

**PERFORMANCE WORK STATEMENT (PWS)
CARE OF SUPPLIES IN STORAGE BARSTOW**

1. **GENERAL**: This is a non-personnel services contract to provide Care of Supplies in Storage (COSIS) 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 related to 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 Barstow CA. 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

1.2 **Objectives**: Provide COSIS 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 COSIS in support of the Distribution Management Center (DMC), Storage Operations Department (SOD), (DMC/SOD) Barstow CA. Provide Integrated Logistics Support in the areas of inventory management and control, serialization, general warehousing, storage, tactical vehicle maintenance, kitting, marking and labeling equipment (i.e. DPAS operations, GCSS, EYM, pRFID tagging, IUID tagging, etc.), and distribution of Marine Corps Principal End Items (PEIs).

1.4 Period of Performance: The period of performance shall be for one (1) Base Period of 1 year and one (2) 12-month option year. The Period of Performance reads as follows:

Base Year 14 May 2016 to 13 May 2017

Option Year I 14 May 2017 to 13 May 2018

Option Year II 14 May 2018 to 13 May 2019

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 hours of 0630 to 1500 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.

1.5.3.1.1 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.

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

<u>Bldg</u>	<u>Bay/Bays</u>
625	1,2,3
402	1,2,3,4
406	1
560	4
561	1,2,3,4
<u>Bldg</u>	<u>Bay/Bays</u>
551	1,2,3
550	1
592	1
448	1,2,3,4

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. 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. Prepare required production, storage and maintenance reports, and related documentation to execute the project. 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 FFP Contract.

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 the ability to obtain a Secret clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. 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 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 Site 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. The Site 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 Artisan Leads. The Contractor shall designate the senior employee in each work center as an Artisan Lead who will assist the Site Manager with the overall performance of their assigned center. The Artisan lead will have the authority to provide information to the government representative regarding performance within their center.

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

follow on requirements. A maximum ceiling of \$3000 will be placed on the Travel CLIN for this effort.

1.5.11 Special Qualifications: All Employee's filling the positions found in **Attachment A Table (1)** will be required to obtain the corresponding certifications or license.

1.5.11.1 Transportation and Material Handling Equipment: The contractor is authorized to operate MHE/GFE on government installations with proper licenses and certifications.

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 Contractor shall have personnel on board, during the 10 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 on the contract start date. The winning offeror will be required to provide a phase-in/out plan for the Program. This plan will comprehensively detail the process of how turnover between the two contractors will be conducted.

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 14 day 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. The contractor shall provide sufficient staff to ensure a smooth transition, and to train staff that does not participate in transition activities.

Phase Out

If this Task Order is re-competed and in order to ensure a smooth phase-in to the next contractor should the incumbent not win the new competed effort, and to prevent possible decreases in productivity or service quality, the contractor shall 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 COSIS 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. 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.

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 – Artha J. Williams – 760-577-7481
2. The COR (if applicable); Martin Durette – 760-577-7611
3. The Contracting Officer; Suzanne Coombs 639- 6741
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 at 229-639-6284

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.

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.

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. 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.

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.

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 The contractor will not be reimbursed for normal cost of doing business. This includes, but is not limited to, personnel, administrative costs, contractor owned equipment, automotive cost, training, day-to-day office supplies and any items determined by the contracting officer.

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

- Enclosed Golf/Utility Cart or equivalent 3 EA

4.3 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-West 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

5.2.1 Perform stock issue functions

5.2.1.1 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.

5.2.3.5 Validate funding for each material request.

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 Material Storage/Movement Support

5.3.1 Receive incoming material

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

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

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

5.3.1.4 Notify QA of DD 250 Destination Acceptance receipts.

5.3.1.5 Prepare receipt document manually if necessary.

5.3.1.6 Load, unload, and place supplies, material and equipment in such confined places as storage areas, receipt areas, shipping areas, and warehouse areas.

5.3.1.7 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

5.3.3.1 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

5.4 Equipment Operator/Movement Management Support

5.4.1 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.

5.4.2 Perform operator maintenance on all equipment operated.

5.4.3 Maintain equipment records and document maintenance actions.

5.5 Heavy Mobile Equipment Technical Inspection Support (Heavy Mobile Equipment Repair Inspector):

5.5.1 Perform pre-repair inspections and recommend repair level.

5.5.2 Perform joint pre-induction inspections, with Maintenance Depot Inspectors, on rolling stock being repaired or rebuilt, prior to induction into the Maintenance Depot

5.5.3 Perform visual and technical inspections of new receipts on all rolling stock 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

5.5.4 Perform limited technical inspection on new and rollback receipts to determine proper identification and the presence of all associated SSRI.

5.6 Heavy Mobile Equipment Repair Support

5.6.1. Inspect, repair, rebuild, 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 Quality Assurance Technical Support

5.7.1 Assist in developing measures and procedures for assigned quality assurance programs.

5.7.2 Inspect multiple functional areas within supply ensuring goods and services are conforming to established quality guidelines

5.7.3 Prepare and provide input on discrepancies resulting from the most recent inspection

5.7.4 Attend and participate in meetings with quality control groups

5.8 Environmental Program Support:

5.8.1 Coordinates with government specialists regarding costs, impacts, and management of environmental programs and policies.

5.8.2 Prepares and/or provides input for reports and follow ups on findings of noncompliance and notices of violations by outside monitors/inspectors.

5.8.3 Assists in the conduct of inspections of facilities, operations, and equipment to ensure compliance with environmental laws and regulations.

5.8.4 Ensures monitoring equipment is accurately calibrated and functioning properly.

5.9 Systems Analysis

5.9.1. Reviews and analyzes information from automated systems to determine overall supply effectiveness.

5.9.2. Perform research and analysis of data within various warehouse and distribution subsystems (MOWASP, DPAS, WSF, STS, etc.) to determine adverse trends and recommend corrective actions.

5.9.3. Review system change requests from internal customers to assess need and impact and recommend follow on actions.

5.9.4. Compose correspondence explaining system requirements as directed.

5.9.5. Recommends modifications and improvements to automated systems.

5.9.6. Prepare assigned segments of reports and charts to document performance, adverse trends, metrics, and performance.

5.9.7. Coordinates system changes with representatives of other organizations.

5.9.8. Executes a variety of database utility functions and supports updates to manuals, processes, and procedures documents.

5.10 Communication Equipment Repair/Inspector Support:

5.10.1 Test and diagnose problems in the EKMS PEI, identify any malfunctions, and perform minor repairs at the echelon of organizational level maintenance

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

5.10.3 Perform acceptance receipt, Care-of-Supplies-in-Storage (COSIS, and prep-or-shipment inspections on EKMS PEI's).

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

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

ESTIMATED WORKLOAD DATA

Table 1

PERSONNEL	BASE YEAR	Labor Hours	OPTION YEAR I	Labor Hours
SITE MANAGER	1	1920	1	1920
SUPPLY TECHNICIAN	8	15360	8	15360
MATERIAL HANDLER	18	34560	18	34560
PRODUCTION CONTROLLER	3	5760	3	5760
HEAVY MOBILE EQUIP MECHANIC	4	7680	4	7680
HEAVY MOBILE EQUIP OPERATOR	4	7680	4	5760
HEAVY MOBILE EQUIP INSPECTOR	3	5760	3	5760
QA SPECIALIST JR	1	1920	1	1920
ENVIRONMENTAL PROTECTION SPECIALIST	2	3840	2	3840
SYSTEMS ANALYST	1	1920	1	1920
COMMUNICATIONS REPARIMAN /INSPECTOR	2	3840	2	3840
TOTAL	47	90240	47	90240

Surge Requirement

Table 2

PERSONNEL	BASE YEAR	OPTION YEAR 1	OPTION YEAR 2
SUPPLY TECHNICIAN	2	2	2
HEAVY MOBILE EQUIP MECHANIC			
TOTAL	2	2	2
	4	4	4

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	Logistic Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.2.5	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
5.3	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
5.3.1.2	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
5.4	Equipment Operator/Movement Safety	Operate and maintain equipment in a safe manner.	Less than 5 man days lost due to accidents every 6 months	Random Sampling

5.5	Heavy Mobile Equipment Repair 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
5.6	Heavy Mobile Equipment Technical Inspection Support	Perform LTIs on PEI's	98% of storage actions processed on time	Random Sampling
5.7	Quality Assurance Support	Perform Quality Assurance actions IAW applicable DOD, organizational directives, regulations.	98 % of Quality Assurance actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.8	Environmental Program Support	Provide Environmental Program Support IAW with applicable DOD, Navy, Marine Corps, State and Local directives and regulations.	100% Compliant with all applicable DOD, Navy, Marine Corps, State and Local directives and regulations.	Random Sampling
5.9	Systems Analysis	Accuracy of data and timelines of input.	2 or less informational errors in document or brief	Random sampling
5.10	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

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

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

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

National Environmental Policy Act (NEPA)

Clean Air Act

Clean Water Act

Pollution Prevention Act

Toxic Substance Control Act.

Table 1

Billet	Security Clearance	CAC	OSHA ForkLift Certification 25000 lb	OSHA ForkLift Certification 10000 lb	OSHA Forklift Certification 6000 lb	US Government Motor Vehicle Operator's License	Ability to Manually Lift 50 lb
Site Manager	X	X					
Supply Technician	X *	X					
Materials Handler	X *	X		X	X	X	X
Production Controller		X				X	
Heavy Mobile Equipment Mechanic		X	X			X	X
Heavy Mobile Equipment Operator		X	X			X	X
Heavy Mobile Equipment Inspector		X	X			X	X
QA Specialist Jr		X	X			X	
Environmental Protection Specialist		X					
Systems Analyst		X					
Communications Repairman/Inspector	X*	X					

- Asterisks denotes only required for personnel working within the security warehouse

**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)
DISTRIBUTION MANAGEMENT CENTER
CARE OF SUPPLIES IN STORAGE BARSTOW**

TABLE OF CONTENTS

1 INTRODUCTION.....

 1.1 Purpose.....

 1.2 Performance Management Approach.....

 1.3 Performance Management Strategy.....

2 ROLES AND RESPONSIBILITIES.....

 2.1 The Contracting Officer

 2.2 Focal Point (FP):

 2.3 Assessing Official (AO)

 2.4 CPAR Reviewing Official (RO).....

3 IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS.....

4 QUALITY ASSURANCE DOCUMENTATION.....

 4.1 The Performance Management Feedback Loop.....

 4.2 Monitoring System.....

5 ANALYSIS OF QUALITY ASSURANCE ASSESSMENT.....

 5.1 Determining Performance

 5.2 Reviews and Resolution

6 PERFORMANCE STANDARDS.....
ENCLOSURE 1: PERFORMANCE STANDARDS

1. INTRODUCTION

In accordance with FAR 46.4 and DFARS 237.172, this QASP is pursuant to the requirements listed in the Performance Work Statement (PWS) entitled Care of Supplies in Storage, Barstow. This plan sets forth the procedures and guidelines that will be used in ensuring the required performance standards or services levels are achieved by the contractor.

1.1 Purpose

1.1.1 The QASP describes the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards/quality levels identified in the PWS and, if applicable, the contractor’s quality control plan (QCP), and to ensure that the government pays only for the level of services received.

1.1.2 This QASP defines the roles and responsibilities, identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor’s performance, describes quality assurance documentation requirements, and describes the analysis of quality assurance monitoring results.

1.2 Performance Management Approach

1.2.1 The PWS structures the acquisition around “what” service or quality level is required, as opposed to “how” the contractor should perform the work (i.e., results, not compliance). This QASP will define the performance management approach taken to monitor and manage the contractor’s performance to ensure the expected outcomes or performance objectives communicated in the PWS are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessment. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes for the project are being achieved by the contractor.

1.2.2 Performance management represents a significant shift from the more traditional quality assurance (QA) concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent. This approach migrates away from scrutiny of compliance with the processes and practices used to achieve the outcome. A performance-based approach enables the contractor to play a large role in how the work is performed, as long as the proposed processes are within the stated constraints. The only exceptions to process reviews are those required by law (federal, state, and local) and compelling business situations, such as safety and health. A “results” focus provides the contractor flexibility to continuously improve and innovate over the course of the contract/delivery order as long as the critical outcomes expected are being achieved and/or the desired performance levels are met.

1.3 Performance Management Strategy

1.3.1 The contractor is responsible for the quality of all work performed. The contractor measures that quality through the contractor's own quality control plan (QCP). Quality control is work output, not workers, and therefore includes all work performed under this contract/delivery order regardless of whether the work is performed by contractor employees or by subcontractors. The contractor's QCP will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the PWS. The contractor will develop and implement a performance management system with processes to assess and report its performance to the designated government representative. This QASP enables the government to take advantage of the contractor's QCP.

1.3.2 The government representative(s) will assess performance using Contractor Performance Assessment Reporting System (CPARS) to determine how the contractor is performing against communicated performance objectives. The CPAR assesses a contractor's performance, both positive and negative, and provides a record on a given contract during a specified period of time. More information pertaining to CPARS can be found at:

<http://www.cpars.csd.disa.mil/cparsfiles/pdfs/DoD-CPARS-Guide.pdf>

Each assessment will be based on objective data (or measurable, subjective data when objective data is not available) supportable by program and contract management data. CPAR performance expectations will be addressed in the Government and contractor's initial postaward meeting. Potential sources of data may include, but are not limited to, the following:

- Contractor operations reviews
- Status and progress reviews
- Production and management reviews
- Management and engineering process reviews (e.g. risk management, requirements management, etc.)
- Cost performance reports and other cost and schedule metrics
- Other program measures and metrics such as:
 - Measures of progress and status of critical resources
 - Measures of product size and stability
 - Measures of product quality and process performance
 - Customer feedback/comments and satisfaction ratings
- Systems engineering and other technical progress reviews
- Technical interchange meetings
- Physical and functional configuration audits
- Quality reviews and quality assurance evaluations
- Functional performance evaluations
- Subcontract Reports

2. ROLES AND RESPONSIBILITIES

2.1 The Contracting Officer

The contracting officer (KO) is responsible for monitoring contract/delivery order compliance,

contract/delivery order administration, and cost control and for resolving any differences between the observations documented by the Contracting Officer Representative (COR) and the contractor. The KO will designate one full-time COR as the government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the contractor's performance, and must be identified and designated by the KO.

2.2 Focal Point (FP):

The FP is responsible for:

- (1) Ensuring all new contracts that exceed the threshold criteria are registered in CPARS
- (2) Collection, distribution and control of CPARS
- (3) Assisting the Assessing Official with
 - a. Training
 - b. Timely reporting
 - c. High integrity of program
- (4) Providing access to the CPARS AIS for authorized individuals on specific contracts

2.3 Assessing Official (AO)

The COR is designated in writing by the KO to act as his or her authorized representative to assist in administering a contract/delivery order. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the government's behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the KO for action. The COR will act as the AO and will have the responsibility for preparing and processing the CPAR. CORs are encouraged to discuss contract performance with the contractor during the performance period and CPAR process. Government surveillance may occur under the inspection of services clause for any service relating to the contract/delivery order. The AO's responsibilities include:

- 1) Overall responsibility for execution and achievement of program goals
- 2) Evaluation of contractor performance including the rating and required narrative to support the rating.
- 3) Preparation of documentation and assessment ensuring input from specialists and team members, when appropriate
- 4) Preparing and signing transmittal letters
- 5) Notifying the contractor that a CPARS is ready for review
- 6) Entering, modifying and finalizing information in Blocks 1-21, when necessary
- 7) Notifying contractor of any revisions based on contractor comments
 - a. Forwarding evaluations to the RO which are in disagreement or when requested by the contractor or when the contractor fails to respond to the assessment, or, in the alternative

2.4 CPAR Reviewing Official (RO)

The RO is a person responsible for:

- (1) Providing checks and balances needed to ensure report integrity
- (2) Consideration and reconciliation, if possible, of any significant discrepancies between the AO's evaluation and the contractor's comments

3. IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS

The required performance standards and quality levels are included in the PWS and in this document as Enclosure 1, "Performance Standards". They are structured to allow the contractor to manage how the work is performed. If the contractor meets the required service or performance level, the contractor will receive positive CPARS ratings. If the contractor fails to meet the required performance level, the result will be negative CPARS ratings.

4. QUALITY ASSURANCE DOCUMENTATION

4.1 The Performance Management Feedback Loop

The performance management feedback loop begins with the communication of expected outcomes. Performance standards and performance monitoring techniques are expressed in Enclosure 1.

4.2 Monitoring System

The government's QA surveillance, accomplished by the AO, will be reported using CPARS. CPARS evaluations shall be conducted on an annual basis.

5. ANALYSIS OF QUALITY ASSURANCE ASSESSMENT

5.1 Determining Performance

5.1.1 Government shall use the monitoring methods cited to determine whether the performance standards and AQLs have been met. If the contractor has not met the minimum requirements the contractor will receive a negative CPARS review.

5.2 Reviews and Resolution

5.2.1 Upon AO review and signature of the CPAR by the AO the contractor will be notified and given the opportunity to review and comment to indicate concurrence/non-concurrence. If the contractor does not concur the RO shall resolve significant discrepancies between the AO's evaluation and the contractor's comments.

6. PERFORMANCE STANDARDS

Enclosure 1 provides standards that will be used to measure contractor performance. The contractor performance will be measured on an annual basis by the AO and depending upon performance, the contractor will receive either a positive or negative CPARS rating. CPARS ratings are used for future source selection evaluations.

ENCLOSURE 1: PERFORMANCE STANDARDS

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	Logistic Support	Perform IAW applicable DOD, organizational directives, regulations.	98 % of Logistics actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.2.5	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
5.3	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
5.3.1.2	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
5.4	Equipment Operator/Movement Safety	Operate and maintain equipment in a safe manner.	Less than 5 man days lost due to accidents every 6 months	Random Sampling
5.5	Heavy Mobile Equipment Repair 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
5.6	Heavy Mobile Equipment Technical Inspection Support	Perform LTIs on PEI's	98% of storage actions processed on time	Random Sampling

5.7	Quality Assurance Support	Perform Quality Assurance actions IAW applicable DOD, organizational directives, regulations.	98 % of Quality Assurance actions processed IAW applicable DOD, organizational directives, regulations.	Random Sampling
5.8	Environmental Program Support	Provide Environmental Program Support IAW with applicable DOD, Navy, Marine Corps, State and Local directives and regulations.	100% Compliant with all applicable DOD, Navy, Marine Corps, State and Local directives and regulations.	Random Sampling
5.9	Systems Analysis	Accuracy of data and timelines of input.	2 or less informational errors in document or brief	Random sampling
5.10	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