CONTRACTOR SUPPORT FOR
ENGINEERING LOGISTICS CENTER (ELC)
LOGISTICS TRANSFORMATION PROGRAM INTEGRATION OFFICE (LTPIO)
PROGRAM PLANNING AND CONTRACT SUPPORT SERVICES
STATEMENT OF WORK (SOW)
6/19/2008

1. GENERAL

1.1. **Background:** The Commandant of the Coast Guard has mandated a logistics transformation project that will put standard information systems and business processes in place throughout the Coast Guard. In order to complete the transformation, the Coast Guard requires Contractor support that provides technical understanding of the Coast Guard Contracting regulations, laws, procedures and business processes.

1.2. **Scope:** The purpose of this contract is to acquire Program Planning and Contract Support Services Contractor support that provides technical understanding of the Coast Guard Contracting regulations, laws, procedures and business processes, planning and program support services for the Engineering Logistics Center (ELC), Asset Project Office (APO) and the Logistics Transformation Program Implementation Office (LTPIO).

2. REQUIREMENTS

2.1. **Contracting Officer's Technical Representative (COTR) Training:** The Contractor shall develop a training curriculum specifically for ELC, APO and LTPIO personnel that have been assigned COTR duties. Training shall address the unique issues associated with being a COTR under the LTPIO initiatives. Contractor shall provide a plan for implementation in contractor's format and provide updates as required by the COTR.

2.2. **LTPIO and APO Support:** The Contractor shall provide consulting, functional and technical support for Coast Guard Contracting Requirements, business processes, contracting documentation development, integration of those documents into existing workflow.

2.2.1. Specifically, the Contractor shall provide expert technical services and incidental materials necessary to accomplish the required tasks. Tasks may include, but shall not be limited to:

- Business area consulting and analysis
- Development of contract related plans, procedures and practices
- Assist with business practice implementation efforts
- Training and training curriculum support
- Review CG documents for adequacy and compliance with CG Mission requirements and provide oral or written presentation of findings as directed by the COTR.
- Respond to data calls related to ELC, APO and LTPIO activities. As directed by the COTR, gather and organize data from available databases and other sources to provide responses to data calls.
- Prepare ELC, APO and LTPIO documents as directed by the COTR.
- Develop ELC, APO and LTPIO policy statements, procedural documents, and provide guidance relating to program planning and support as directed by the COTR.
- Assist and provide guidance to ELC, APO and LTPIO personnel in response to their annual procurement plans.
- Serve as an authority and advisor on the acceptability and applicability of ELC, APO and LTPIO contractual matters.
- Provide expertise and counseling in the development of pre-negotiation strategies.
- Coordinate and develop procurement packages for large national contracts for parts and services.

2.3. **Contract Specific Meetings:** All meetings will be held at the ELC unless otherwise specified.

2.3.1. Kick-Off Meeting. The Contractor shall contact the COTR to discuss SOW objectives NLT 5 business days after the date of award to schedule the Kick-Off Meeting.

2.3.2. **Mid Contract Meeting.** The Contractor shall schedule a 50% (by calendar date) of contract completion progress meeting.

2.3.3. Contract close out meeting. The Contractor shall schedule a Contract Closeout Meeting at the completion of the contract.

2.4. **Progress Meetings:** The Contractor shall participate in Coast Guard meetings as directed by the COTR. If discussions are required to address contract performance issues then they will be initiated by either the Contractor or the COTR.

3. CONTRACTOR PERSONNEL

3.1. **General:** The Contractor shall submit resumes for proposed personnel that meet contract requirements for approval by the Coast Guard before they are allowed to work on this contract. Resumes will not be required for management personnel supporting contract activity unless they are directly responsible for providing required services.

3.2. **Qualified Personnel:** Contractor employees working on this contract shall be able to:

3.2.1. Demonstrate an expert knowledge of Coast Guard (CG) and Department of Homeland Security (DHS) contracting regulations, policies and procedures.

3.2.2. Demonstrate in-depth experience with interfacing with CG Headquarter (HQ) and other CG unit personnel.

3.2.3. Demonstrate in-depth working knowledge of the Federal Acquisition Regulation (FAR), Homeland Security Acquisition Regulation (HSAR), Homeland Security Acquisition Manual (HSAM), Coast Guard Acquisition Procedures (CGAP), and all current LTPIO and APO initiatives.

3.2.4. Demonstrate proficiency with Coast Guard internal automated databases to include but not be limited to the Naval Engineering Supply and Support System (NESSS), Federal Procurement Data System (FPDS), Core Accounting System (CAS), Engineering Logistics Center intranet website - ELC Central, including Supply Deficiency Reports, Supply Quality Reports, and Advanced Acquisition Plans.

3.2.5. Demonstrate expert knowledge of Coast Guard internal personnel and mentoring policies, procedures, and processes.

3.2.6. Expert knowledge of current and past Coast Guard projects including but not limited to LTPIO and APO.

3.2.7. Expert knowledge and proficiency in developing Coast Guard and/or ELC internal work process desk guides.

4. **GOVERNMENT FURNISHED PROPERTY**

4.1.1. The Government will provide the workspace, equipment and supplies, similar to government employees at the ELC that are necessary to perform the on-site portion of the services required in this SOW. The Contractor shall use the Government furnished property only for the performance of work under this SOW.

5. **CONTRACTOR FURNISHED PROPERTY**

5.1.1. The Contractor shall furnish all facilities, equipment and items necessary to satisfy contract requirements except for Government Furnished Property.

6. **REFERENCES** None

7. **SECURITY CLEARANCE**

7.1.1. The work will not be classified. No security clearance is required.

8. PLACE OF PERFORMANCE

8.1.1. The place of performance is expected to be at the Coast Guard ELC facilities and other Coast Guard installations and meetings as directed by the COTR.

9. **TRAVEL**

9.1.1. Contractor travel may be required. All Government required travel will be reimbursed to the Contractor in accordance with Federal Travel Regulations. All travel shall be approved in advance by the COTR.

10. DELIVERABLES

10.1. **Monthly Report:** The Contractor shall provide a monthly report of no more than two pages that identifies contract budget, contract costs, travel accomplished in the last month and travel planned for the next month, and hours charged for each employee working on the contract (monthly total and cumulative). The report shall also identify any issues that the Contractor perceives as adversely impacting their ability to satisfy requirements. The monthly report shall be in a Contractor developed format approved by the COTR.

10.2. **General Report Requirements:** All written reports generated under this contract shall be provided to the Coast Guard in electronic format with read/write capability utilizing Microsoft Office applications compatible with Coast Guard Standard Work Stations. All Contractor presentations shall be delivered using Microsoft PowerPoint. Other report requirements may be specified by the COTR.

11. QUALITY ASSURANCE

11.1.1. The Government will monitor Contractor performance to ensure that the Contractor is providing adequate quality control. Quality assurance will include:

- Schedule performance.
- Process audits. For example, the Contractor may be asked to support an ISO process audit.
- Quality requirements identified in ELC instructions shall be satisfied where they apply.

12. PERIOD OF PERFORMANCE

12.1.1. The period of performance for this contract shall be 12 months from date of award plus one year option if and when exercised.

13. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

13.1. The COTR is Eric Linton, phone (410) 762-6062; email: Eric.M.Linton@uscg.mil

13.2. The Alternate COTR is Steve Mohr, phone (410) 762-6578, email: Steven.M.Mohr@uscg.mil