

PERFORMANCE WORK STATEMENT (PWS)
Integrated Logistics and Distribution Support

1. **GENERAL:** This is a non-personnel services contract to provide Integrated Logistics and Distribution support. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 **Background:** The surge in combat and support equipment assets being returned from the deployed Marine Forces to Remote Storage Activities has resulted in a significant increase in required labor resources to execute DMC's core processes of receipt, storage, and distribution. Contract support is required to provide management, supervision, personnel, materials handling equipment, personnel transport vehicles, and services necessary to provide support to the overall R2 effort ensuring sustained and uninterrupted operations. Contracted general labor services are required for Integrated Logistics Support and Distribution related to COSIS, inventory management and control, general warehousing, storage, tactical vehicle maintenance, kitting, equipment marking and labeling, and distribution of Marine Corps PEIs. Government material is currently being staged at various warehouse/lay-down areas aboard MCLB Albany GA. Types of vehicles and equipment include, but not limited to:

- High Mobility Multipurpose Wheeled Vehicle (HMMWV) all variants – Amphibious Assault Vehicles (AAV) all variants (Motor Transport Equipment)
- Mine Resistant Armored Protected Vehicle (MRAP) CAT's I, II, III
- Light Armored Vehicle (LAV) all variants
- Engineering Equipment, Tactical; Graders, Dirt Pans, Backhoes, Dozers, Forklifts
- Generators 10KW thru 100KW
- Decontamination Units
- Communications and Electronics equipment
- Small Arms/Infantry Weapons
- Class IX repair parts and equipment associated with the equipment listed above

1.2 **Objectives:** Provide Integrated Logistics and Distribution support to achieve continued mission accomplishment in integrated logistics support of the Warfighter's objectives; readiness and sustainability; and enhancing enterprise and program level Total Life Cycle Management.

1.3 **Scope:** The contractor shall provide support for the Distribution Management Center (DMC), Storage Operations Department (SOD), (DMC/SOD) Albany GA. To include Integrated Logistics Support and Distribution Support in the areas of COSIS, inventory management and control, serialization, general warehousing, storage, tactical vehicle maintenance, kitting, marking and labeling equipment (i.e. pRFID tagging, IUID tagging, etc.), and distribution of Marine Corps Principal End Items (PEIs).

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1.4 Period of Performance: The period of performance shall be for one (1) Base Year of one (1) 12-month year, and one (1) 12-month option year. The Period of Performance reads as follows:

Base Year 17 November 2016 to 16 December 2017
Option Year I 17 December 2017 to 16 December 2018

1.5 General Information: The contractor shall comply with all MCLOGSS IDIQ contractual requirements regarding personnel, safety, security, quality of work, access, government owned property, material and information, host facility rules and regulations, policies, processes, procedures and directions received from authorized government personnel when attending requested meetings, briefings or performing any efforts aboard any government installation. This does not preclude the contractor from complying with the requirements of this Task Order as specified. When the Task Order requirements are in conflict with the IDIQ contract requirements, that conflict should be brought to the attention of the Contracting Officer for resolution.

1.5.1 Quality Control: The contractor shall be required to comply with the IDIQ submitted and government approved Quality Control and Management Plans adjusted for this Task Order. Update the existing IDIQ level Quality Control specifically adjusted for this Task Order, the government will not pay for a new plan.

1.5.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.3 Hours of Operation: The contractor is responsible for conducting business between the core hours of 0600 to 1800 Local Time, Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Government reserves the right to adjust the work schedules as mission dictates providing a 24 hour notice beforehand.

1.5.3.1 Overtime: Overtime will be handled on a case-by-case basis and will be charged to the Time and Materials CLIN. Overtime requires pre-approval from the Government, unless for an unplanned emergency. In the effect of an unplanned emergency, the Contracting Officer shall be informed at the beginning of the next business day.

15.3.1.1 Surge Requirement: There is the possibility for a surge requirement during the base year and/or option periods depending on the Governments requirement, **Part 6 Table 2**, and the availability of funding. These billets should be priced out and included in the proposal but should not be executed without written approval of the government. Surge options may be

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exercised for all or designated specific skill sets for all or a portion of the surge period as designated by the Government.

1.5.4 Place of Performance: The work to be performed under this PWS will be performed at the following government facilities on MCLB Albany

-Building 1121	-Building 1231
-Building 1241	-Building 1251
-Building 1340	-Building 1350
-Building 1341	-Building 1351
-Building 1362	-Building 1315
-Building 1420	-Building 1421
-Building 1423	-Building 1426
-Building 1430	-Big Top #1
-Big Top #2	

1.5.5 Work Environment and Physical Demands:

Work is normally performed in a maintenance and warehouse environment. Material handling equipment is provided for movement of heavy materials. Must completely understand and be physically capable performing all aspects of the mission described above and capable of working in an outside environment, exposed to heat, dust, inclement weather, primarily standing on hard surfaces for 8 hours in a workday. Frequent kneeling, crouching, stooping, and walking are required. Work requires light to moderate physical effort in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls while driving, raising, lowering, and tilting fork lift trucks.

1.5.6 Type of Contract: The government will award a (**Type of contract to be determined by the contracting officer**).

1.5.7 Security Requirements: Facility Clearance is not required for this Task Order. Contractor personnel performing work under this contract identified in **Attachment A, Table (1)** must have a Secret clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. An interim clearance is acceptable at contract award but the final shall be completed within (90) days. The security requirements are in accordance with the attached DD254. Contractor employees not requiring a Secret clearance must pass and possess a National Agency Check with Inquiries (NACI) or any equivalent reciprocal DOD background investigation.

1.5.8 Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with

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contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.5.9 Key Personnel: The Task Order Project Manager is considered Key Personnel and the contractor shall provide the name, résumé, and letter of intent of designated Key Personnel in their proposal as well as a written assignment letter to the Contracting Officer/COR upon contract award. Key personnel shall be onboard within 10 days of contract award. The Task Order Project Manager shall be responsible for the overall performance of work on this contract. She/he will have full authority to act for the contractor on all matters relating to the performance of this PWS.

1.5.9.1 Replacement of Key Personnel. The Contractor shall not substitute Key Personnel during the first ninety (90) days of the task performance period unless the substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment; contractor shall promptly notify the COR. After the initial 90-day period, the contractor shall submit to the COR all proposed substitutions at least 30 days in advance. All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitution(s). Request must contain a complete resume for the proposed substitute, who shall have at least equal ability and qualifications, and any other information requested by the Contracting Officer to approve or disapprove the proposed substitution. The Contracting Officer and COR will evaluate such requests and promptly notify the contractor of approval or disapproval thereof, in writing.

1.5.9.2 Commodity Representatives. For each commodity areas the Contractor shall designate an employee as a representative who will assist the Task Order Project Manager with the overall performance of their assigned area not to exceed one(1) hour per week for each representative. The Commodity Representative will have the authority to provide information to the government representative regarding performance within their area.

1.5.10 Contractor Travel: No Travel is expected for this requirement, however if the government determines in the future that travel is required to support this effort all requests for travel will be preapproved by the government. Travel reimbursements will be in accordance with the Joint Federal Travel regulations. If travel is required and performed, the contractor shall submit a trip report that provides the reason for travel, topic discussions, outcomes, action items and any

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follow on requirements. As the government cannot estimate the number of trips at this time, a maximum ceiling of \$3000 will be placed on the Travel CLIN for this effort and used in the contractor's proposal.

1.5.11 Special Qualifications: All Employees' filling the positions found in Attachment A Table (1) will be required to obtain the corresponding certifications or license, and pass a medical screening if assigned to Arms, Ammunition, and Explosives (AA&E) positions.

1.5.12 Phase In and Phase Out Plan: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the winning offeror/Contractor will be required to provide a phase-in/out plan for this effort that will comprehensively detail the process of how turnover between the two contractors will be conducted. The contractor shall have personnel on board during the 30 business day phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services at the end of the Phase in Period. If the incumbent contractor wins the competed contract, no Phase In period is required and the contractor shall continue performance with no break in service.

Phase In

This transition period commences at contract award. During this transition period, the COR will provide assistance and guidance to the contractor to familiarize the contractor with the operations, processes, and functions to be performed as well as access to facilities and the current operations. The contractor is expected to observe current operations, familiarize themselves with all aspects of the COSIS operation, review system supply and maintenance records, logs and related database records, participate in GFP inventory process, meet technical owners and representatives, and consult with the current vendor. This assistance is being made available to explain procedures for conducting support under this contract, introduce the contractor the various types of systems, and introduce the contractor to Marine Corps technical owners and representatives. The contractor shall become familiar with the contract requirements in order to commence full performance on the first day following the two week transition period. The contractor shall complete the necessary steps for assumption of the operation during the transition period and the contractor shall meet all requirements as specified in this PWS with the beginning of full performance. During the phase-in period, the contractor shall be responsible for ensuring all elements are in place for full performance under this contract. During this transition period, the contractor shall keep the COR informed of their progress in ensuring their full contract compliance after the transition period.

Phase Out

In order to ensure a smooth phase-in to the next contractor and to prevent possible decreases in productivity or service quality should the incumbent not win contract award, the contractor shall

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provide a phase-out plan for the 30 calendar day period prior to contract end date (i.e. at the end of all option periods). During this period, while still maintaining full performance, the contractor shall make available to key incoming contractor personnel, a representative of the incumbent contractor who is versed in the operation of other functions to be performed. This service shall be made available to explain procedures for conducting Integrated Logistics and Distribution support, introducing the next contractor to the technical owners and representatives, etc. Inventories of Government Furnished Property (GFP) shall be conducted jointly with the PDSS representatives and representatives of the incoming contractor. Transfer of GFP will be made at the end of the phase-out period.

1.5.13 SAFETY

1.5.13.1 Marine Corps Logistics Command (LOGCOM) is in the process of pursuing OSHA Voluntary Protection Programs (VPP) recognition, or has already received VPP recognition from OSHA. VPP affects all applicable contractors operating on site. It is the contractor's responsibility to ensure its employees and managers are in full compliance with OSHA requirements and have a general understanding of VPP. All contractors, whether regularly involved in routine site operations or engaged in temporary projects such as construction or repair, must follow the safety and health rules of LOGCOM. Apply established safety regulations and practices to minimize minor violations and to avoid major violations due to employee error or negligence. Ensure holding area is well organized and maintained within good housekeeping standards. Detailed information on VPP is available on the OSHA website at <http://www.osha.gov/dcsp/vpp/index.html>. The contractor shall comply with commercial safety standards as identified by the Occupational Safety and Health Administration. The contractor shall comply with all Federal, State, Department of Defense (DoD), Navy, Marine Corps (MC), and local rules and regulations to include but not limited to Occupational Safety and Health Administration (OSHA) Standards, National Fire Protection Association (NFPA) Standards, Navy Marine Corps Directive (NAVMC DIR) 5100.8, Marine Corps Order (MCO) 5100.8, and MARCORLOGCOMO (LCO) 5100.8. The contractor must have a written Safety Plan and submit it to the contracting officer representative (COR) for review and approval by the Contracting Officer within ten (10) calendar days after contract award. In addition to the requirements listed above, the contractor's written Safety Plan shall, as a minimum, address the following:

1. Mishap reporting procedures
2. Weekly safety meetings
3. Employee training requirements
4. Monthly safety inspections
5. Requirements for subcontractors to comply with the safety provisions of this contract

1.5.13.2 Additional Safety requirements:

1.5.13.2.1 Applicable Contractors: These requirements apply to contractors, subcontractors, and their employees or agents.

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1.5.13.2.2 Days Away, Restricted, and or Transfer Case Incident Rate (DART): Number of recordable injuries and illness cases per 100 full-time employees resulting in days away from work, restricted work activity, and/or job transfer that a site has experienced in a given period.

1.5.13.2.3 Total Case Incidence Rate (TCIR): Total number of recordable injuries and illness cases per 100 full-time employees that a site has experienced in a given period.

1.5.13.2.4 Contractors must submit their 3-yr TCIR and DART rates as part of their proposal in order for the proposal to be considered technically acceptable.

1.5.13.2.5 Within one (1) hour of any mishap or incident resulting in personal injury (OSHA recordable) and/or significant property damage while performing work authorized by this contract, the contractor shall notify the following:

1. The activity's Safety Representative – Jerry Laney 639-6638
2. The COR (if applicable); Sandy Hanington 639-6972
3. The Contracting Officer; Barbara Banks 639- 6761
4. LOGCOM Installations, Environment, and Safety (IE&S) office. A written report of the mishap/incident shall be sent within 24 hours to IE&S/S11. The Government point of contact is Kathy Berry at 229-639-6284 or email kathy.berry@usmc.mil.

1.5.13.2.6 Mishap notifications shall contain, as a minimum, the following information:

1. Contract Number, Name of Company, and Name and Title of Person(s) Reporting
2. Date, Time, and exact location of accident/incident
3. Brief narrative of accident/incident (Events leading to accident/incident)
4. Cause of accident/incident, if known
5. Estimated cost of accident/incident (material and labor to repair/replace)
6. Nomenclature of equipment and personnel involved in accident/incident
7. Corrective actions (taken or proposed)
8. Other pertinent information

1.5.13.2.7 Contractor must fully cooperate with LOGCOM safety personnel during safety inspections of the workplace and inspections of required documentation.

1.5.13.2.8 Safety requirements listed in this package that do not relate to the contractor's operations or services may be waived by the Contracting Officer. Objections made by the contractor must be reported to the Contracting Officer within 10 days of contract award. Objections will be considered on a case-by-case basis.

1.5.13.2.9 Smoking and the use of tobacco products is allowed in designated areas only.

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1.5.13.2.10 All vehicle operators and passengers of contractor and privately owned vehicles are required to wear seatbelts while their vehicle is in operation on the installation and/or performing work under this contract. The use of seatbelts is also required on all mobile construction equipment operating on the installation and/or performing work under this contract.

1.5.13.2.11 All vehicle operators and passengers are prohibited from using a cell phone, personal digital assistant (PDA), or Blackberry™, unless the vehicle is safely parked or the operator is using a hands-free device. The use of portable headphones, earphones, or other listening devices (except for hand-free cell phones) while operating a motor vehicle is also prohibited.

1.5.13.2.12 Should an accident occur and in the event the US government investigates the mishap, the contractor and subcontractors shall cooperate fully and assist government personnel during the investigation period. Instructions pertaining to the assistance required from the contractor in support of an investigation and the point of contact of the LOGCOM safety personnel involved in an investigation will be provided by the COR or the Contracting Officer.

1.5.14 Other Direct Costs (ODC)

The contractor shall be required to obtain supplies and/or materials for the performance of this contract (see section 4 of this PWS). Those supplies and/or materials must be incidental to and associated with the overall functions being performed through this contract. The contractor shall abide by the requirements of the FAR in acquiring supplies and/or materials, and must maintain files in such a manner that the Contracting Officer could review them upon request to ensure compliance with federal procurement regulations; however, price reasonableness should always be determined prior to selecting a teammate or partner. In addition to the requirements identified above, the contractor shall request in writing in advance and obtain approval from the COR prior to making any ODC purchase.

PART 2

DEFINITIONS & ACRONYMS

2. **Definitions and Acronyms:**

2.1. Definitions:

2.1.1. Contractor. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. Contracting Officer. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. Contracting Officer's Representative (COR). An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. Defective Service. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. Deliverable. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. Key Personnel. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. Physical Security. Actions that prevent the loss or damage of Government property.

2.1.8. Quality Assurance. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. Quality Assurance Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. Quality Control. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. Subcontractor. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. Work Day. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. Work Week. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

AIS	Automated Information System
ASA	Automated Set Assembly
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
CPI	Certified Product Inspector
COSIS	Care-of-Supplies-in-Store
DCAA	Defense Contract Audit Agency
DD	Defense Department
DFAS	Defense Finance and Accounting Service
DFWP	Drug Free Work Place
DGR	Designated Government Representative
DISCO	Defense Industrial Security Clearance Office
DMC	Distribution Management Center
DoD	Department of Defense
DON	Department of the Navy
DONCAF	Department of the Navy Central Adjudication Facility
DPAS	Defense Property Accounting System
DRMO	Defense Reutilization and Marketing Office
eQIP	Electronic Questionnaires for Investigations Processing
FAD	Facility Access Determination
FIAR	Financial Improvement and Audit Readiness
GBI	Gain by Inventory
GVW	Gross Vehicle Weight
GWS	Ground Weapon System
ICP	Inventory Control Point
IAW	In accordance with
IUID	Item Unique Identification Data
KO	Contracting Officer
LBI	Loss by Inventory
MC	Maintenance Center
MCLC	Marine Corp Logistics Command
MCO	Marine Corps Order
MILSTD	Military Standard
MIMS	Major Item Movement Section
MOWASP	Mechanization of Warehousing and Shipment Processing
NAC	National Agency Check
NACLC	National Agency Check with Local Agency and Credit Checks
NAVOSH	Navy Occupational Safety and Health

NISP	National Industrial Security Program
ODC	Other Direct Charges
OSHA	Occupational Safety Health Association
OPM	Office of Personnel Management
OPNAV	Office of the Chief of Naval Operations
OT	Overtime
PEI	Principle End Item
PMU	Preservation Maintenance Unit
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
pRFID	Passive Radio Frequency Identification Data
PQDR	Product Quality Deficiency Report
PSQ	Personal Security Questionnaire
QAE	Quality Assurance Evaluator
QCP	Quality Control Plan
QDR	Quality Deficiency Report
QIR	Quality Inspection Report
RESET	Refers to combat and support equipment returning from deployment
Retrograde	Refers to combat and support equipment returning from deployment
R2	Refers to combat and support equipment returning from deployment (RESET/Retrograde)
ROD	Report of Discrepancy
SDR	Supply Discrepancy Report
SL3	Stock List
SOD	Storage Operation Department
SOS	Source of Supply
SSRI	Supply Systems Responsible Item
TM	Tech Manual
U.S.C.	United States Code
WAS	Warehouse Action Sheet
WAWF	Wide Area Work Flow

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Services: The Government will provide telephone, e-mail services, and commercial internet service provider service. The Government will provide access to the existing LOGCOM MCEN Network as needed for the function of official business use only.

3.2 Facilities: The Government will provide proper facilities for completion of requirements.

3.3 Utilities: The Government will provide all utilities in the facility for the contractor's use in performance of tasks outlined in this PWS.

3.4 Equipment: The Government will provide equipment (desk, computers, etc...) necessary for completion of requirements with the exception of the equipment listed in Section 4, Contractor provided equipment. The contractor shall be liable for loss or damage to government furnished property and equipment beyond fair wear and tear.

3.5 Materials: The Government will provide all consumables required to perform the tasks identified in Part 5 with the exception of the materials required to support the equipment listed in Section 4, Contractor provided equipment..

3.6 Government Furnished Information: The Government shall furnish the requirements of the PWS such as Standard Operational Procedures, regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this PWS.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 The contractor is required to provide the following equipment in the performance of this PWS.

• Golf/Utility Cart or equivalent	12 EA
• Golf/Utility Cart, four(4) man	10 EA
• 45K Forklift, 96' Forks	1 EA
• 12K Forklift	3 EA
• 10K Forklift	3 EA
• 7K Forklift	1 EA
• 6K Forklift Pneumatic tires	7 EA
• 5K Forklift	6 EA
• 4K Forklift	8 EA
• 3K Swing Mast Forklift	2 EA
• 3.3K Narrow Aisle Forklift	3 EA
• Propane/Service (for forklifts)	As required
• Yard Mule/Road Truck, Single Axle – tagged	3 EA
• Semi-Tractor, (10 Wheel) – tagged	1 EA
• Container Chassis, 20' – tagged	5 EA
• Flatbed Trailer, 45' – tagged	2 EA
• Flatbed Trailer, 40' – tagged,	1 EA
• F350 Service/Maintenance Trucks or equivalent	3 EA

4.2 The Contractor shall maintain all required licenses, registration and insurance on Contractor provided equipment. The contractor shall ensure that they observe and comply with all DOT, DOD and MCI-East regulations and policies.

PART 5
SPECIFIC TASKS

5. Specific Tasks:

5.1 Project Management Support

5.1.1 Plan and advise employees on work operations and execute mission projects.

5.1.2 Plan, organize and instruct contractor personnel on supply and administrative functions, work techniques, and procedures

5.1.3 Determine and monitor contractor personnel requirements, establish work priorities, organize work schedules, assign duties, and instruct office, and packing/warehouse personnel on special requirements and high priority workloads.

5.1.4 Assist in the investigation and determination of cause for lost, damaged, and destroyed supply items.

5.1.5 Manage the inventory management process for storage and distribution actions associated with a Marine Corps wholesale distribution operation.

5.1.6 Provide recommendations for increased manpower requirements due to changes to the storage, maintenance, distribution operation.

5.1.7 Provide a daily material requirement list to the government shop supervisor to support the tactical vehicle movement, operation, handling and warehousing function. Required material includes all safety items, tools, towing attachments/devices, dunnage, blocking/bracing, vehicle tarps, drip pans, stenciling equipment, and air compressors.

5.1.8 Review and prioritize work requests, shipping documents, material release and movement orders based on required delivery dates, lot and contract number, special handling, destination and type of storage or shipment.

5.2 Logistic Support (Supply Technician)

5.2.1 Perform Inventory Management functions

5.2.1.1 Perform inventory management/control for storage and distribution support associated with MCLC's wholesale distribution operation.

5.2.1.2 Recommend stock levels required for non-recurring, specialized items based on usage, inventory, project demands, seasonal demands, changing customer needs and projected depletions.

5.2.1.3 Plan, organize, schedule and conduct material inventories.

5.2.2 Perform stock issue functions

5.2.2.1 Coordinate transfer of Depot Level Repairs (DLR) and Principle End Items (PEI) to the Maintenance Center or Commercial Repair Facilities as required for repair.

5.2.3 Perform requirement processing functions

5.2.3.1 Ensure consistency and appropriate cross-referencing for both newly entered and previously entered data.

5.2.3.2 Input screening requests into FEDLOG to obtain logistics data on existing national stock numbers.

5.2.3.3 Conduct research of catalog databases to locate cost effective, available substitutes and new products.

5.2.4 Receive incoming material

5.2.4.1 Conduct causative research on NSN mismatches and correct data within the GCSS-MC/DPAS database.

5.2.5 Perform Data entry functions

5.2.5.1 Verify data accuracy to all related property records.

5.2.5.2 Review property record adjustments for accuracy and completeness.

5.2.5.3 Prepare and process daily Recurring Status Report, Receipt Exception Listing, and Inbound Receipt Report.

5.2.5.4 Input receipt, issues, inventory and shipping documents into GCSS-MC/DPAS.

5.3 Warehousing Support (Warehouse Specialist)

5.3.1 Receiving

5.3.1.1 Receive incoming material

5.3.1.2 Verify shipments by comparing shipping documents with actual physical material counts from various delivery sources (DLA, Maintenance Center) and stage in designated location.

5.3.1.3 Unload incoming shipments, scan or key receipt information into DPAS system.

5.3.1.4 Check for in-transit damage and inspect and identify possible hazardous material

5.3.1.5 Notify QA of DD250 Destination Acceptance receipts.

5.3.1.6 Prepare receipt document manually if necessary.

5.3.1.7 Load, unload, and place supplies, material and equipment in storage areas, receipt areas, shipping areas, and warehouse areas.

5.3.1.8 Report tampered or broken seals on containers or damaged or deteriorating incoming shipments to supervisor and on-site government representative.

5.3.2 Perform material storage functions

5.3.2.1 Groups items together based on receiving voucher information or segregates items according to such factors as condition and type of transaction.

5.3.2.2 Store, stack, palletize, and/or rotate items considering their use, size, shape, quantity, and special handling requirements.

5.3.2.3 Segregate and move materials to holding area or dock and verify item identification on request forms.

5.3.2.4 Place unidentified material in the Non-conforming Product Area for identification and/or disposition.

5.3.3 Perform stock issue functions

5.3.3.1 Issue approved and available NSN's from stock.

5.3.3.2 Obtain signature and date from the customer after transfer of material.

5.3.3.3 Forward Not in Stock issue requests to Quality Assurance for causative research.

5.3.4 Perform material shipping functions

5.3.4.1 Generate DRMO document for unserviceable material and submits to designated government representative for approval.

5.3.4.2 After receipt of approved MRO for transfer to DRMO, place material in designated location identified for shipment to DRMO.

5.3.4.3 Select and assemble items based on priority, type of material, mode of transportation, destination and type of transaction.

5.3.4.4 Annotate WAS with action taken on all material issues, transfers, and receipts.

5.3.4.5 Provide inventory support assistance by counting items and properly completing tally listings and other inventory documentation.

5.3.4.6 Use automated material identification equipment to move, stack, bin, and select storage locations of items being shipped or received or to inquire on status of items

5.3.5 Perform packing and repacking functions

5.3.5.1 Provide packing and repacking support in the preparation for items/equipment and perform warehousing activities, including receiving storage and shipment via various modes of transportation.

5.3.5.2 Use various protective/cushioning techniques for custom packing of items to ensure safe and damage free movement.

5.3.5.3 Prepares, processes, and verifies all required documentation.

5.3.5.4 Operate manual and automated packaging equipment as required.

5.4 Production Control Technical Support

5.4.1 Prepare detailed planning, control and instructions prescribing the actions for maintenance and repair of tactical equipment/principle end items (PEI's), components of the PEI's and accessories

5.4.2 Collect and collate data relating to the maintenance, and repair of items by utilizing his/her knowledge of the tactical equipment maintenance field and by researching reference source material for processing commodities, supplies and equipment

5.4.3 Determine and order materials and parts required to support the preservation and packing function, keeping required materials on hand to avoid work stoppage.

5.4.4 Review and prioritize work requests, shipping documents, material releases for special instructions such as required delivery dates, lot and contract number, special handling, destination and type of storage or shipment

5.4.5 Prepare daily production reports

5.5 Tools and Parts Attendant Support

5.5.1 Receives, stores, and issues hand tools, machine tools, replacement parts, shop supplies and equipment.

5.5.2 Keeps records of tools issued to and returned by workers, searches for lost or misplaced tools, and keeps inventory.

5.5.3 Requisitions stock as needed, receipts for and stores new equipment.

5.5.4 Visually inspects tools for wear or defects, and reports damaged or worn-out equipment to supervisors.

5.6 Heavy Mobile Equipment Mechanic Support

5.6.1 Inspect, repair, modify, test and adjust heavy mobile equipment and tracked combat vehicles.

5.6.2 Operates heavy mobile equipment to determine what repairs, adjustments and/or modifications are required.

5.6.3 Perform preservation actions on equipment and vehicles as described in the appropriate Technical Manual.

5.7 Heavy Mobile Equipment Operator/Movement Support

5.7.1 Operate equipment including heavy duty tow tractors, front-end loaders, front-end forks, high capacity forklifts, and container handlers for the purpose of performing large tactical equipment movement and staging projects in an industrial setting.

5.7.2 Perform operator maintenance on all equipment operated.

5.7.3 Maintain equipment records and document maintenance actions.

5.7.4 Operate tractor trailer to transport containerized material and equipment on the basis of regular assigned schedule (CDL required).

5.8 Heavy Mobile Equipment Repairer/Preservation Support

5.8.1 Provide daily updates to the government shop supervisor.

5.8.2 Performs disassembly, makes minor mechanical repairs, applies modifications, assembles and performs other duties in the repair of various PEI's.

5.8.3 Inspects parts for wear, reclaims used parts for reuse or replace with new parts.

5.8.4 Removes rust by use of portable tools and removes contaminants with approved solvents.

5.8.5 Preserves equipment and performs stenciling, tagging and labeling of equipment.

5.9 Material Expediting Support (Materials Expediter)

5.9.1 Perform material expediting, receipt verification, and storage preparation for urgent priority material requirements.

5.9.2 Receive, route, and move PEIs, parts, assemblies, components, and other materials into and out of maintenance shops and storage/staging areas.

5.9.3 Locate critical items in maintenance and storage areas and coordinate with production schedulers and supervisors to advance production time frames.

5.9.4 Research databases, extracts and reviews due-in listings, distributes to shops as required, coordinates movement and obtains status and location of critical material on listings.

5.9.5 Follow-up on past due items and update estimated delivery date.

5.9.6 Prepare daily reports of material delays and backordered items.

5.10 Quality Control Inspector Support

5.10.1 Conducts inspections and prepares inspection reports in the area of preservation of PEI assets in the receiving/shipping process, and in the support of the care-in-store program.

5.10.2 Initiates documentation for corrective action and follows up on work in progress.

5.10.3 Conducts Set Assembly inspections prior to PP&P action

5.10.4 Conducts scheduled monthly care-in-storage inspections on various PEI assets.

5.10.5 Determines serviceability, assigns condition codes, and next inspection dates.

5.11 Quality Assurance Management Senior Support

5.11.1 Apply various methods and techniques for investigating, analyzing and effecting corrective action on supply problems using a thorough knowledge of quality characteristics, measurement and testing techniques and skill in developing corrective action plan

5.11.2 Develop, organize, administer, evaluate, and coordinate a supply quality assurance program that meets, or exceeds established USMC standards.

5.11.3 Develop and conduct various supply quality assurance training

5.11.4 Prepare local operating procedures based on supplements, regulations, and manuals of higher echelons in the area of supply quality assurance

5.12 Environmental Protection Assistant

5.12.1 Assists Radiation Officer and Warehousing Section in the day-to-day operation of the FSDA Radiological Storage Facilities.

5.12.2 Assists as FSDA sampling and wipe test coordinator for radiological items.

5.12.3 Uses a database to maintain inventory and track all radiological materials to support FSD's mission.

5.12.4 Prepares radiological material for disposal, prepares required documents, and coordinates the transfer of the material to the on-site disposal storage area.

5.13 Electro Optical Equipment Inspection Technical Support (Electro Optical Inspector):

5.13.1 Inspect and test to ensure electro optical equipment is operational

5.13.2 Perform visual, dimensional and functional quality inspections; quality assurance audits; and prepare inspection reports on a variety of electro optical equipment

5.13.3 Perform stenciling, tagging and labeling of equipment

5.13.4 Inspect for in-transit damage, quantity, documentation, completeness, and modifications, packing, packaging, preservation, marking and other requirements as specified in the appropriate contract purchase order, or delivery order and military specifications

5.13.5 Perform set assembly inspections prior to preservation, packing and packaging action, for accuracy, serviceability, shelf life, calibration, condition coding and possible hazardous and radiological materials

5.13.6 Perform spot inspections and provide technical assistance on assets in stock at the request of storage manager's inventory personnel and material managers

5.13.7 Perform monthly Care-of-Supplies-in-Store (COSIS) inspections on electro optical equipment in storage

5.14 Small Arms/Infantry Weapons Inspector/Repairer Support

5.14.1 Perform visual, dimensional and functional quality inspections; quality assurance audits; and prepare inspection reports on a variety of ordnance equipment

5.14.2 Inspect for dimensional control, tolerance, wear corrosion, structural surface defects, alignment, workmanship, correct assembly, and compliance with blueprints, and manufacturer specifications

5.14.3 Inspect repair work during and after progress to include operational testing

5.14.4 Determine proper identification, proper condition code, presence of SL3 items; supplies information required for Quality Deficiency Report (QDR) to be initiated when items are deficient; or SF- 364 – Supply Discrepancy Report (SDR) when items are missing components

5.14.5 Inspect for in-transit damage, quantity, documentation, completeness, and modifications, packing, packaging, preservation, marking and other requirements as specified in the appropriate contract purchase order, or delivery order and military specifications

5.14.6 Perform set assembly inspections prior to preservation, packing and packaging action, for accuracy, serviceability, shelf life, calibration, condition coding and possible hazardous and radiological materials

5.15 Communication Repair/Inspector Support

5.15.1 Test and diagnose problems in the EKMS (Secure Communication Equipment) PEI, identify any malfunctions, and perform minor repairs at the echelon of organizational level maintenance

5.15.2 Performs preventative maintenance on EKMS PEI's and components to include disassembly, cleaning, reassembly and calibration

5.15.3 Perform acceptance receipt, COSIS, and prep-or-shipment inspections on EKMS PEI's.

5.15.4 Performs limited technical inspection (LTI), condition coding, and bench testing to determine serviceability of EKMS equipment.

5.15.5 Perform limited field level maintenance actions on EKMS PEI's.

5.16 Material Examiner and Identifier Support

5.16.1 Locates, identifies, marks, re-marks and documents quantities, condition codes nomenclatures, NSN's and other identifying criteria for complex categories of materials and equipment.

5.16.2 Locates loads, unloads, uncrates/unpacks, identifies and relocates materiel in a warehouse environment.

5.16.3 Serves as an authority in examining and determining the condition, handling and packaging of complex items received on a regular basis.

5.16.4 Uses automated equipment such as computer terminals, bar code and document scanners.

PART 6

ESTIMATED WORKLOAD DATA

Table 1

PERSONNEL	BASE YEAR	LABOR HOURS	OPTION YEAR I	LABOR HOURS
PROJECT MANAGER	1	1920	1	1920
SUPPLY TECHNICIAN	10	19200	10	19200
WAREHOUSE SPECIALIST	96	184320	96	184320
PRODUCTION CONTROLLER	4	7680	4	7680
TOOLS AND PARTS ATTENDENT	1	1920	1	1920
HEAVY MOBILE EQUIP MECHANIC	11	21120	11	21120
HEAVY MOBILE EQUIP OPERATOR	11	21120	11	21120
HEAVY MOBILE EQUIP REPAIRER/PRESERVATION	10	19200	10	19200
MATERIAL EXPEDITER	2	3840	2	3840
QC INSPECTOR	13	24960	13	24960
QA SPECIALIST SR	4	7680	4	7680
ENVIRONMENTAL PROTECTION ASSISTANT	1	1920	1	1920
ELECTRO OPTICAL INSPECTOR	5	9600	5	9600
SMALL ARMS INSPECTOR/REPAIRER	4	7680	4	7680
ELECTRONICS MECHANIC	6	11520	6	11520
MATERIAL EXAMINER/IDENTIFIER	6	11520	6	11520
TOTAL	185	355200	185	355200

Table 2 Surge Requirement

PERSONNEL	BASE YEAR
SUPPLY TECHNICIAN	5
WAREHOUSE SPECIALIST	5
SMALL ARMS INSPECTOR	1
ELECTRONICS MECHANIC	1

PART 7

Performance Requirements Summary

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

PWS Paragraph	Performance Objective	Standard	Performance Threshold	Method of Surveillance
5.1	Project Management Support	Adhere to requirements specified in paragraph 5.1 of the PWS	95% (5% error)	Random Inspection and/or Customer Surveys and Feedback
5.2	Perform Inventory Management Functions	Accuracy of information recorded	98 % of data recorded properly	Random Sampling
5.2.1.3	Plan, organize, schedule and conduct material inventories	Accuracy of data and timelines of input.	100% accuracy of inventory, 90 % of documents accepted at first presentation, 100% after initial government review	Random sampling of Inventory Records
5.3	Logistic Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.3.1.3	Scan or key receipt information into DPAS system.	Accuracy of data and timelines of input.	100% accuracy of inventory, 90 % of documents accepted at first presentation, 100% after initial government review	Random sampling of Inventory Records

5.3.4	Material Storage and Movement Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.4	Production Control Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.4.5	Prepare Daily Production Reports	Accuracy of data and timelines of input.		Random Sampling
5.5	Plan, organize, schedule and conduct material inventories	Accuracy of data and timelines of input.	100% accuracy of inventory, 90 % of documents accepted at first presentation, 100% after initial government review	Random sampling of Inventory Records
5.6	Heavy Mobile Equipment Mechanic Support	Quality and timeliness of Repairs, and Preservation performed in accordance with work instructions and repair manuals.	100% of required Maintenance of PEI's conducted within required time lines when provided with required tools, time and material. If materials or parts are not immediately available, within 15 days once materials or parts are received	100% Sample
5.7	Movement Support	Operate and maintain equipment in a safe manner.	Less than 5 man days lost due to accidents every 6 months	Random Sampling
5.8	Heavy Mobile Equipment Repairer/Preservation Support	Perform Preservation on PEI's	98% of storage actions processed on time	Random Sampling
5.9	Material Expediting Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Expediting actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling

5.10	Quality Control Support	Perform spot inspections and provide technical assistance on assets in stock	100% accuracy of inventory, 90 % of documents accepted at first presentation, 100% after initial government review	Random sampling
5.11	Quality Assurance Support	Perform Quality Assurance actions IAW applicable DOD, organizational directives, and regulations.	98 % of Quality Assurance actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.12	Environmental Protection Support	Perform spot inspections and provide technical assistance on assets in stock	100% accuracy of inventory, 90 % of documents accepted at first presentation, 100% after initial government review	Random sampling
5.13	Electro Optical Equipment Inspection Technical Support	Quality and timeliness of Repairs, and Preservation performed in accordance with work instructions and repair manuals.	100% of required Maintenance of PEI's conducted within required time lines when provided with required tools, time and material. If materials or parts are not immediately available, within 15 days once materials or parts are received	100% Sample
5.14	Small Arms/Infantry Weapons Technical Support	Accuracy of information recorded	98 % of data recorded properly	Random Sampling
5.15	Provide Electronics Mechanic/Inspector Support	Quality and timeliness of Repairs, and Preservation performed in accordance with work instructions and repair manuals.	100% of required Maintenance of PEI's conducted within required time lines when provided with required tools, time and material. If materials or parts are not immediately available, within 15 days once materials or parts are received	100% Sample

5.16	Provide Material Examiner And Identifier Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
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PART 8

DELIVERABLES SCHEDULE

Deliverable	Due Date	Medium & Format	Number Of Copies
Monthly Status Reports	10 th day of each month	Electronic copy, Government provided format	1 copy to the COR
Documented inventory of all Gov't property in Contractor's control	Initial within 30 days of Task Order Award, then Annually or at task order completion, whichever is first	Hard Copy, contractor format	1 copy to COR
Production Reports	0800 Daily	Hard Copy, contractor format	1 Copy to the Govt Representative
Weekly Staffing Report	Thursday of each Week	Digital Copy, contractor format	1 Digital Copy to the COR
Status of Equipment Report	Thursday of each Week	Digital Copy, contractor format	1 Digital Copy to the COR
Phase in Phase Out Plan	With proposal	Electronic copy, contractor format	1 electronic copy to COR

a. Monthly Status Reports. Reports include but not limited to; summarization of all costs, labor hours, travel and other direct costs, schedule variances, risks and mitigation plans and Contractor Acquired Property (CAP) and Contractor Acquired Services (CAS).

b. Government Property inventory Reports. Documented inventory of all Government property in contractor's control.

c. Production Report: Report outlining the production from work conducted the day prior.

d. Weekly Staffing Reports. Represents all personnel on board and positions filled/vacant and recruiting status. This should include projected leave dates for contractor personnel.

e. Status of Equipment Report: Report that identifies the operational status of all the contractor provided equipment as it relates to the performance of required tasks found in PWS.

f. Phase In / Phase Out Plan – Refer to PWS 1.5.12

PART 9

APPLICABLE DOCUMENTS

MCO P4450.7E Marine Corps Warehousing Manual
MCO P4450.14 Joint Services Manual for Storage and Materials Handling
MCO 5100.8 Marine Corps Order Occupational Safety and Health (OSH) Policy Order
MCO P5100.8 Marine Corps Commanders Guide to Safety
MCLBO P5100.11G Base Safety Order for Barstow CA
MIL-STD 3003B DoD Standard Practice, Preparation for shipment and Storage of Vehicles, Wheeled.
MCO P4400.75C Mechanization of Warehousing and Shipment Processing (DPAS)
Technical Manuals specifically related to all types of receipt, storage maintenance, and distribution processes
MCO P4790-2C Marine Corps Integrated Maintenance Management System (MIMMS)
Technical Manuals specifically related to all types of tactical equipment/principle end items processed at the maintenance/repair function, i.e. motor transport, engineering, ordnance, communication/electronics equipment.
OSD, Compt/CFO FIAR Guidance (Mar 2013)
OMB A-123, Appendix A
DoD 7000.14-R Financial Management Regulation
DoD 4140-1-R DoD Supply Chain Material Management Regulation
DoD 4000.25-2-M Military Standard Transaction Reporting and Accounting Procedures

Table 1

Attachment A

Labor Source	Security Clearance	CAC	OSHA Forklift Cert 25000 lb	OSHA Forklift Cert 10000 lb	OSHA Forklift Cert 6000 lb	US Government Motor Vehicle Operator's License	Arms, Ammunition, and Explosives Medical Screening	Ability to Lift 50 lbs Manually	CDL	Certified Hazardous Material Handling
Site Manager	X	X								
Supply Technician		X					X			
Warehouse Specialist		X	X			X	X	X		
Production Controller		X	X			X				
Tools and Parts Attendant		X						X		
Heavy Equipment Mechanic		X	X			X				
Heavy Equipment Operator		X	X			X			X(3)	
Heavy Mobile Equip Preservation		X	X			X				
Material Expediter		X	X	X	X					
QC Inspector		X				X	X			
QA Specialist SR		X				X	X			
Environmental Protection Asst		X								X
Electro Optical Inspector		X			X		X			X
Small Arms Inspector/Repairer		X					X			X
Electronics Mechanic/Inspector	X	X					X			
Material Examiner/Identifier		X			X	X		X		

