

Department of Defense Information Analysis Centers (DoD IAC)

Multiple Award Contract *Ordering Guide*

This ordering guide sets forth the procedures for issuing task orders against the IAC MAC contract to fulfill 'Requiring Activities' (RA) R&D requirements.

DOD INFORMATION ANALYSIS CENTERS (DOD IAC)

Director - Mr. Thomas C. Gillespie - 571-448-9718 - thomas.c.gillespie.civ@mail.mil

Deputy director - Mr. Brent J. Ishizaki - 571-448-9721 - brent.j.ishizaki.civ@mail.mil

IAC MAC Program Analyst/Contracting Officers' Representatives (COR) by Service Supported:

Army - Ms. Jennifer Heddings - 571-448-9751 - jennifer.j.heddings.civ@mail.mil

USMC/Other - Ms. Patricia Coulter - 571-448-9606 - patricia.s.coulter4.civ@mail.mil

Navy - Ms. Melinda Rozga-Moore - 571-448-9611 - melinda.l.rozga-moore.civ@mail.mil

Air Force - Ms. Patricia Coulter - 571-448-9606 - patricia.s.coulter4.civ@mail.mil

Customer Support Cell (CSC)
dtic.belvoir.iac.mbx.CSC@mail.mil

Financial Management Cell (FMC)
dtic.belvoir.rm.mbx.IAC-MIPR@mail.mil

AIR FORCE INSTALLATION CONTRACTING ACTIVITY (AFICA/KD)

Contracting Director - Mr. Jared Dostal - 402-232-5319 - jared.dostal@us.af.mil

IAC MAC (Overarching IDIQ) - Mr. Stanley F. Stearns - **Contracting Officer** IACMAC@us.af.mil

IAC MAC Contracting Officers by Service Supported:

Army - Mr. Brian Stricker - **Contracting Officer** - 402-232-7468 - jeffrey.study.1@us.af.mil

USMC/Other - Mr. Stanley Stearns - **Contracting Officer** - 402-294-4711 - stanley.stearns@us.af.mil

Navy - Mr. Alan Brady - **Contracting Officer** - 402-232-8658 - alan.brady@us.af.mil

Air Force - Mr. Jeff Study - **Contracting Officer** - 402-294-8668 - jeffrey.study.1@us.af.mil

AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER (AFIMSC/SB)

Director, SB Programs office - Ms. Mary Urey-Streeper - 210-395-8907 - mary.urey@us.af.mil

SB Specialist - Ms. Candice Charlton - 937-257-2602 - candice.charlton@us.af.mil

TABLE OF CONTENTS

DoD IAC Background	4
IAC MAC Introduction.....	4
Contract Task Order Features	4
Benefits	5
Customer Shared Direct Cost (CSDC).....	5
Contract Type.....	5
IAC MAC Objectives	6
IAC MAC Technical Scope	6
Breath of Support and Representative Tasks	6
Representative Tasks:	7
Services Not Allowed on IAC MAC Task Orders.....	8
IAC MAC Technical Focus Areas, Domains, And Award Pools	9
Technical Focus Areas	9
Domains	9
Award Pools.....	10
Roles and Responsibilities	11
DoD IAC PMO	11
Contracting Ordering Office	13
Requiring Activity (RA):	13
Alternate Contracting Officer’s Representative (ACOR)	14
Fair Opportunity Ordering Procedures	15
General.....	15
Procedures.....	15
EXHIBIT A: Task Order Award Process	19
EXHIBIT B: Preferred Use Memo	20

DoD IAC BACKGROUND

The Department of Defense Information Analysis Centers (DoD IAC) operate in accordance with (IAW) DoD Manual 3200.14 Volume 1¹. Its mission is chartered by the Under Secretary of Defense for Research and Engineering (USD (R&E)) and sponsored by the Defense Technical Information Center (DTIC). The DoD IAC provides expert research and analysis services through integrated Scientific and Technical Information (STI) development and dissemination, studies and analysis, and other unique scientific and technical activities to advance DoD's warfighting capabilities.

The mission of the DoD IAC is to collect, analyze, synthesize, produce, and disseminate STI to DoD and Federal Government users. STI is defined as communicable knowledge or information resulting from or about the conduct and management of scientific and engineering efforts. STI is used and reused by administrators, managers, scientists, and stakeholders engaged in scientific and technical efforts, and is the basic intellectual resource for, and result of, such efforts. It is the scientific and technological policies and priorities of the Secretary of Defense (SECDEF) which drive the focus of the DoD IAC's enterprise. The DoD IAC builds upon the foundational knowledge captured in the production of STI and applies it to operational research in support of the Science & Technology (S&T) community and USD R&E's strategic imperatives.

IAC MAC INTRODUCTION

The Information Analysis Center Multiple Award Contract (IAC MAC) is a \$28B multiple award, indefinite delivery/indefinite quantity (IDIQ) contract vehicle with a nine year ordering period, centralized ordering, fully-assisted requirements package development support services provided by the Customer Support Cell (CSC), and a low Customer Shared Direct Cost (CSDC). All IAC MAC contractors are pre-vetted with extensive experience covering the broad technical scope of the IAC MAC. Task Orders (TO) placed on the IAC MAC contract follow FAR 16.505 -- Ordering.

CONTRACT TASK ORDER FEATURES

- Provides agile and scalable contracting services that are fast, flexible, and low cost
- Allows incremental funding for severable orders
- Provides up to a five year (60 month) period of performance
- Requires no minimum or maximum ceiling
- Allows for all contract types, including hybrids (i.e., CPFF, FFP, FFP-LOE)
- Accommodates Classified and Unclassified services (up to Top Secret, compartmented and collateral)
- Accommodates CONUS and OCONUS requirements (including in-theater and contingency operations areas)
- Complies with Federal Government law and regulation compliance regarding small business contracting
- Utilizes a primarily Tradeoff/Best Value method for source selection
- Provides flexible terms to allow adding new teaming partners at the TO level

¹ The DoD IAC operates in accordance with (IAW) DoD Manual 3200.14 Volume 1, "Principles and Operational Parameters of the DoD Scientific and Technical Information Program: General Processes", Nov 17 (Change 1); and DoD Manual 3200.14 Volume 2, "Principles and Operational Parameters of the DoD Scientific and Technical Information Program: Information Analysis Centers (IAC)," Nov 17 (Change 1).

BENEFITS

- Available to DoD and U.S. Government agencies at all levels (i.e., Federal, State, and Local)
- Provides fully-assisted requirements package development support services
- Leverages Scientific and Technical Information (STI) available via the DTIC Online R&E Gateway database
- Designated as the preferred vehicle for DoD R&D requirements within its scope (See Exhibit B: Office of the Under Secretary of Defense Preferred Use Letter)
- Utilizes an Interservice Support Agreement (DD Form 1144) or Interagency Agreement (IAA) General Terms and Conditions (GT&C) Section (FS Form 7600A) to satisfy the requirement for a support agreement

CUSTOMER SHARED DIRECT COST (CSDC)

All customers who use the IAC MAC pay CSDC. The CSDC funds the IAC Program and is reviewed annually by OSD IAC Reimbursable Review Board (IRRB) and published on the main page of the DoDIAC website. An interagency agreement between DTIC and the customer (Requiring Activity) establishes an estimate of the total CSDC anticipated for a TO. Funds to cover the CSDC must be included in the customer's funding document (MIPR or 7600B). The most current CSDC rate is found on the main-page of <https://DoDIAC.dtic.mil> website. Table 1 below reflects recent historical values of CSDC.

Table 1	
Year (FY)	CSDC (%)
2014	1.20
2015	1.10
2016	1.50
2017	1.52
2018	1.20
2019	1.00
AVERAGE	1.25

Table 1: Historical Values of CSDC

CONTRACT TYPE

The IAC MAC is an IDIQ contract, designed for performance-based contracting. The awarded TOs are predominantly Cost Plus Fixed Fee (CPFF) due to the type of work required; however there may be requirements that result in Firm Fixed Price (FFP) or Firm Fixed Price Level-of-Effort (FFP LOE) TOs.

IAC MAC OBJECTIVES

- Provide for the rapid, efficient, and low-cost acquisition of the full range of R&D services for the DoD research and acquisition community using industry leaders in their fields.
- Draw from and build on the existing DoD technical knowledge base held by DTIC and in turn add to that knowledge base through the development and delivery of STI resulting from R&D and other R&D-related analytical services.
- Conduct and/or support a wide range of studies, evaluations, and analysis of methods to address the DoD's most pressing technological challenges;

IAC MAC TECHNICAL SCOPE

The broad technical scope described herein includes all RDT&E services and other R&D-related analytical services. These services may support all aspects of identified or potential military, national security-related, and dual use applications of related technologies and methods, as well as the development of tools and techniques that enhance the mission of the DoD Research and Engineering community. TOs can be multi-million dollar efforts, may involve multi-year performance, may involve work for other than DoD customers, may be performed at multiple worldwide locations (to include performance outside the United States), may require Top Secret facility clearance, and may require personnel clearances up to Top Secret (compartmented and collateral). TOs are not Government-staff augmentation support services. The magnitude of research and analysis is above and beyond that provided by the Basic Centers of Operation.

Specific examples of the types of support and tasks the contractor may perform under TOs are listed below. This list is not all inclusive but representative of typical TOs tasks. Each TO may require one or more tasks. All TOs must be for the primary purpose of analysis or development that will generate STI. Routine "operational" type services may only be included in a TO if they are incidental to, and necessary for, completion of related scientific and technical analysis or developmental efforts that will generate STI.

BREATH OF SUPPORT AND REPRESENTATIVE TASKS

BREADTH OF SUPPORT. The technical scope and representative tasks of the IAC MAC includes work necessary for the following basic and applied research; Research, Development, Test & Evaluation (RDT&E) services; other R&D-related analytical services; and development of doctrine, tactics or plans. RDT&E services are described in table 2 below and are used for the primary purpose of advancing scientific and technical knowledge or applying that knowledge to the extent necessary to achieve agency and national goals. Other R&D-related analytical services may constitute scientific, engineering, studies, research and other technical advisory services incidental to a significant component of an R&D effort that is analytical in nature and results in STI.

Table 2	
<u>BUDGET ACTIVITY</u>	<u>SERVICE CATEGORY</u>
BA 1	Basic Research
BA 2	Applied Research
BA 3	Advanced Technology Development (ATD)
BA 4	Advanced Component Development and Prototypes (ACD&P)
BA 5	System Development and Demonstration (SDD)
BA 6	RDT&E Management Support
BA 7	Operational System Development

Table 2: RDT&E SERVICES CATEGORIES (Per DFARS 235.001 "Research and development" means those efforts described by the seven RDT&E budget activity definitions found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 2B, Chapter 5, Section 050105)

REPRESENTATIVE TASKS:

TECHNICAL DEVELOPMENT. Developing, improving and/or modifying designs, standards, specifications, networks, materials, methods, solutions, models, databases, prototypes, organisms, components, applications, systems, tools, configurations, discoveries, assemblies, surveys, configurations, agents, formulas, practices, processes, or other technologies, i.e., providing engineering and technical support on physical, biological, organizational, or information technology resources. This may include laboratory or field work.

EVALUATION. Analyzing, demonstrating, reviewing, evaluating, validating, or testing of designs, standards, specifications, networks, materials, methods, solutions, models, databases, prototypes, organisms, components, applications, systems, tools, configurations, discoveries, assemblies, surveys, configurations, agents, formulas, practices, processes or other technologies, i.e., providing engineering and technical support on physical, biological, organizational, or information technology resources.

PLANS AND FRAMEWORKS. Developing and/or modifying plans, architectures, frameworks, protocols, tactics, policies, procedures, manuals, guides or strategies.

IMPLEMENTATION. Transitioning, integrating, upgrading, deploying, installing or otherwise implementing: designs, standards, specifications, networks, materials, methods, solutions, models, databases, prototypes, organisms, components, applications, systems, tools, configurations, discoveries, assemblies, surveys, configurations, agents, formulas, practices, processes or other technologies, i.e., providing engineering and technical support on physical, biological, organizational, or information technology resources.

RESEARCH AND ANALYSES. Performing and documenting assessments, analyses, studies, reports, reviews, estimates, surveys or investigations.

TRAINING (NON-ROUTINE). Developing, delivering, conducting and/or facilitating education, trainings, instructions, tutorials, briefings, presentations, exercises, workshops or formal courses on developmental, non-commercial methods, models, applications, systems, tools, configurations, or other technologies; including; surveys, processes, phenomena, incidents, events, trends or patterns. This does not "routine" stand-alone training or education. All training services and education provided in this scope area must include an analysis component and generate new STI. The training and education must be incidental to and an adjunct of the analysis task.

OPERATIONS AND SUPPORT DEVELOPMENTAL ANALYSIS. Providing analysis of operations and support activities. This includes analysis of systems (even those in the operational and support phase of their lifecycle) and processes, identification of potential improvements, and implementation of those improvements. This does not include routine operational and maintenance (O&M) services. All services provided in this scope area must include an analysis component and generate STI. For example, analysis of maintenance practices on a mature system and making recommendations for improvements would be considered in-scope, conducting maintenance activities using current, accepted methods would be out of scope.

GENERAL SUBJECT MATTER EXPERTISE. Providing subject matter expertise, consultation, recommendations, advice and other advisory support. This does not include providing purely staff augmentation services without an analysis and STI component. These services must have associated STI deliverable(s).

TECHNICAL CONFERENCES AND MEETINGS. Organizing, facilitating or participating in conferences, forums, symposia, events and meetings. All services provided in this scope area must include an analysis component. The conference/meeting support must be incidental to and an adjunct of the analysis task. The contractor shall be engaged in developing content for the conference/meeting and not just providing administrative hosting support. Contractor performance of this task area is subject to the requiring activity obtaining all required approvals for Contractor participation in the conference, in accordance with the TO PWS.

OTHER R&D OR OTHER R&D-RELATED ANALYTICAL SERVICES. Providing other R&D or other R&D-related analytical services, not elsewhere classified. Services included in this scope area must include an analysis component and shall not provide purely staff augmentation support without an analysis and STI component. These services must be for one or more of the types of services defined in the PWS, with associated STI deliverable(s).

SERVICES NOT ALLOWED ON IAC MAC TASK ORDERS

- Personal services as defined in FAR 37.104(a)
- Inherently governmental functions as defined in FAR 7.503(a)
- Services that are outside the scope of the IAC MAC basic contract

IAC MAC TECHNICAL FOCUS AREAS, DOMAINS, AND AWARD POOLS

TECHNICAL FOCUS AREAS

The DoD IAC established 22 Technical Focus Areas (TFAs) critical to the needs of the DoD and greater S&T community. Weapons Systems; Autonomous Systems; Survivability & Vulnerability; Reliability, Maintainability, Quality, Supportability, & Interoperability (RMQSI); Advanced Materials; Military Sensing; Energetics; Directed Energy; Non-Lethal Weapons and Info Operations; Command, Control, Communications, Computers, Intelligence, Surveillance, & Reconnaissance (C4ISR); Cyber-Security; Software and Data Analysis; Modeling & Simulation; Knowledge Management and Info Sharing; Homeland Security & Defense; Critical Infrastructure Protection; Weapons of Mass Destruction; Biometrics; Medical; Cultural Studies; Alternative Energy; CBRN Defense (Non Laboratories); and CBRN Defense (CBRN Laboratories).

DOMAINS

Each TFA is mapped to one of three corresponding IAC MAC domains: Defense Systems, Cyber-Security and Information Systems, and Homeland Defense & Security. Table 3 below shows the relationship between the 22 TFAs, the IAC domains, and the award pools.

The function of each BCO is to perform the core services of their assigned domain. Core services include: collecting information, maintaining and growing an IAC knowledge repository, maintaining a presence in the technical community, responding to technical inquiries, and submitting STI to the Enterprise Content Management System (ECMS) (i.e., the DoD IAC's online STI database). The IAC MAC contractors, through TO execution, perform services of the IAC above and beyond those services provided by the BCOs.

Technical Focus Areas	IAC Domain
Weapons Systems	Defense Systems
Autonomous Systems	Defense Systems
Survivability & Vulnerability	Defense Systems
RMQSI	Defense Systems
Advanced Materials	Defense Systems
Military Sensing	Defense Systems
Energetics	Defense Systems
Directed Energy	Defense Systems
Non-Lethal Weapons and Info Operations	Defense Systems
C4ISR	Defense Systems
Cyber-Security	Cyber Security and Info Systems
Software and Data Analysis	Cyber Security and Info Systems
Modeling & Simulation	Cyber Security and Info Systems
Knowledge Management and Info Sharing	Cyber Security and Info Systems
Homeland Security & Defense	Homeland Defense and Security
Critical Infrastructure Protection	Homeland Defense and Security
Weapons of Mass Destruction	Homeland Defense and Security
Biometrics	Homeland Defense and Security
Medical	Homeland Defense and Security
Cultural Studies	Homeland Defense and Security
Alternative Energy	Homeland Defense and Security
CBRN Defense	Homeland Defense and Security

Table 3: Relationship between the TFAs and IAC domains

AWARD POOLS

All contractors awarded a contract under the IAC MAC will be given a fair opportunity to compete for TOs issued in their respective Pool unless the TO is exempt from fair opportunity competition in accordance with FAR 16.505(b) and DFARS 216.505.

The IAC MAC's scope covers the 22 TFAs through three separate Award Pools.

- **Pools 1 and 2:** cover all TFAs except Chemical, Biological, Radiological & Nuclear (CBRN) Defense efforts that require a CBRN Laboratory or facility
- **Pool 3:** covers requirements that encompasses the use of a CBRN Laboratory or facility

POOL 1 – UNRESTRICTED/FULL AND OPEN COMPETITION

TOs valued above \$15M will be competed under Pool 1 and are full and open competition without consideration for small business set-asides.

TOs competed among Pool 1 contractors may include CBRN Defense requirements but will not include a requirement for a CBRN Laboratory or facility.

POOL 2 - PARTIAL SMALL BUSINESS SET-ASIDE

All contractors in this Pool are small businesses

TOs valued at or under \$15M will be competed under Pool 2 and are set-aside for exclusive small business competition. However, there are no set-asides for any small business socio-economic program sub-categories (such as service-disabled veteran-owned, or woman-owned) even if there are two or more such small businesses likely to submit acceptable, reasonably priced offers for TOs released in this Pool.

A Pool 2 contractor that changes its size status to large business, as a result of the representation process described at FAR 19.301-2, will not be off-ramped, though their contract awards will no longer count towards small business quotas.

TOs competed among Pool 2 contractors may include CBRN requirements but will not include a requirement for CBRN Laboratory or facility.

POOL 3 - UNRESTRICTED/FULL AND OPEN COMPETITION CBRN DEFENSE – CBRN LABORATORIES

TOs competed among Pool 3 contractors must include a CBRN task that requires the use of a CBRN Laboratory or facility, but may also include non-CBRN focus areas that predominately support the CBRN effort. The TO shall specify the requirement for use of a CBRN Laboratory or facility.

ROLES AND RESPONSIBILITIES

DoD IAC PMO

The DoD IAC PMO has responsibility for all aspects of IAC acquisitions and ensures DoD policies and processes are applied consistently throughout the lifecycle of the IAC MAC and each TO. The DoD IAC assists customers from the DoD, other Federal agencies, academia, and other R&D entities in defining and analyzing requirements for award on, and execution through, the IAC MAC. The PMO, through In-Progress Reviews (IPRs) and other venues, ensures that the work being performed by IAC MAC contractors is in accordance with current DoD policies and processes and the scope defined in the IAC MAC Basic Contract.

The DoD IAC PMO offers four levels of support and management: Program Analysts and CORs (for the basic contract only), the Customer Support Cell (CSC), the Financial Management Cell (FMC), and the post-award Surveillance Team. These services are funded through the CSDC.

PROGRAM ANALYST/COR

- Provide data management and analysis for ongoing task orders
- Use data sources to identify programmatic needs
- Participate in strategic planning with regards to DoD IAC contract vehicle/scope development
- Assist with program assessments ensuring programmatic goals are well documented
- Perform data validation and quality control checks to ensure adherence contract
- Identify opportunities to implement socio-economic business concerns.
- Identify any required waivers or deviations.
- Generates and distributes the Advanced Planning Matrix (APM) for upcoming IAC MAC TOs
- Assists in making initial scope determinations for new TOs before acceptance by the DoD IAC Director/Deputy Director
- Creates and routes TO Interagency Agreements (DD1144s or 7600A for signature based on inputs from DTIC and the RA
- Troubleshoots pre-award issues with the CSC and Contracting Office
- Participates in pre-award joint reviews and post-award orientation meetings
- Receives, tracks, inspects, and accepts contractor submissions of contract-level deliverables
- Ensures contractor adherence to PMO TO-related Standard Operating Procedures
- Performs overall oversight, surveillance, and documentation of contractor performance, leads the evaluation of contractor performance in Contractor's Performance Assessment Reporting System (CPARS), and serves as liaison with the Contracting Office on contract-level matters
- Maintains the master list and tracks all TOs issued against the contract.
- Maintains the DoD IAC's electronic files of contracts, contract modifications, TOs, and TO modifications received from the Contracting Office
- Receives and responds to contractor correspondence, and coordinates with the Contracting Office as necessary
- Works with the contractor, RA/ACOR, and Contracting Office to resolve issues
- Works with RA/ACOR on matters related to TO Program Management (e.g., funding, options, deliverables, closeout, etc.)

CUSTOMER SUPPORT CELL (CSC)

- Performs new customer outreach/tracking
- Serves as pre-award liaison and resource to potential and current RAs for planning and preparing a requirements package
- Assists RAs with the preparation of all documents and other information needed for a complete requirement package (PWS, Independent Government Cost Estimate (IGCE), Labor Basis of Estimate (LBoE), DD254, 7600A/DD1144, Note to Buyers (NTB), ACOR Nomination Letter, Evaluation Plan, Streamline Acquisition Strategy Summary (SASS), Quality Assurance Surveillance Plan (QASP), etc.)
- Tracks pre-award TOs through the development process to inform the PMO and Contracting Office of adherence to the estimated timeline and uploads TO-related information into the DoD IAC Requirements Management System (RMS)
- Assists the RA in responding to industry questions in response to the draft and Fair Opportunity Proposal Request (FOPR) release of requirements
- Coordinates with the Contracting Office, COR, and RA to schedule and participate in pre-award reviews and other steps needed to finalize the requirements package prior to FOPR release
- Monitors TOs post-award to inform RA when they are nearing their ceiling or end of performance period so a follow-on TO can be initiated, if desired
- Receives and responds to inquiries received through the IAC CSC mailbox: dtic.belvoir.iac.mbx.csc@mail.com

FINANCIAL MANAGEMENT CELL (FMC)

- Receives and reviews RA/ACOR TO funding commitments (i.e., MIPRs or 7600Bs).
- Verifies that funding documents adhere to the DoD IAC Standard Operating Procedures (SOP), contractual, FAR/DFARS, and DoD Financial Management Regulations requirements
- Accepts compliant funding documents and inputs into the DTIC financial accounting system
- Commits and obligates funding for commitments citing reimbursable funding
- Generates revenue for earned reimbursements and provides oversight on Defense Finance and Accounting Service (DFAS) accounts receivable invoices and collections through the Intra-Governmental Payment and Collection (IPAC) system
- Bills CSDC within one month of acceptance
- Forwards compliant funding documents to the contracting officer obligation on the TO award document (or modification)
- Maintains records of funding documents received and forwarded to the Contracting Office
- Assists the Contracting Office with processing de-commitments and de-obligations
- Receives and responds to customer/DFAS/contracting inquiries received through the IAC MIPR mailbox: dtic.belvoir.rm.mbx.iac-mipr@mail.mil

POST-AWARD SURVEILLANCE TEAM (SVT)

- Assess awarded Task Order for cost, schedule, and performance execution by examining, but not limited to, the following:
 - Rate of expended funds compared to period of performance
 - Quality/quantity of STI delivered to the government
 - Timeliness of contract deliverables

CONTRACTING ORDERING OFFICE

AIR FORCE INSTALLATION CONTRACTING AGENCY (AFICA/KD)

- Provides contractual oversight of the IAC MAC including all TOs it awards.
- Provides advice and guidance to contractors and RAs regarding contract scope, acquisition regulation requirements, and contracting policies
- Ensures compliance with contract terms and conditions
- Represents the CO's position at various contract-related and DoD IAC program meetings
- Appoints contract-level CORs and TO level ACORs
- Reviews each TO requirements package
- Prepares FOPRs
- Provides Evaluation Training to RA staff
- Receives and evaluates (in conjunction with RA) contractor proposals
- Leads source selection team and prepares award documentation
- Awards TO and obligates initial funding
- Administers TO post-award
- Coordinates with the CORs and ACORs to ensure inspection and acceptance of all TO services and deliverables.
- Executes TO modifications, including obligating incremental funding
- Performs TO closeout

REQUIRING ACTIVITY (RA):

- Defines performance-based requirements suitable for competition among contract holders and prepares complete TO requirements packages as guided by the CSC, COR and CO
- Nominates a qualified and trained ACOR (in accordance with DoD COR policies) and financial point of contact
- Notifies the IAC MAC contract level COR and CO if the ACOR can no longer perform their duties and nominates a qualified and trained replacement
- Funds the TO (i.e., committing funds) and certifies funds meet bona fide need, and are appropriate for the TO as per funding purpose, time, and amount
- May be asked to respond to industry questions on released FOPRs or draft FOPRs
- Identifies the technical proposal evaluation team responsible for the creation of technical evaluation documents
- Performs quality assurance, inspection and acceptance of TO-level contractor services and deliverables in accordance with the TO Quality Assurance Surveillance Plan (QASP)
- Ensures contractor compliance with TO requirements
- Monitors contractor expenditure of funds relative to the TO obligated funding and TO ceiling to prevent gaps in funding
- Provides technical support to DoD IAC COR and/or CO on TO issues
- Receives and approves STI deliverables from the contractor, approves the STI Report Documentation Page (SF298), and ensures uploading to DTIC Online by either returning the approved STI report to the contractor or uploading it directly
- Assists the CO in preparing necessary documentation for TO modifications, TO contract closeout, or other required TO post-award contract administration requirements

ALTERNATE CONTRACTING OFFICER'S REPRESENTATIVE (ACOR)

- Performs functions as delegated in writing by the Ordering Office CO and obtains ACOR refresher training in accordance with DoD COR policies necessary to maintain ACOR's qualifications (includes COR Training, Combatting Trafficking in Persons Training, and Ethics Training)
- Ensures contractor is not performing work that is out of scope, personal services, or inherently governmental
- Provides performance assessments on contractors, as stated in the QASP, to the IAC MAC COR for the purpose of drafting the annual CPARS report
- Provides technical support to DoD IAC COR and/or CO on TO issues
- Reviews and approves contractor invoices in Wide Area Workflow (WAWF) (for DoD RAs) or other TO payment office systems (for non DoD RAs)
- Brings any TO legal or contractual matters to the attention of the CO and COR
- Monitors contractor expenditure of funds relative to the TO obligated funding and TO ceiling to prevent gaps in funding
- Receives and reviews STI deliverables from the contractor
- May approve the STI Report Documentation Page (SF298) if delegated to do so by the RA
- Ensures uploading to DTIC Online by either returning the approved STI report to the contractor or uploading it directly
- Coordinates with other agencies/partners that wish to use/fund the RA's TO. Receives funding commitments from other sources, reviews them for adherence to IAC PMO funding requirements, and forwards them to IAC FMC team. Ensures services/deliverables performed for partners are in accordance with TO PWS requirements and do not depart from or expand on TO scope.
- Submits de-obligation requests to IAC FMC team
- Assists the CO in preparing necessary documentation for TO modifications, TO contract closeout, or other required TO post-award contract administration requirements

FAIR OPPORTUNITY ORDERING PROCEDURES

GENERAL

The IAC MAC ordering procedures are governed by FAR 16.505(b). These procedures are modeled after best value source selection procedures and principles in FAR Part 15, but are not governed by them as stated in 16.505(b)(1)(ii). These ordering procedures do not guarantee the issuance of any TO above the minimum guarantee(s) stated in FAR 52.216-19 of this contract. The IAC MAC ordering procedures will consist of the following (and is outlined in Exhibit A: Task Order Award Process):

- Requirement Review
- IAC MAC Pool Determination
- Fair Opportunity Proposal Request (FOPR) Issuance
- Proposal Submission
- Proposal Evaluations
- Best Value Determination
- TO Award

PROCEDURES.

REQUIREMENT REVIEW: The CO, with support from the COR and the CSC at the DoD IAC PMO, will conduct a review of the requirements package submitted by the RA. The requirements package typically consists of the following:

- Support Agreement (DD1144 or FS Form 7600A)
- Performance Work Statement (PWS)
- Independent Government Cost Estimate (IGCE)
- Notes to Buyer (NTB)
- DoD Contract Security Classification Specification (DD254), (if applicable)
- Evaluation Plan
- Quality Assurance Surveillance Plan (QASP)
- Labor Basis of Estimate (LBoE)
- Alternate Contracting Officer's Representative (ACOR) (ACOR) Nomination Letter
- Streamlined Acquisition Strategy Summary (SASS)
- Funding Document (Military Interdepartmental Purchase Request (MIPR) or FS Form 7600B)

IAC MAC POOL DETERMINATION: The applicable IAC MAC Pool will be selected based on the following:

Pool 1 – Unrestricted/Full and Open Competition

TOs valued above \$15M will be competed under Pool 1 and are full and open competition without consideration for small business set-asides.

TOs competed among Pool 1 contractors may include CBRN Defense requirements but will not include a requirement for a CBRN Laboratory or facility.

Pool 2 - Partial Small Business Set-Aside

All contractors in this Pool are small businesses

TOs valued at or under \$15M will be competed under Pool 2 and are set-aside for exclusive small business competition. However, there are no set-asides for any small business socio-economic program sub-categories (such as service-disabled veteran-owned or woman-owned) even if there are two or more such small businesses likely to submit acceptable, reasonably priced offers for TOs released in this Pool.

A Pool 2 contractor that changes its size status to large business, as a result of the representation process described at FAR 19.301-2, will not be off-ramped, though their contract awards will no longer count towards small business quotas.

TOs competed among Pool 2 contractors may include CBRN requirements but will not include a requirement for CBRN Laboratory or facility.

Pool 3 - Unrestricted/Full and Open Competition CBRN Defense – CBRN Laboratories

TOs competed among Pool 3 contractors must include a CBRN task that requires the use of a CBRN Laboratory or facility, but may also include non-CBRN focus areas that predominately support the CBRN effort. The TO shall specify the requirement for use of a CBRN Laboratory or facility.

FAIR OPPORTUNITY PROPOSAL REQUEST (FOPR) ISSUANCE:

Fair Opportunity. Pursuant to FAR 16.505(b)(1) and the procedures established herein, all IAC MAC awardees shall be provided a fair opportunity to be considered for each order in excess of the micro-purchase threshold, unless the CO determines that one of the exceptions cited at FAR 16.505(b)(2) applies. The CO will issue the FOPR based upon the IAC MAC Pool Determination.

Evaluation Criteria. The FOPR will specify the Fair Opportunity Proposal Preparation Instructions (FOPPI) and Evaluation Criteria that will be used for proposal evaluations and the best value determination. The Government may exercise broad discretion in establishing the evaluation criteria factors, subfactors, and elements, as well as establishing their relative order of importance. The CO will tailor the criteria to the particular requirement, but, at a minimum, IAC MAC FOPRs will consist of a Mission Capability Factor and a Cost/Price Factor.

Mission Capability. The Subfactors and Elements of the Mission Capability Factor will be consistent with the PWS requirements. They will relate to the most critical areas of importance to the mission of the RA. The Mission Capability Factor will contain approximately one to four Subfactors, and each Subfactor will contain approximately one to four Elements.

Technical Approach. This is a mandatory Subfactor that will evaluate the Offeror's approach to satisfy the most critical aspect(s) of the Government's PWS requirements. Elements within this Subfactor typically include any of the following:

Task-Specific Elements. Task-Specific Elements from the PWS considered to be the most mission critical, which will represent key discriminators during proposal evaluation regarding the Offeror's approach (e.g., methods, models, tools, processes, capabilities, etc.) to successfully accomplish PWS requirements.

Scenario(s). A scenario related to a mission critical aspect of the PWS that requires Offerors to provide their approach and/or solution towards performing the specific project or matter presented. Scenarios can give the Government a deeper insight into the Offeror's understanding of the requirement and the specific approach(es) that will be used to satisfy PWS requirements.

Management Approach. This can be a Subfactor, used as necessary in FOPRs, to evaluate the Offeror's approach to manage projects of varying size and complexity simultaneously; to evaluate their ability to hire, train, and, retain qualified personnel; or to evaluate the Offeror's approach to other unique management challenges associated with satisfying the PWS requirements. Examples of Elements within this Subfactor can include transition-in activities, continuous process improvement, management of complex Government Furnished Property (GFP), management and oversight of geographically dispersed activities, etc.

Basis of Estimate (BOE). The BOE is mandatory. It can be a separate standalone Subfactor or an Element of the Technical Approach. The BOE is typically comprised of two components: Labor Basis and Task Narrative.

Labor Basis. This component requires each Offeror to identify specific aspects of the proposed personnel that will perform each PWS task, such as labor categories, knowledge and/or skill set, experience and/or education level, certifications, security clearance level, hours per year, and Full Time Equivalents (FTE).

Task Narrative. This component requires each Offeror to describe their approach (i.e. methods, models, tools, processes, etc.) to successfully accomplish all PWS requirements.

Cost/Price. The Government will consider cost/price as one of the Factors in the selection decision for each task order. The Government will evaluate the proposed cost to determine a fair and reasonable price. The Government will consider cost realism as applicable.

PROPOSAL SUBMISSION:

Unless specified in the FOPR, Offerors will typically be provided 30 calendar days to submit a proposal.

PROPOSAL EVALUATIONS:

- Upon receipt of the proposals, the Technical Evaluators will evaluate proposals against the Factors and Subfactors specified in the FOPR. Typically FOPRs will advise that the Government intends to make award without conducting interchanges. However, the Government may engage in interchanges with one or more Offerors. When interchanges are conducted, participating Offerors may or may not be given an opportunity to revise their initial proposal to reflect any changes that result from the interchanges. The CO and Technical Representatives will review and make an integrated evaluation of the proposal(s).
- If only one offer is received, the Government will not perform a best value evaluation of the proposal, but rather evaluate the Offeror's proposed Mission Capability for technical acceptability, evaluate the proposed cost to determine a fair and reasonable price, and may negotiate with the sole Offeror.

BEST VALUE DETERMINATION:

The Government will make a best value determination based on one of the following:

Tradeoff: Described in FAR 15.101-1. This process allows for a tradeoff between non-cost factors and cost/price, allowing the Government to accept other than the lowest priced proposal or other than the highest technically rated proposal to achieve an overall best-value contract award. For the purposes of these ordering procedures, non-cost factors will be significantly more important than cost/price.

Lowest Price Technically Acceptable (LPTA): Described in FAR 15.101-2. The LPTA process is appropriate when best value is expected to result from selection of a technically acceptable proposal with the lowest evaluated price. Evaluation criteria are of a pass/fail nature.

TO AWARD:

Upon selection of the successful Offeror that represents the best value to the Government, or completion of negotiations with a single Offeror, the CO will award a TO. At the time of award any unsuccessful offerors will also be notified. A TO may include a period of performance up to but not exceeding a total of 60 months in duration.

EXHIBIT A: TASK ORDER AWARD PROCESS

Task Order Process

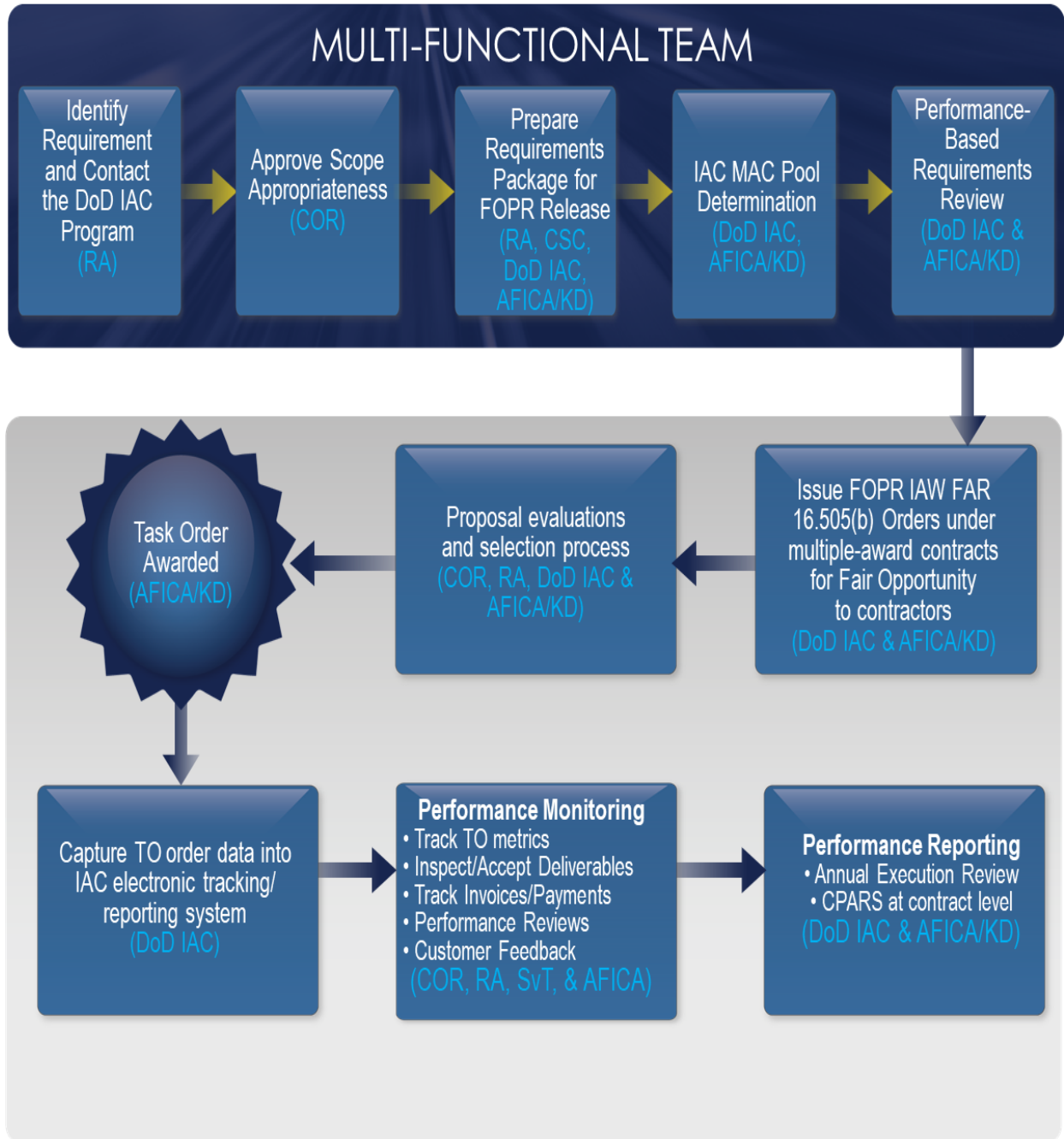


EXHIBIT B: PREFERRED USE MEMO



OFFICE OF THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

JUL 27 2018

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
ASSISTANT SECRETARY OF THE ARMY (ACQUISITION,
LOGISTICS, AND TECHNOLOGY)
ASSISTANT SECRETARY OF THE NAVY (RESEARCH,
DEVELOPMENT, AND ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Preferred Use of Department of Defense Information Analysis Center Contracts

First established in 1946, the Department of Defense (DoD) Information Analysis Centers (IAC) continue to serve as an essential resource for research and analysis in innovative technologies to support current and future operations. The DoD IACs continue to prove their value in maximizing the utility of DoD research and development dollars by emphasizing knowledge re-use and building upon previous research, development, and other technical information.

The DoD IACs operate across a broad range of task orders for technical research and analysis, managing over 230 task orders and conducting \$1.5 billion in research efforts in Fiscal Year (FY) 2017. Through the DoD IACs, research data is collected, analyzed, and re-used to answer recurring technical challenges, stimulate innovation, and provide solutions to meet Government requirements.

The IAC program incorporates a number of best practices that make it a model for rapid and user-friendly acquisition of advanced Research and Development services:

- Open to all DoD components
- Full service assisted acquisition, that includes:
 - Customer Support Cell to assist users in developing a Performance Work Statement (PWS) that ensures work meets mission requirements
 - Dedicated contracting capability - expert in Research, Development, Test, and Evaluation contracting (research, analysis, studies, modeling and simulation, test, fabrication, prototyping)
 - Post-award surveillance of work to ensure quality, timeliness, scope, and correct billing
- Task orders that are flexible and scalable to the user's needs, supporting ceiling levels ranging from \$1 million to \$500 million



- Pre-vetted contract performers, industry leaders in their fields
- Rapid turnaround of incremental funding on task orders, and the ability for sharing of task orders across customers, speeding execution of work
- Knowledge re-use that relies heavily on knowledge-mining in the over four million technical documents of the Defense Technical Information Center
- All at a low cost to the user, 1.2 percent in FY 2018.

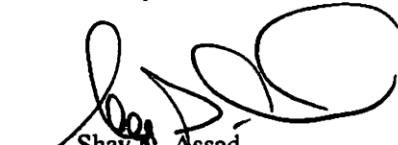
These best practices result in a rapid acquisition process that can be readily tailored to many different problems and scenarios, meeting the diversity of technical challenges faced by DoD users.

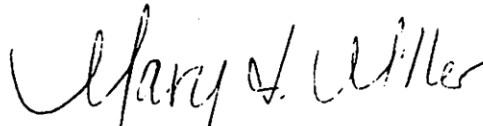
The DoD IACs offer several multiple award, indefinite delivery/indefinite quantity contracts (MAC IDIQ) to meet this broad need (to become a single MAC IDIQ by FY 2019), covering these scope areas:

Advanced materials	Homeland Security & Defense
Alternative Energy	Information Sharing & Knowledge Management
Autonomous Systems	Medical
Biometrics	Military Sensing
Chemical, Biological, Radiological, and Nuclear (CBRN) Defense	Modeling & Simulation
Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR)	Non-lethal Weapons and Information Operations
Critical Infrastructure Protection	Reliability, Maintainability, Quality, Supportability, and Interoperability (RMQSI)
Cultural Studies	Software & Data Analysis
Cyber Security	Survivability & Vulnerability
Directed Energy	Weapons Systems
Energetics	

In continuing the policy of our predecessors established in January 2015, we encourage Requiring Officers and Contracting Officers to use the IACs as best value vehicles to acquire services that fall within the applicable scope areas. In developing acquisition strategies, all new and ongoing efforts should consider the DoD IAC contracts as vehicles of first choice.

Additional information on the DoD IACs can be found at <http://iac.dtic.mil/>. Questions regarding this action memorandum can be directed to the DoD IAC's Director, Mr. Thomas Gillespie, at 703-767-9235 or thomas.c.gillespie.civ@mail.mil.


 Shay D. Assad
 Director, Defense Pricing
 and Contracting


 Mary J. Miller
 Performing the Duties of the
 Assistant Secretary of Defense
 for Research and Engineering