

ANTARCTIC SUPPORT CONTRACT (ASC)

SECTION J - ATTACHMENT 11

(Incorporated by Reference in Section C)

Statement of Work

Transition-In

November 2011

1. Scope of Transition Work

- 1.1. For the consideration set forth in the section under CLIN 0001, the Contractor, independently and not as an agent of the Government, shall provide all labor, materials, facilities and equipment (unless otherwise authorized by the Contracting Officer) necessary to accomplish the work set forth in this Transition Work Statement.
- 1.2. The Contractor shall sequence and schedule the work so that the work required by Paragraph Two and presentation of Contractor administrative and management systems to the Government for audit review as identified in Paragraph Three of the work statement are accomplished prior to beginning the work set forth in Paragraph Five and subsequent paragraphs of the Transition Work Statement. Work described in Paragraph Four of the Transition Work Statement may begin upon contract award.
- 1.3. Upon presentation of the administrative and management systems for audit review the Government will give notice to proceed with the work set forth in Paragraph Five and subsequent paragraphs of this Transition Work Statement. Approval of Contractor administrative and management systems by the Cognizant Federal Agency Official is not required prior to receiving notice to proceed with remaining transition work.

2. Transition Office

- 2.1. Work Description – The contractor shall establish and staff an office responsible for accomplishing the transition activities. Included within this activity is preparation and submission to the Government of the Contractor prepared Integrated Baseline Transition Schedule (IBTS), its review at an Integrated Baseline Review meeting, any modification to the schedule and the Transition Baseline Plan submitted with the Contractor's proposal as mutually agreed by the contracting parties, and its acceptance by the Government. Also included in this activity is other work as described in this paragraph.

2.2. Standards and Regulations

- 2.2.1. ANSI/EIA -748-B-2007, *Standard for Earned Value Management Systems*

2.3. Minimum Work Requirements

- 2.3.1. The contractor's transition office shall be physically located at a site within the contiguous United States.
- 2.3.2. The office shall be equipped at a minimum with telephone, facsimile, electronic mail, and internet connectivity.
- 2.3.3. Security for all data supplied by the Government shall be provided.
- 2.3.4. The contractor shall appoint and identify to the Government a Transition Manager with the authority to accept direction from the Government, and accomplish all work necessary to successfully facilitate contract transition. This authority need not include the authority to bind the company contractually.
- 2.3.5. The contractor shall sequence and resource the IBTS per the standard set forth at ¶2.2.1. This schedule and the Earned Value Management System (EVMS) will be scaled to meet Government management needs during the transition period. Government EVMS approval is not required for transition activities. The schedule will be prepared using the most current version of the Primavera software.
- 2.3.6. The contracting parties will mutually agree on a place, time and date for an Integrated Baseline Review Meeting. This meeting will include other Government agencies participating in the USAP. The transition activities and responsibilities of these agencies and subcontractors at all tiers shall be integrated into the final plan and schedule.
- 2.3.7. The Contractor shall modify the Integrated Baseline Transition Schedule and Transition Baseline Plan as mutually agreed by the contracting parties during the Integrated Baseline Review Meeting.
- 2.3.8. The Contractor shall prepare and submit to NSF a redacted contract copy suitable for release under the Freedom of Information Act.
- 2.3.9. The Contractor shall prepare and submit its list of personnel positions subject to security screening in accordance with the clause titled *Security Requirements and Access to National Science Foundation United States Antarctic Program (USAP) Facilities and Unclassified Information Technology Resources (Aug 2008)* of this contract.
- 2.3.10. The Contractor shall prepare and submit its IT&C Service Catalog in accordance with the clause titled *Schedule of Contract Deliverables*, Item 32d.
- 2.3.11. Reserved for future use.
- 2.3.12. Reserved for future use.
- 2.3.13. The Contractor shall prepare and submit its list of personnel positions requiring IT system access screening in accordance with the clause titled *Security Requirements and Access to National Science Foundation United States*

Antarctic Program (USAP) Facilities and Unclassified Information Technology Resources (Aug 2008) of this contract.

2.4. Contractor Data Requirements

- 2.4.1. Integrated Baseline Transition Schedule (refer to Section F.7, Item 039).
- 2.4.2. Integrated Baseline Transition Schedule and Transition Baseline Plan as mutually agreed at the Integrated Baseline Review Meeting.
- 2.4.3. Redacted contract copy (refer to Section F.7, Item 024).
- 2.4.4. List of personnel positions subject to security screening (refer to F.7, Item 026).
- 2.4.5. IT&C Service Catalog (refer to F.7, Item 032d).
- 2.4.6. Reserved for future use.
- 2.4.7. List of personnel positions requiring IT access screening (refer to F.7, Item 035f).

2.5. Performance Metrics

- 2.5.1. The Contractor shall appoint its Transition Manager within two business days of contract award and notify NSF of the same by letter.
- 2.5.2. The Contractor shall obtain and occupy its transition offices within ten business days of contract award and notify NSF of the same by letter.
- 2.5.3. The Contractor shall complete and submit its Integrated Baseline Transition Schedule within 15 calendar days of contractor award.
- 2.5.4. The Contractor shall submit the mutually agreed upon Integrated Baseline Transition Schedule and Transition Baseline Plan no later than seven calendar days following completion of the Integrated Baseline Review Meeting.
- 2.5.5. The Contractor shall submit its redacted contract copy as set forth in the clause titled *Schedule of Contract Deliverables*, Item 24.
- 2.5.6. The Contractor shall submit its list of personnel positions subject to security screening as set forth in the clause titled *Schedule of Contract Deliverables*, Item 26.
- 2.5.7. The Contractor shall submit its IT&C Service Catalog in accordance with the clause titled *Schedule of Contract Deliverables*, Item 32d.
- 2.5.8. The Contractor shall submit its list of personnel positions subject to security screening as set forth in the clause titled *Schedule of Contract Deliverables*, Item 35f.

3. Contractor Administrative Systems

- 3.1. Work Description – The Contractor shall present to the Government for audit review and subsequent approval its accounting and management systems to be used under

this contract. Subcontractor systems requiring audit review and approval shall be separately presented to the Government per the requirements of this paragraph.

3.2. Standards and Regulations

- 3.2.1. DCAA Contract Audit Manual (DCAAM 7640.1), Chapter 5, *Audit of Policies, Procedures, and Internal Controls Relative to Accounting and Management Systems*

3.3. Minimum Work Requirements

- 3.3.1. The following accounting and management systems shall be presented to the Government for audit review and subsequent approval by the Cognizant Federal Administrative Official (CFAO) or other relevant authority. Any corrective action necessary to obtain Government systems approval shall be priced under CLIN 0001.A.

- 3.3.1.1. Budget and Planning System

- 3.3.1.2. Purchasing System

- 3.3.1.3. Reserved for future use.

- 3.3.1.4. Compensation System

- 3.3.1.5. Labor System

- 3.3.1.6. Indirect and Other Direct Cost System

- 3.3.1.7. Billing System

- 3.3.1.8. Estimating System

- 3.3.2. The contractor shall present the Material System architecture to the Government for review and critique.

3.4. Contractor Data Requirements

- 3.4.1. Letter to CFAO presenting Contractor administrative and management systems for audit review (refer to Section F.7, Item 037).
- 3.4.2. Letter from CFAO indicating administrative and management system approval (refer to Section F.7, Item 038).

3.5. Performance Metrics

- 3.5.1. Administrative and management systems shall be presented to the Government not later than 60 calendar days subsequent to contract award.
- 3.5.2. The Material System architecture shall be presented to the Government not later than 60 days subsequent to contract award.

3.5.3. Corrective actions (if any) shall be accomplished within a time period mutually agreed upon by the contracting parties.

4. Workforce Recruiting and Hiring

4.1. Work Description – The Contactor shall take all necessary action to employ an appropriately skilled seasonal and permanent workforce, including staffing for the Austral Winter period covered by Annual Program Plan Period One.

4.2. Standards and Regulations

4.2.1. Federal Acquisition Regulations, Part 22.

4.3. Minimum Work Requirements

4.3.1. The Contractor shall recruit and hire the appropriately skilled seasonal and permanent workforce necessary to accomplish the work set forth in this contract's Performance Work Statement; including staffing for the Austral Winter period covered by Annual Program Plan Period One.

4.3.2. If necessary, the Contractor shall hire personnel scheduled for deployment to Antarctica for the Austral Winter period covered by Annual Program Plan Period One, and offer no less than the rates of pay and equivalent fringe benefits set forth in an individual's employment contract.

4.3.3. The Contractor shall immediately notify the COTR regarding any difficulties or disruptions encountered in hiring its workforce. These matters shall also be addressed in the Contractor's Weekly Contract or Hiring Status Report.

4.4. Contractor Data Requirement

4.4.1. The Contractor shall prepare and deliver the following items per the clause titled *Schedule of Contract Deliverables*:

4.4.1.1. Item 41 – Employee Relations and Communications Plan

4.4.1.2. Item 42 – Staffing and Risk Mitigation Plan

4.4.1.3. Item 43 – Weekly Contract or Hiring Status Report

4.5. Performance Metrics

4.5.1. Item 41 through Item 43 – As set forth in the clause titled *Schedule of Contract Deliverables*.

4.5.2. Workforce hired for Annual Program Plan Period One – not later than 1-Apr-2012

5. Government Furnished Property

5.1. Work Description – The Contractor shall assume custody of the Government property for use in the performance of work described herein.

5.2. Standards and Regulations

5.2.1. Federal Acquisition Regulations Part 45, *Government Property*

5.3. Definitions

5.3.1. The terms *accountable property*, *capital equipment*, *non-accountable property* and *real property* have the meanings set forth in the clause titled *Property Reporting*.

5.4. Minimum Work Requirements

5.4.1. The most recent inventories of real property, capital equipment and accountable property are set forth at Attachment nos. 3 through 5 respectively.

5.4.2. Inventories of real property, capital equipment and accountable property will be accomplished by the Government prior to the first Annual Program Plan period.

5.4.3. An inventory of non-accountable property will be accomplished by the Contractor and its predecessor to the extent reasonable and practicable as set forth in the clause titled *Schedule of Contract Deliverables*, Item 001.

5.4.4. NSF will deliver to the Contractor the Government-Furnished property identified in the aforementioned inventories as documented by modification to this contract prior to the first Annual Program Plan period. The Contractor shall execute receipt of property documents as set forth in the clause titled *Government Property (May 2008)*. At the same time, the Contractor shall also assume custody and control of all non-accountable property, both documented and undocumented to the extent that such property exists.

5.5. Contractor Data Requirements

5.5.1. Receipt of Property documents

5.5.2. Non-accountable property inventory

5.6. Performance Metrics

5.6.1. Executed Receipt of Property documents will be delivered to the Government on a date or dates mutually agreeable to the contracting parties.

5.6.2. Inventory of non-accountable property shall be completed as set forth in the clause titled *Schedule of Contract Deliverables*.

6. Property, Plant and Equipment (PP&E)

6.1. Work Description – The Contractor shall support revision of document titled *FY 2008 Final USAP PP&E Narrative*.

6.2. Standards and Regulations

6.2.1. OMB Circular A-123, *Management Accountability and Control*

6.3. Forms, Other Documents and Definitions

6.3.1. *FY 2008 Final USAP PP&E Narrative*

6.4. Minimum Work Requirements

- 6.4.1. The document titled *FY 2008 Final USAP PP&E Narrative* sets forth NSF's current processes for control of property, plant and equipment within the United States Antarctic Program. This document may be found at http://www.nsf.gov/about/contracting/rfqs/support_ant/docs/fy08-ppe_usap_narrative.pdf.
- 6.4.2. This narrative documents NSF's management of the purchasing approval process for USAP PP&E, including the processes for real property construction or demolition, and the NSF controls over these processes, including NSF certification of the contractor's purchasing system. In addition, the narrative describes the contractor's specific capital equipment operating procedures for capitalizing and depreciating PP&E, and reporting requirements related to PP&E.
- 6.4.3. The Contractor shall support this document's revision by, among other things, providing information concerning the sub-processes in which it is a participant to be memorialized.

6.5. Contractor Data Requirements

- 6.5.1. As mutually agreed by the contracting parties.

6.6. Performance Metrics

- 6.6.1. Revisions to this document shall be completed prior to the first Annual Program Plan period.

7. Information Technology and Communications

- 7.1. Work Description – The Contractor shall prepare to assume all operational and maintenance responsibilities for USAP-wide information technology and communications systems as of 1-Apr-12.

7.2. Forms, Other Documents and Definitions

- 7.2.1. *Acknowledgement of Information Security Policies & Permission for Use of National Science Foundation/United States Antarctic Program Information Systems and Services*

7.3. Minimum Work Requirements

- 7.3.1. The Contractor shall insure that all its personnel, and the personnel of its agents and subcontractors at all tiers, comply with the clause titled *Security Requirements and Access to National Science Foundation United States Antarctic Program (USAP) Facilities and Unclassified Information Technology Resources (Aug 2008)* of this contract, including completing initial security awareness training prior accessing USAP-systems and networks.

- 7.3.2. The Contractor shall identify, catalogue, and assume control over all existing documentation setting forth procedures, schematics, designs, drawings, code, and all other data products necessary for operation and maintenance of the USAP-wide information technology and communications infrastructure.

7.4. Contractor Data Requirements

- 7.4.1. The Contractor shall prepare and deliver the following items per the clause titled *Schedule of Contract Deliverables*:

- 7.4.1.1. Item 32a – IT&C Systems Engineering Maturity Evaluation (initial submittal only)
- 7.4.1.2. Item 32b – IT Service Management Maturity Evaluation (initial submittal only)
- 7.4.1.3. Item 32c – IT Service Management Process (initial submittal only)
- 7.4.1.4. Item 32f – Enterprise Architecture Management Plan (initial submittal only)
- 7.4.1.5. Item 32g – Enterprise Architecture Technical Standards (initial submittal only)
- 7.4.1.6. Item 33a – Lifecycle Management Plan (initial submittal only)
- 7.4.1.7. Item 33b – Operational Performance Metrics (initial submittal only)
- 7.4.1.8. Item 33d – CONUS IT&C Test and Evaluation Process (initial submittal only)
- 7.4.1.9. Item 34a – IT&C Acquisition Plan
- 7.4.1.10. Item 34b – Standard Operating Procedures (initial submittal only)
- 7.4.1.11. Item 34c – IT&C Configuration Management Plan (initial submittal only)
- 7.4.1.12. Item 34e – IPv6 Transition Plan (initial submittal only)
- 7.4.1.13. Item 34f – IT&C Maintenance Management Plan
- 7.4.1.14. Item 34g – Customer Training Plan
- 7.4.1.15. Item 34h – USAP On-Line Telephone Directory
- 7.4.1.16. Item 34i – Legacy Systems Phase-out Plan
- 7.4.1.17. Item 34j – Test Equipment Plan (initial submittal only)
- 7.4.1.18. Item 35a – IS/IA Procedures
- 7.4.1.19. Item 35b – Enterprise IT&C IS/IA Plan
- 7.4.1.20. Item 35c – IS/IA Annual Work Plan

7.4.1.21. Item 35d – information Security Management Documentation

7.4.1.22. Item 35g – USAP Information Security Annual Awareness Training Plan
(initial submittal only)

7.5. Performance Metrics

7.5.1. Deliverable Items – As set forth in the clause titled *Schedule of Contract Deliverables*.

7.5.2. Control of Existing Data Products – not later than 1-Apr-2012.

8. In-Process Construction and Science Projects

8.1. Work Description – The Contractor shall prepare to assume responsibility for completion of all on-going construction and science projects in accordance with all plans and schedules in effect as of 1-Apr-2012.

8.2. Standards and Regulations – as set forth elsewhere in the contract or relevant plans

8.3. Other Forms, Documents and Definitions – as set forth elsewhere in the contract or relevant plans

8.4. Minimum Work Requirements

8.4.1. The Contractor shall identify, catalogue, and assume control over all existing documentation setting forth procedures, schematics, designs, drawings, code, and all other data products necessary for completing all on-going construction and science projects in accordance with the plans and schedules in effect as of 1-Apr-2012.

8.4.2. Project completion shall continue Annual Program Plan Period One and subsequent periods.

8.5. Performance Metrics

8.5.1. Control of Existing Data Products – not later than 1-Apr-2012.

9. Annual Program Plan for Period One

9.1. Work Description – The Contractor shall prepare and deliver the Annual Program Plan for Period One.

9.2. Standards and Regulations – as set forth elsewhere in the contract or relevant plans

9.3. Other Forms, Documents and Definitions – as set forth elsewhere in the contract or relevant plans

9.4. Minimum Work Requirements – as set forth in the clause titled *Annual Program Plan (APP) and Out Year Projections*.

9.5. Contractor Data Requirements – as set forth in the clause titled *Annual Program Plan (APP) and Out Year Projections*.

9.6. Performance Metrics – as set forth in the clause titled *Schedule of Contract Deliverables*, Item 002.

10. Subcontract Assignment

10.1. Work Description – The Contractor shall accept assignment of all subcontracts and other instruments set forth in Attachment 7 of this contract.

10.1.1. The Contractor shall identify, catalogue, and assume control over all existing subcontract documentation.

10.1.2. The Contractor shall meet and receive from its predecessor at a mutually agreeable date a briefing setting forth the obligations of the contracting parties, current status, disagreements and disputes, and future plans for each subcontract being assigned.

10.1.3. The Contractor and its predecessor shall prepare and sign all documents and take all necessary steps to effect assignment of all subcontracts and other instruments set forth in Attachment 7 of this contract.

10.2. Performance Metrics – This activity shall be completed no later than 1-Apr-2012.

11. Transition-In Reporting and Other Transition Activities

11.1. Work Description – The Contractor shall provide the following at the intervals indicated.

11.1.1. The Contractor shall provide a status briefing to NSF regarding on-going Transition-In activities Tuesday of each week during this period. This briefing may be accomplished by teleconference, video-teleconference, or some other means as mutually agreed by the contracting parties.

11.1.2. The Contractor shall submit Associate Contractor Agreement as described in the clause titled *Associate Contractor Agreements* to NSF per the clause titled *Schedule of Contract Deliverables*, Item 22.

11.1.3. The Contractor shall submit insurance certificates as described in the clause titled *Insurance Requirements* per the clause titled *Schedule of Contract Deliverables*, Item 23.

11.1.4. The contracting parties shall agree on the format and content of the Weekly Station Reports as described in the clause titled *Schedule of Contract Deliverables*, Item 18.