



TIPSS-4 SB Post-Award Conference

November 10, 2011

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OVERVIEW of the SB IDIQ CONTRACT

- SECTION F – DELIVERIES OR PERFORMANCE
- SECTION G – CONTRACT ADMINISTRATION
- SECTION H – SPECIAL CONTRACT REQUIREMENTS
- SECTION I – CONTRACT CLAUSES
- SECTION J – LIST OF ATTACHMENTS

Section F Highlights

- F.2 TERM OF THE CONTRACT
- F.3 TASK ORDER PERIOD OF PERFORMANCE
- F.4 PLACE OF PERFORMANCE

Section F Highlights (cont'd)

F.2 TERM OF THE CONTRACT

- Base Year POP - 06/23/2011 – 06/22/2012; or
- Base Year POP - 09/15/2011 – 09/14/2012

- FAR 52.217-9, Option to Extend the Term of the Contract

- The preliminary notice does not commit the Government to an extension.

Section F Highlights (cont'd)

F.3 TASK ORDER PERIOD OF PERFORMANCE

- Orders using annual appropriations for severable services may not exceed 12 months.
- Orders using annual appropriations for non-severable services may not exceed 12 months and must be fully funded.
- An order shall not be placed under the basic contract if the basic contract has expired, or has been terminated, or cancelled by the Government.

Section F Highlights (cont'd)

F.4 PLACE OF PERFORMANCE

- Task orders contemplating travel will have a specific CLIN. Travel and per diem will be reimbursed at actual cost in accordance within the limitations set forth in FAR 31.205-46 and the General Services Administration's [Federal Travel Regulations](#). Profit shall not be applied to travel costs.

Section G Highlights

- G.3 CONTRACT ADMINISTRATION
- G.5 METHOD OF PAYMENT
- G.6 VOUCHER/PAYMENT
- G.8 QUICK CLOSEOUT PROCEDURES

Section G Highlights (cont'd)

G.3 CONTRACT ADMINISTRATION

Duties of the Basic Contract Level Contracting Officer

- Ensure Fair Opportunity is exercised;
- Provide scope oversight
- Serve as liaison between the contractor and the Government;
- Ensure compliance with contract requirements;

Section G Highlights (cont'd)

Duties of the Task Order Level Contracting Officer and Contracting Officer's Technical Representative

The Task Order Level Contracting Officer is responsible for all, but not limited to, the following duties

- Ensure that task orders are within the scope of the contract;
- Administration and final closeout of task orders;
- Ensure Fair Opportunity is exercised; and
- Perform inspection and acceptance

The Task Order Level Contracting Officer Technical Representative is responsible for all, but not limited to, the following duties

- Ensure requirements are within scope of the base contract, and
- Perform duties outlined in COTR designation letter from CO.

Section G Highlights (cont'd)

- **G.5 METHOD OF PAYMENT**

All payments by the IRS under this contract shall be made by electronic funds transfer (EFT) through either the Automated Clearing House (ACH) network or the Fedwire Transfer System using the EFT information in the Central Contractor Registration (CCR) database.

- **G.6 VOUCHER/PAYMENT**

For purposes of reference, the Standard Form (SF) 1034/1035, "Public Voucher for Purchases and Services Other Than Personal" with proper detailed supporting documentation. Or the contractor may, at its own option and consistent with its own billing practices, submit a voucher on its own letterhead as a supplement to the SF1034/1035 and supporting documentation.

- **G.8 QUICK-CLOSEOUT PROCEDURE**

The Contracting Officer at the Task Order (TO) level is authorized to use the quick-closeout procedure for Task Orders issued under this contract in accordance with FAR 42.708, Quick-Closeout Procedures when applicable.

- FAR Subpart 42.708(a)

Section H Highlights

- H.1- PBA METHODOLOGY
- H.5/H.7- FEE & PROFIT ON TASK ORDERS
- H.6/H.8 - LIMITATION OF COST OR FUNDING
- H.7/H.9 - INDIRECT RATE CHANGE NOTIFICATION
- H.8/ H.10 - STANDARD WORK DAY
- H.9/H.11 - GOVERNMENT FURNISHED ITEMS
- H.13 - PURCHASING SYSTEM
- H.15/17 - OBSERVANCE OF LEGAL HOLIDAYS AND EXCUSED ABSENCE
- H.16/H.18 - PUBLICITY

Section H Highlights (cont'd)

- H.21 - GENERAL LIABILITY

CYBERSECURITY REQUIREMENTS

- H.4 Earned Value Management Compliance
- H.30 Cybersecurity Threshold Set-Aside

Section H Highlights

- **H.1- PERFORMANCE BASED ACQUISITION (PBA) METHODOGY**

- Performance based acquisition(PBA) methodology will be applied to task orders issued under this contract to the maximum extent practicable. PBA includes but not limited to:
 - Requirements that define the work in measurable, mission-related terms;
 - Performance standards (i.e., quality, quantity, timeliness) tied to the performance requirements;
 - Performance outcome (i.e., reports, system performance, documents) tied to the performance requirements; and
 - Monitoring methods (i.e., Quality Assurance Surveillance Plan, monitoring plan) to describe how the contractor's performance will be measured against the performance standards.

Section H Highlights (cont'd)

H.5/H.7 - FEE & PROFIT ON TASK ORDERS

- Contracting officers at the task order level will negotiate fee and profit based on the complexity level of the requirement and risk.

H.6/H.8 - LIMITATION OF COST OR FUNDING

- Task orders issued under this contract may be fully funded or incrementally funded. Each task order will state the applicable clauses given the funding method determined by the Contracting Officer.

H.7/H.9 - INDIRECT RATE CHANGE NOTIFICATION

- The contractor shall submit notification to the TIPSS Contracting Officer and Contracting Officer's Technical Representative within five working days of proposing any rate change to the designated Government audit agency or of receiving any rate change approval affecting cost or price proposed or incurred under this contract. The contractor agrees to insert this notification requirement in all first-tier subcontracts.

Section H Highlights (cont'd)

H.8/H.10 - STANDARD WORK DAY

- A standard work day is defined as any eight hours of productive labor during the hours of 7:00 A.M. through 5:00 P.M., Monday through Friday. Performance may be required beyond the normal standard work day, and if so, information will be specified within the applicable task order.

H.9/H.11 - GOVERNMENT FURNISHED ITEMS

- All Government furnished items will be identified in individual task orders, as applicable. If any given task order issued under this contract requires work to be performed on the Government's site, the Government will provide office work space, office automation equipment, telephones, and furniture for contractor personnel, unless authorized by the

Section H Highlights (cont'd)

H.13 - ROLLING ADMISSIONS

- The Government reserves the right to determine whether it is appropriate to announce a competition for the purpose of adding additional IDIQ contractors.
- Periodically, the Government will review the customers' requirements, small business growth, industry consolidations/mergers, and changes in the market place or advances in technology, general economic conditions or other reasons.
- Based on this, if it is in the best interest of the Government, the Base Contract Level Contracting Officer may initiate a new competition to add new contractors to the "Base Contract".

• H.15/H.17 - PURCHASING SYSTEM

- The contractor shall notify the Contracting Officer, in writing, if there is any change in the status of its approved purchasing system and provide the reason(s) for the change.
- Documentation shall be submitted for Contracting Officer consent in accordance with FAR Part 44, Subcontracting Policies and Procedures.

Section H Highlights (cont'd)

H.15/17 - OBSERVANCE OF LEGAL HOLIDAYS AND EXCUSED ABSENCE

- New Year's Day
- Inauguration Day (when applicable)
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

In addition to the days designated as holidays, the Government observes the following days:

- Any day designated by Federal Statute
- Any day designated by Executive Order
- Any day designated by the President's Proclamation

Section H Highlights (cont'd)

H.16/H-18 - PUBLICITY

- In accordance with IRSAP Clause 1052.203-9000, the following information is applicable to this contract:

NEWS RELEASES AND ADVERTISEMENTS (JUN 2005)

- The Contractor, or anyone acting on behalf of the Contractor, shall not refer to the equipment or services furnished pursuant to the provisions of this contract in any news release or commercial advertising, or in connection with any news release or commercial advertising, without first obtaining explicit written consent to do so from the Contracting Officer.
- Should any reference to such equipment or services appear in any news release or commercial advertising issued by or on behalf of the Contractor without the required consent, the Government shall consider institution of all remedies available under the provisions of 31. U.S.C. 333 and this contract.
- Further, a violation of this provision may be considered during the evaluation of past performance in future competitively negotiated acquisitions.

Section H Highlights (cont'd)

H.21 - GENERAL LIABILITY

- Reference Section I – Clause 52.228-7, “Insurance – Liability to Third Persons”. The contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract.
- (a) The contractor is required to show evidence of bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
- (b) The contractor is required to show evidence of property damage liability insurance coverage written on the comprehensive form of policy of at least \$100,000 per occurrence.
- (c) Workman’s compensation insurance as required by law of the State.

Section H Highlights (cont'd)

- CYBERSECURITY REQUIREMENTS

H.4 Earned Value Management Compliance

- Full 32 - CFA Acceptance
- Full 32 - Contractor Self Validation
- Core 10 - Contractor Self Validation

TABLE No. 1

| Contract, Task Order, IAG, or CLIN Value | Reporting Requirements for IT Investments | Applicable ANSI/EIA Criteria | Level of EVMS Validation/- Acceptance | IBR Required | Level of EVMS Surveillance (Contractor) |
|---|--|-------------------------------------|--|--|--|
| >\$50 M | Full | 32 | CFA Acceptance ¹ | Yes | CFA Surveillance unless another interested party alternative is requested by the Bureau and approved by the Treasury CIO |
| Between \$20M and \$50 M | Full | 32 | Contractor Self-Validation | Yes | |
| <\$20M | Core | 10 | Contractor Self-Validation | Independent Baseline Validation (IBV)/IBR (Core) | Treasury and Bureau Surveillance* |

* In accordance with Bureau Annual Surveillance Strategy

- 1/CFA – Cognizant Federal Agency (See [FAR 42.003](#))

Section H Highlights (cont'd)

- H.30 Cybersecurity Threshold Set-Aside

In accordance with FAR Subparts 19.8, the 8(a) Program, 19.13 HUBZone, Program and 19.14 SDVOSB Program, the TIPSS-4 SB CYBERSECURITY task area may use these programs as set-asides for task order requirements. In addition, please see Section G.4.1. All task orders valued at \$3.5 million or less under the Cybersecurity Principal Task Area may be set-aside for HUBZone and SDVOSB (Section G.4.1 Fair Opportunity Process).

Section I Highlights

- **FAR 52.235-2: CLAUSES INCORPORATED BY REFERENCE**
- 52.204-7: Central Contractor Registration
- 52.209-6: Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment
- 52.215-2: Audit and Records – Negotiation
- 52.215-8: Order of Precedence – Uniform Contract Format
- 52.222-2: Payment for Overtime Premium (Zero)
- 52.222-37: Employment Reports Veterans
- 52.244-2: Subcontracts, Alternate 1

Section J Highlights

- Attachment 10 – 52.219-14 Limitation on Subcontracting Compliance Report