acquisition Supply Chain Security Act (FASCA) of 2020, Pub. L. 115-390
12. Secure 5G and Beyond Act of 2020, Pub. L. 116-129

### **B. Executive Orders and Presidential Directives**

1. Executive Order 13636, Improving Critical Infrastructure Cybersecurity
2. Executive Order 13691, Promoting Private Sector Cybersecurity Information Sharing
3. Executive Order 13800, Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure
4. Executive Order 13833, Enhancing Effectiveness of Agency Chief Information Officers
5. Executive Order 13859, Maintaining American Leadership in Artificial Intelligence
6. Executive Order 13870, America’s Cybersecurity Workforce
7. Executive Order 13873, Securing the Information and Communications Technology and Services Supply Chain
8. Executive Order 14028, Improving the Nation's Cybersecurity
9. Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors

**C. Policies of the Committee on National Security Systems**

1. The policies presented under this topic address national security systems issues from a broad perspective. They establish national-level goals and objectives, all of which are binding upon all U.S. Government departments and agencies.  
<http://www.cnss.gov/CNSS/issuances/Policies.cfm>

**D. OMB Circulars and Memoranda**

1. Circulars (<https://www.whitehouse.gov/omb/information-for-agencies/circulars/>)
  - a. A-130, Managing Information as a Strategic Resource
  - b. A-123, Management's Responsibility for Internal Control
  - c. A-108, Federal Agency Responsibilities for Review, Reporting, and Publication under the Privacy Act
  - d. A-11, Preparation, Submission and Execution of the Budget
2. Memoranda (<https://www.whitehouse.gov/omb/information-for-agencies/memoranda/>)
  - a. M-19-18, Federal Data Strategy – A Framework for Consistency
  - b. M-19-17, Enabling Mission Delivery through Improved Identity, Credential, and Access Management
  - c. M-19-03, Strengthening the Cybersecurity of Federal Agencies by enhancing the High Value Asset Program
  - d. M-19-01, Request for Agency Feedback on the Federal Data Strategy
  - e. M-18-23, Shifting From Low-Value to High-Value Work
  - f. M-18-12, Implementation of the Modernizing Government Technology Act
  - g. M-17-25, Reporting Guidance for Executive Order on Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure
  - h. M-16-04, Cybersecurity Strategy and Implementation Plan (CSIP) for the Federal Civilian Government
  - i. M-15-14, Management and Oversight of Federal Information Technology
  - j. M-22-01, Improving Detection of Cybersecurity Vulnerabilities and Incidents on Federal Government Systems through Endpoint Detection and Response
  - k. M-22-09, Moving the U.S. Government Toward Zero Trust Cybersecurity Principles
  - l. M-21-31, Improving the Federal Government's Investigative and Remediation Capabilities Related to Cybersecurity Incidents

**E. National Institute of Standards and Technology (NIST)**

1. Federal Information Processing Standards (FIPS)
  - a. <https://www.nist.gov/itl/fips-general-information>
  - b. <https://www.nist.gov/standardsgov/compliance-faqs-federal-information-processing-standards-fips>
2. Special Publication 800-series and 1800-series
  - a. <https://www.nist.gov/itl/nist-special-publication-800-series-general-information>
  - b. <https://csrc.nist.gov/publications/sp800>
  - c. <https://www.nist.gov/itl/nist-special-publication-1800-series-general-information>
  - d. <https://csrc.nist.gov/publications/sp1800>
3. Framework for Improving Critical Infrastructure Cybersecurity
  - a. <https://nvlpubs.nist.gov/nistpubs/CSWP/NIST.CSWP.04162018.pdf>

4. NICE Cybersecurity Workforce Framework Resource Center
  - a. <https://www.nist.gov/itl/applied-cybersecurity/nice/nice-cybersecurity-workforce-framework-resource-center>

#### **F. Cybersecurity and Infrastructure Security Agency**

1. [Information and Communications Technology Supply Chain Risk Management](#)

#### **G. Cybersecurity Maturity Model Certification**

1. [Cybersecurity Maturity Model Certification \(CMMC 2.0\)](#)
2. [CMMC Accreditation Body](#)

#### **H. Cloud Computing**

1. [NIST SP 500-291 \(2011\), NIST cloud computing standards roadmap](#)
2. [NIST SP 500-293 \(2014\), U.S. government cloud computing technology roadmap](#)
3. [NIST SP 800-144 \(2011\), Guidelines on security and privacy in public cloud computing](#)
4. [NIST SP 800-145 \(2011\), The NIST definition of cloud computing](#)
5. [ISO/IEC 17789:2014, Information technology -- Cloud computing -- Reference architecture](#)
6. [ISO/IEC 17826:2016, Information technology -- Cloud data management interface](#)
7. [ISO/IEC 18384-1:2016, Information technology — Reference Architecture for Service Oriented Architecture \(SOA RA\) — Part 1: Terminology and concepts for SOA](#)
8. [ISO/IEC 18384-2:2016, Information technology — Reference Architecture for Service Oriented Architecture \(SOA RA\) — Part 2: Reference Architecture for SOA Solutions](#)
9. [ISO/IEC 18384-3:2016, Information technology — Reference Architecture for Service Oriented Architecture \(SOA RA\) — Part 3: Service Oriented Architecture ontology](#)
10. [ISO/IEC 19086-1:2016, Information technology -- Cloud computing -- Service level agreement \(SLA\) framework](#)
11. [ISO/IEC 19086-2:2018, Cloud computing — Service level agreement \(SLA\) framework — Part 2: Metric model](#)
12. [ISO/IEC 19086-3:2017, Information technology — Cloud computing — Service level agreement \(SLA\) framework — Part 3: Core conformance requirements](#)
13. [ISO/IEC 19086-4:2019, Cloud computing — Service level agreement \(SLA\) framework — Part 4: Components of security and of protection of PII](#)
14. [ISO/IEC 19941:2017, Information technology -- Cloud computing -- Interoperability and portability](#)
15. [ISO/IEC 19944-1:2020, Cloud computing and distributed platforms -- Data flow, data categories and data use — Part 1: Fundamentals](#)
16. [ISO/IEC DIS 19944-2, Cloud computing and distributed platforms — Data flow, data categories and data use — Part 2: Guidance on application and extensibility](#)
17. [ISO/IEC 20933:2019, Information technology — Distributed application platforms and services \(DAPS\) — Framework for distributed real-time access systems](#)
18. [ISO/IEC 22123-1:2021, Information technology — Cloud computing — Part 1: Vocabulary](#)
19. [ISO/IEC CD 22123-2.4, Information technology — Cloud computing — Part 2: Concepts](#)
20. [ISO/IEC 22624:2020, Information technology — Cloud computing — Taxonomy based data handling for cloud services](#)
21. [ISO/IEC TR 22678:2019, Information technology — Cloud computing — Guidance for policy development](#)
22. [ISO/IEC TS 23167:2020, Information technology — Cloud computing — Common technologies and techniques](#)
23. [ISO/IEC TR 23186:2018, Information technology — Cloud computing — Framework of trust for processing of multi-sourced data](#)
24. [ISO/IEC TR 23187:2020, Information technology — Cloud computing — Interacting with cloud service partners \(CSNs\)](#)
25. [ISO/IEC TR 23188:2020, Information technology — Cloud computing — Edge computing landscape](#)

26. [ISO/IEC TR 23613:2020, Information technology — Cloud computing — Cloud service metering elements and billing modes](#)
27. [ISO/IEC TR 23951:2020, Information technology — Cloud computing — Guidance for using the cloud SLA metric model](#)
28. [ISO/IEC TR 30102:2012, Information technology — Distributed Application Platforms and Services \(DAPS\) — General technical principles of Service Oriented Architecture](#)
29. [ISO/IEC 27017:2015, Information technology -- Security techniques -- Code of practice for information security controls based on ISO/IEC 27002 for cloud services](#)
30. [ISO/IEC 27018:2019, Information technology -- Security techniques -- Code of practice for protection of personally identifiable information \(PII\) in public clouds acting as PII processors](#)

## I. Zero Trust

1. [NIST framework for Improving Critical Infrastructure Cybersecurity, Version 1.1](#)
2. [NIST SP 800-30 Revision 1, Guide for Conducting Risk Assessments](#)
3. [NIST SP 800-37 Revision 2, Risk Management Framework for Information Systems and Organizations: A System Life Cycle Approach For Security and Privacy](#)
4. [NIST SP 800-40 Revision 3, Guide to Enterprise Patch Management Technologies](#)
5. [NIST SP 800-46 Revision 2, Guide to Enterprise Telework, Remote Access, and Bring Your Own Device \(BYOD\) Security](#)
6. [NIST SP 800-53 Revision 5, Security and Privacy Controls for Federal Information Systems and Organizations](#)
7. [NIST SP 800-57 Part 1 Revision 4, Recommendation for Key Management: Part 1: General](#)
8. [NIST SP 800-61 Revision 2, Computer Security Incident Handling Guide](#)
9. [NIST SP 800-63 Revision 3, Digital Identity Guidelines](#)
10. [NIST SP 800-92, Guide to Computer Security Log Management](#)
11. [NIST SP 800-114 Revision 1, User's Guide to Telework and Bring Your Own Device \(BYOD\) Security](#)
12. [NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information \(PII\)](#)
13. [NIST SP 800-124 Revision 2 \(Draft\), Guidelines for Managing the Security of Mobile Devices in the Enterprise](#)
14. [NIST SP 800-160 Vol. 2, Developing Cyber Resilient Systems: A Systems Security Engineering Approach](#)
15. [NIST SP 800-162, Guide to Attribute Based Access Control \(ABAC\) Definition and Considerations](#)
16. [NIST SP 800-175B, Guideline for Using Cryptographic Standards in the Federal Government: Cryptographic Mechanisms](#)
17. [NIST SP 800-171 Revision 2, Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations](#)
18. [NIST SP 800-205, Attribute Considerations for Access Control Systems](#)
19. [NIST SP 800-207, Zero Trust Architecture](#)
20. [NIST SP 1800-3, Attribute Based Access Control](#)
21. [ISO/IEC 20243-1:2018, Information technology — Open Trusted Technology Provider™ Standard \(O-TTPS\) — Mitigating maliciously tainted and counterfeit products — Part 1: Requirements and recommendations](#)
22. [ISO/IEC 20243-2:2018, Information technology — Open Trusted Technology Provider™ Standard \(O-TTPS\) — Mitigating maliciously tainted and counterfeit products — Part 2: Assessment procedures for the O-TTPS and ISO/IEC 20243-1:2018](#)
23. [ISO/IEC 27001, Information Technology—Security Techniques—Information Security Management Systems](#)
24. [Federal Information Processing Standards 140-3, Security Requirements for Cryptographic Modules](#)

(End of Attachment J-4)