# Task Description

**Systems Integration in Support of the AFLCMC/XXX XXXXX Division 2021-2022**

Date: 05 May 2021

Contract No. FA8730-21-D-0001

Delivery Order (DO) XX####-##-X-####

Prepared by:

AFLCMC/XXX

[base] AFB, [state]

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## Description of Services

The purpose of subject Delivery Order (DO), as derived from Contract FA8730-21-D-0001 PWS, dated 22 February 2021, and as defined on the cover page of this Delivery Order description, is to provide XXXX.

The scope of this effort will provide required XXXX engineering along with technology transfer to support the AFLCMC/XXX XXXXX Division and AFLCMC/XXXX enterprise engineering efforts in support of the XXXXX Engineering Branch. The tasks defined in this DO provide the Government the ability to maintain and enhance the current XXXXX functionality based on requirements from the XXXXX Division and Engineering Branch. These requirements are to support the XXXXX enterprise architecture that will:

* + - Reduce life cycle support and costs
    - Support the AF Digital Transformation using proven digital engineering approaches
    - Improve system reliability, reduce maintenance costs and overcome mission capability deficiencies
    - Improve safety and system availability
    - Review, assess, define, and resolve technical or supportability deficiencies revealed in fielded systems, products, and materials to sustain the weapon system
    - Reduce the time to test and deploy capabilities as required by the War Fighter
    - Reduce future sustainment costs and dependencies on the Original Equipment Manufacturers (OEMs)
    - Reduce technical complexity of the system by using proven industry and government products

The XXXX Division is actively implementing an Open Architecture (OA) Framework for AF XXXX and developing a strategic plan for Cloud Technology, Machine Learning, and Artificial Intelligence. Building a robust architectural framework to integrate the airborne sensors with the ground systems will provide greatly enhanced communications and allow for better management and life cycle sustainment of XXXX Weapon Systems.

Every task outlined in this DO supports the concept of sustainable, modern, open and low-cost enterprise architecture for the Air Force that will support rapid modifications and new missions. XXXX is an environment that needs flexibility and robustness based on strategic and tactical War Fighter needs and requires modifications to support the warfighters in near real-time and forensic modes.

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This document articulates the tasks that GTRI, based on its core capabilities, can provide for XXXXX engineering and sustainment needs. AFLCMC/xxx xxxx Division can determine start/finish dates for specific tasks and elect which subtasks are required. The government will coordinate with the GTRI Program Manager to ensure the appropriate resources are available, and tasks assignments and execution are well defined.

Specific requirements of this DO are fully defined in subsequent Section 3.0 paragraphs.

## 2.0 GFP Government Furnished Property (GFP)

Government Furnished Property is required for this DO as follows:

* + - SIPRNet and required hardware at GTRI’s Cobb County Research Facility (CCRF) to support classified processing and exchange of classified materials with the government.
* XXXXX Enterprise engineering data and documentation and XXXXX specific data and documentation required to perform all tasks defined in this delivery order.
* Government laptops, as required, in order to access government shared drives.

The details of these requirements, other than those listed above, will be defined after the Delivery Order is finalized. The contractor shall provide Equipment Inventory Records data, as required, to the Government for proper asset accounting of GFE at contractor facility.

## Specific Tasks

This section identifies the tasks that the contractor can be requested to perform for XXXX. These tasks represent efforts by GTRI to provide technical management and systems engineering in the areas of XXXXX. The government can select the specific tasks that the contractor is asked to perform. The Government can further elect to break any tasks defined below into subtasks and decide which are to be performed by the contractor. The contractor shall work on the selected tasks at a level of effort commensurate with the funding received. The tasks defined below are represented in the table below.

The contractor shall provide technical, schedule, resources and fiscal management for all of the tasks associated with this DO. Each task shall have a task lead who is accountable to the government lead as well as the contractor lead. The contractor shall have weekly meetings with the internal task leads/team members to ensure that the different task areas support the program goals and status, as well as cross-pollination among the different tasks for shared learning. A single monthly report (*CDRL A006*) that combines inputs from each task will be provided to the Government. In addition, a single roll-up of expenses *(CDRL A005)* will also be provided for the DO.

|  |  |
| --- | --- |
| **Task** | **Task Area** |
| 1 | XXXXX |
| 2 | YYYYY |
| 3 | ZZZZZ |

**(Task 1) – XXXXX:** The contractor shall support XXXXX. This effort will entail both internal and external looks at programs/projects that need to integrate with XXX programs.

1. ..
2. ..
3. ..
4. ..

***Deliverables****: Presentation Material (CDRL A004) – as required*

*Conference Minutes (includes Trip Reports) (CDRL A003) – as required*

*Conference Agenda (CDRL A002)*

*Status Report (Technical Progress Report) (CDRL A007) – as required*

**(Task 2) – XXXXX:** (SAME FORMAT AS TASK 1).

***Deliverables****: Presentation Material (CDRL A004) – as required*

*Conference Minutes (includes Trip Reports) (CDRL A003) – as required Status Report (Technical Progress Report) (CDRL A007) – as required*

*Conference Minutes (includes Trip Reports) (CDRL A003) – as required*

*ETC…*

*…*

## Work Hours and Location

This DO requires laboratory and assembly facilities sufficient to define requirements, design, integrate and test XXXX functionality. This Delivery Order also requires classified processing facilities for data analysis, modeling, and report generation. In the event contractor performance requires special security access, XXXXX will provide access to its facilities or coordinate the use at other sites specified on the DD254 form. The work schedule for the XXXXX program typically consists of working eight hours days between the hours of 0700 to 1800, Monday through Friday.

## Other Performance Requirements

* 1. **Kickoff Meeting**: A kickoff meeting shall occur no later than 10 working days after Delivery Order issuance and shall be conducted via telecom.
  2. **Meetings, Briefings, and Publications:** The contractor shall participate in Technical Interchange Meetings (TIMs), to be scheduled upon request of the responsible Contracting Officer (CO) or written designee to discuss and informally evaluate the contractor’s efforts and accomplishments in direct relation to specific DOs. During the meetings, the contractor shall present necessary data to enable a joint review of its various assigned tasks, attendants, schedule, and resource expenditures. The contractor shall present and participate in technical discussion and shall inform, in a timely fashion, the COR of any problems with Contract execution and offer proposed solutions. The contractor shall attend and participate in other meetings as scheduled by the responsible Contracting Officer or written designee.

## Temporary Duty (TDY) Travel

The contractor shall perform TDY non-local travel as required in the performance of this DO. All travel required under this DO will be paid in accordance with the Basic Contract by reimbursement to the contractor.

* 1. **Travel Request Submissions:** The contractor shall submit all requests for travel by email to the government technical representative for approval.
  2. **Trip Report:** The contractor shall include trip reports for any contract related travel during the reporting period and as requested by the government. The trip report will be included in the monthly performance report or separately if requested by the government.

## Government Security Requirements

Classified work shall be performed on this task including SECRET, TOP SECRET, SCI, and SAP per the basic contract DD Form 254. The contractor shall ensure applicable contractor personnel are United States citizens and have, at a minimum, a Secret security clearance. Contractor personnel may be required to possess Top Secret, Top Secret/Sensitive Compartmented Information (SCI), and/or SAP level for proper accomplishment of contract/order requirements. Contractor shall adhere to all Security Requirements outlined in section 5.2 of the PWS and in accordance with RAFB IDP 31-101.

* 1. **Access/Entry to Robins Air Force Base (AFB):** In accordance with RAFB IDP 31-101, contractor personnel granted qualified base access may receive installation entry and circulation privileges under limited circumstances or conditions. They do not have the authority to sponsor anyone for access to Robins AFB or vouch for anyone to enter Robins AFB.
  2. **Identification of Contractor Personnel Requiring Access:** In accordance with RAFB IDP 31-101, a contractor awarded a contract/order that requires services to be performed on Robins AFB shall provide the badging agent and PCO a list of all contractor/subcontractor personnel requiring access to Robins AFB, the contract/order number and the period of performance. The contractor shall also provide, if possible, the location of the work site and the days/hours during which the contractor/subcontractor personnel will require access to Robins AFB.

## Delivery Order Deliverables

The contractor shall provide contract documentation as required by the DD 1423, Contract Data Requirements List (CDRL), for all tasks and subtasks performed in this DO. CDRLs will be delivered 100% on time as required by each respective form DD 1423-1. Content of each CDRL should be accurate, thorough, and fulfill the Data Item Description (DID) and PWS requirements. Furthermore, the contractor’s deliverable format will be easy to follow and consistent among all deliveries for each CDRL type. Any corrections required to a CDRL will be accomplished and returned to the Government within five (5) workdays.

The table below identifies the specific CDRLs that are applicable to the tasks defined in this Task Description.

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| CDRL  Number | Item | Delivery | Applies to Task | Description |
| A002 | Conference Agenda | As required | 1,2 | Documents conference location, schedule, etc. |
| A003 | Conference Minutes | As required | 1,2,3,4,5,6,7,8 | Documents decisions and agreements reached at meetings |
| A004 | Presentation Material | As required | 1,2,3,4,5,6,7,8 | Audiovisual, slides, documents, drawings |
| A005 | Funds and Man Hours Expenditure Report | 10th of each month | All | Allows visibility into contractor expenditures for labor, materials, travel and other contract charges; tracks expenditures against baseline values, and provides to‐ completion estimates |
| A006 | Contractor’s Progress, Status and Management Report | 10th of each month | All | Monthly status of delivery order |
| A007 | Status Report (Technical Progress Report) | As required | 1,2,3,4,5,6,7,8 | Provides status of achieving contract objectives. Also applies to delivery of Cameo MBSE model. |