AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) RATING

2. CONTRACT NO.	3. EFFECTIVE DATE	4. REQUISITION/PROJECT NO.
DTRS57-97-C-00107		63-3100, 23-3001

5. ISSUED BY Code:	6. ADMINISTERED BY Code: (If other than Item 5)
DOT/RSPA/VNTSC/DTS-853 55 Broadway, Kendall Square Cambridge, MA 02142	
7. NAME AND ADDRESS OF CONTRACTOR W.T. Chen & Co., Inc. Bay Colony Corporate Center 1000 Winter Street, Suite 2150 Waltham, MA 02154 Code: Facility Code:	8. DELIVERY [ ] FOB ORIGIN [X] OTHER (See below) 9. DISCOUNT FOR PROMPT PAYMENT N/A

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM: 12

11. SHIP TO/ MARK FOR CODE	12. PAYMENT WILL BE MADE BY CODE
DOT/RSPA/VNTSC/DTS-63 55 Broadway, Kendall Square Cambridge, MA 02142	DOT/RSPA/VNTSC/DTS-823 55 Broadway, Kendall Square Cambridge, MA 02142

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION
[ ] 10 U.S.C. 2304(c)() [ ] 41 U.S.C. 253(c) ()

14. ACCOUNTING AND APPROPRIATION DATA

C8352A 252B $5,000,000.00

15A.ITEM NO.	15B.SUPPLIES/ SERVICES	15C.QUANTITY	15D.UNIT	15E.UNIT PRICE	15F.AMOUNT
	See Schedule				

See Continuation Sheet

15G.TOTAL AMOUNT OF CONTRACT $ 13,067,336.00

EXCEPTION TO STANDARD FORM SF26 (REV.4-85) Prescribed by GSA FAR(48 CFR) 53.214(a)

AWARD/CONTRACT Page 2 of _2_ Pages

16. TABLE OF CONTENTS

		DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE	
X	A	SOLICITATION/CONTRACT FORM	1
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	3
X	C	DESCRIPTION/SPECIFICATIONS/WORK STATEMENT	4
X	D	PACKAGING AND MARKING	51
X	E	INSPECTION AND ACCEPTANCE	52
X	F	DELIVERIES OR PERFORMANCE	53
X	G	CONTRACT ADMINISTRATION DATA	55
X	H	SPECIAL CONTRACT REQUIREMENTS	57
		PART II - CONTRACT CLAUSES	
X	I	CONTRACT CLAUSES	71
		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS	
N/A	J	LIST OF ATTACHMENTS	
	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS (Incorporated By Reference)	
N/A	L	INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS	
N/A	M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. [X] CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return __3___ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. [ ] AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number DTRS57-97-R-00019, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print)	20A. NAME OF CONTRACTING OFFICER Anthony J. Flaherty
19B. NAME OF CONTRACTOR by _____ (Signature of person authorized to sign)	20B. UNITED STATES OF AMERICA by _____ (Signature of Contracting Officer)
19C. DATE SIGNED	20C. DATE SIGNED

EXCEPTION TO STANDARD FORM 26 (REV.4-85)

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SCOPE OF WORK

The contractor shall, except as otherwise provided, furnish the necessary personnel, facilities, materials, services, and management necessary to accomplish the requirements set forth in Section C, Statement of Work, of this contract.

B.2 CONTRACT TYPE

The work contemplated by this contract will be accomplished under a cost-plus-award-fee contract as defined in paragraph 16.305 of the Federal Acquisition Regulation (FAR). The Phase-In period will be accomplished on a cost-plus-fixed fee basis as defined in paragraph 16.306 of the Federal Acquisition Regulation (FAR).

B.3 TOTAL ESTIMATED COSTS AND AWARD FEE

The total estimated cost and fee amounts for this work and contract period are:

	Phase-In Period
Total Estimated Cost	$____0_____
Fixed Fee	$____0_____
Total	$____0_____

	Basic Period Year 1	Basic Period Year 2
Total Estimated Cost	“Redacted under Exemption 4”	
Award Fee		
Total		

	Option Year 1	Option Year 2	Option Year 3
Total Estimated Cost	“Redacted under Exemption 4”		
Award Fee			
Total			

B.4 ALLOTTED AMOUNT

Section H, Special Contract Requirement, ALLOTMENT AMOUNT, specifies the amount allotted to this incrementally funded contract, and the period of performance covered by the amount allotted.

SECTION C--DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C. STATEMENT OF WORK/SPECIFICATIONS

The Contractor shall furnish the necessary personnel, material, services, and facilities (except as otherwise specified), required to comply with the Statement of Work/Specifications below.

C.1 SUMMARY WORK STATEMENT

(a) CONTRACT PHASE-IN

This contract may require a phase-in period to assure a smooth transition and to facilitate uninterrupted support to the Volpe National Transportation Systems Center (Volpe) in the Institutional Support area. During the phase-in period, the Contractor shall perform those tasks necessary to achieve full performance on the first day of the base period.

(b) SCOPE OF WORK

The objective of this effort is to provide institutional automated data processing (ADP) support to Volpe (see Section J.2). Services will be provided by the Contractor operating under an ADP Job Order System managed and operated by Volpe

The Contractor shall, in a manner consistent with and subject to the terms and conditions hereof, furnish the resources necessary to perform the work set forth below.

The level of effort to be provided by the Contractor will be 75 labor years (where one labor year equals 1860 hours of productive labor). The Contractor will propose this effort in consonance with the Statement of Work requirements and level of effort delineated in Section C.3. in support of the following functional areas:

(i) Administrative Applications

Provide 27 labor years of Administrative/MIS Applications programming and analysis services in support of the design, development, implementation, and on-going maintenance and production of Volpe's Administrative and Management Information Systems (MIS). Also, provide support to World Wide Web (WWW) and Internet Tasks.

Support shall be provided in accordance with the detailed work requirements as specified under C.3.1 and the level of effort set forth in C.3.1.1.

(ii) Facility Operations

Provide 20 labor years of Facility Operations services in support of Volpe's computer operations activities which will include: the operation of Volpe's mainframe computer facilities, operation of dedicated special purpose systems, hardware maintenance, wide area network (WAN), data communication and integration, information security (INFOSEC), data entry/preparation, and a wide range of user services. Also, provide support for ADP Security tasks.

Support shall be provided in accordance with the detailed work requirements as specified under C.3.2 and the level of effort set forth in C.3.2.1. All references to support at DOT Headquarters relate to connectivity support between Volpe and Washington, DC.

(iii) Systems Planning

Provide 8 labor years of Systems Planning support to the Volpe Computer Center in four major areas: short and long range planning, system and software maintenance support for Computer Center managed facilities, system performance measurement and evaluation, and special studies.

Support shall be provided in accordance with the detailed work requirements as specified under C.3.3 and the level of effort set forth in C.3.3.1.

(iiii) Network Administration

Provide 15 labor years of LAN Administration services in support of the Volpe FDDI/Ethernet Local Area Network (LAN) which will include on-going administration, monitoring, and maintenance of: the Backbone LAN throughout the Volpe complex; the Volpe LAN's hubs, routers and bridges; T1 links, Internet firewall and communications servers; hardware and software of the Center's institutional and dedicated special purpose LAN Servers, Workstations, and peripheral equipment; and special studies.

Support shall be provided in accordance with the detailed work requirements as specified under C.3.4 and the level of effort set forth in C.3.4.1.

(iiiii) Contract Administration

Provide 5 labor years of Contract Administration to support a wide range of related administrative contract functions and to ensure a uniform operation consistent with Volpe’s ADP Job Order System as described under J.6, and Volpe's financial and management information systems.

Offerors may include some or all of the contract administration categories in their indirect rates if that is in accordance with their normal accounting practice. However, all of the functions must be performed in the required time frames.

Support shall be provided in accordance with the detailed work requirements as specified under C.3.5 and the level of effort set forth in C.3.5.1.

C.2 GENERAL REQUIREMENTS

(a) THE ADP JOB ORDER SYSTEM

All work assigned and performed under this contract shall be subject to job order specifications issued under the Volpe ADP Job Order System.

Job Orders may include:

- A task definition including user requirements and/or functional specifications.
- A task plan identifying deliverables, milestones, objectives and schedules.
- Estimates of computer and personnel resource requirements.
- Cost Estimates.
- Documentation and reporting requirements.
- Security requirements.

The Contractor shall initiate appropriate ADP Request Forms and supporting documentation as described in the ADP Job Order System Overview (see Section J.6) and the ADP User Accountability System Guidelines (see Section J.7). The Contractor shall be responsible for the coordination of these documents through the Volpe approval and fund certification process as required.

(b) DOCUMENTATION AND PROJECT DELIVERABLES

Documentation and project deliverables shall be provided in accordance with the job order specifications. Unless otherwise specified, documentation shall conform to the guidelines set forth in FIPS PUB 38 and 64. Details involving guidelines and project deliverables are provided under Section C.4.e and C.4.f.

(c) OFF-SITE SPACE

The Contractor may be required to establish off-site operations either because of a Volpe space limitation or because of project requirements. In either case, when an off-site operation is needed, the Contractor shall insure that the operation is fully integrated into the Volpe mode of operation in terms of user/customer interfaces, procedures for task initiations, progress reporting, cost/resource reporting and accountability.

(d) SPECIALIZED SUPPORT

Because of the wide range of skills and work requirements covered within the scope of this contract, the Government may require the Contractor to supply unique and/or specialized state-of-the-art skills, or to provide short term, quick-response support. The Contractor shall maintain a capability to respond to such requirements through subcontracting and/or other special off-site corporate resources.

(e) HARDWARE/SOFTWARE ACQUISITION

The Contractor may be required to acquire, by purchase or lease, only that hardware, software and/or other supplies, equipment or services which is integral to the required performance of the Volpe Computer Center.

(f) DEGREE EQUIVALENCIES

Master's Degree - a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Business Administration.

Bachelor’s Degree - special or market-scarce skills/qualifications for consideration on a case by case basis by the Contracting Officer.

C.3 DETAILED WORK REQUIREMENTS

Work requirements set forth in the following functional areas will be performed on a "term" basis and will be subject to the cost plus award fee provision established for this contract.

C.3.1 ADMINISTRATIVE APPLICATIONS

I. GENERAL REQUIREMENTS

The Contractor, in support of this function, shall maintain a support service staff offering a broad base of ADP/MIS experience and expertise, with particular emphasis on the following areas:

(a) Large-scale/minicomputer batch and on-line/interactive systems (preferably the DEC ALPHA/VAX product line).

(b) Micro and server network applications in support of the Administrative/MIS functions.

(c) Administrative/MIS application software design, development and implementation.

(d) Extensive experience involving Administrative/Business systems software maintenance and production processing.

(e) Extensive experience with ANSI COBOL, micro/server software, data base management software, System 1032, ORACLE, and World Wide Web software.

(f) Extensive experience with data base management techniques and with on-line data entry, information processing, and information retrieval.

(g) Utilization of commercially available screen generation software (e.g., SCOPE) for data entry and on-line applications.

(h) Utilization of commercially available mini-micro computer hardware and software for general purpose network applications.

(i) Utilization of commercial available Executive Information System (EIS) software (e.g. HOLOS) for EIS/MIS Applications.

(j) Utilization/recommendation of commercially available software that may be better suited for Administrative/MIS Applications than currently in place.

(k) Extensive experience in migrating from System 1032 to ORACLE.

(l) Extensive experience with all aspects of WWW and Internet tasks.

The hardware/software support requirements in the Administrative Applications area are customer/sponsor driven. To maintain compatibility across systems and uniformity of operation, Volpe Administrative/MIS systems operate on a comparatively limited number of hardware configurations. Volpe management will choose the framework under which these systems will operate.

Currently, most major production systems are on the DEC Alpha 8400. In addition, there are a growing number of system/applications being designed or considered for personal computer (PC) and/or micro/mainframe implementation.

The Contractor in support of this functional area shall maintain the necessary levels and labor mix to meet the requirements set forth and to be flexible enough to respond to shifts in user requirements and shifts in hardware/software upgrades. Under this contract, staffing requirements are envisioned in the areas of systems analysis, administrative and management information systems development, office automation, data base applications, and maintenance and production of on-going systems. On major system/software development projects, the Contractor shall be expected to form a project team with the appropriate blend of skills and expertise to accomplish the full range of project requirements. It will be the responsibility of the contractor to provide training essential to insure the contractor’s support staff are technically knowledgeable. All administrative application systems must comply and adhere to DOT/RSPA/Volpe information system security (INFOSEC) policy and procedures.

II. DETAILED REQUIREMENTS

Specifically, the services to be provided by the Contractor in support of this area shall include, but are not limited, to the following:

(a) The Contractor shall provide a full range of system/software support in the development of new Administrative/MIS software and/or major modifications and enhancements to existing software. Task assignments may include, but are not necessarily limited to:

(1) Systems Analysis and Planning

The Contractor shall:

- Perform requirements analysis including definition of user requirements.
- Analyze current operations and systems.
- Determine potential alternative software solutions (including existing commercially and/or Government available software/systems).
- Develop high level conceptual designs.
- Demonstrate conceptual designs utilizing software prototyping techniques.
- Perform feasibility studies and cost benefit analyses.
- Develop system implementation plans identifying resource requirements and schedules.

(2) Systems Integration Engineering

The Contractor shall:

- Perform analysis of the distribution of functionality across systems.
- Develop system interface concepts, designs and specifications.
- Develop specifications and standards for information transfer between systems.

(3) System and Data Base Design

The Contractor shall:

- Develop detailed user requirements specifications.
- Develop detailed system functional specifications.
- Develop detailed system/sub-system/data base design specifications, i.e., hardware, software, system architecture, information flow, automated and manual processes, interfaces, communications, networks, data base structures and outputs.
- Develop detailed test and acceptance plans and procedures.

- Develop configuration control procedures to control and manage actions involving design changes.

- Define a data base administration function.

(4) System Development and Integration

The Contractor shall:

- Develop detailed programming specifications.

- Develop prototype components/sub-systems/systems to verify design requirements.
- Develop and test software components. Integrate hardware and software into a functional and operational configuration.

- Perform system testing to verify total design requirements.

(5) System Installation and Acceptance

The Contractor shall:

- Conduct and support user system testing and acceptance.

- Provide user training.

- Provide on-going maintenance and production support.

- Support systems upgrades and enhancements.

- Develop and implement configuration control procedures to manage and control special requests for system changes.

- Operate and maintain a data base administrative function.

(6) System Documentation

Throughout all phases of the development process, the Contractor shall develop and maintain appropriate system documentation. Typical documentation requirements may include but are not limited to:

- Requirements Analysis.

- Feasibility Study/Cost Benefit Analysis.

- System/Subsystem Design Specifications.

- System Test and Acceptance Procedures.

- User Manuals.

- Maintenance Manuals.

- Configuration Control Procedures.

- Training Manuals.

(b) The Contractor shall assume responsibility for the production and maintenance of the Center's administrative and management information systems. Generally, in providing software maintenance support, the Contractor shall conform to the guidelines set forth under FIPS PUB 106, "Guidelines on Software Maintenance". In particular, the Contractor shall:

- Perform systems analysis and programming in response to system production/execution failures.
- Design and implement system modifications made in response to hardware/software upgrades, new operating procedures, operating system changes, or DOT/Volpe guidelines and/or directives.
- Design and implement system modifications and/or enhancements made in response to new user requirements.
- Evaluate system performance to determine potential areas of improvement.
- Design and implement system modifications to enhance performance and productivity.
- Maintain and upgrade system and user documentation.
- Establish and coordinate user inputs and production processing schedules.
- Establish system operational procedures and production control files.
- Establish operational procedures and production control files.
- Establish operational procedures to ensure the integrity of Volpe’s Administrative and MIS data bases (data base administration).
- Interface with Administrative and MIS functional managers to identify and validate production and reports distribution requirements.
- Establish a quality control function during the production processing cycle.
- Establish configuration control procedures for the control of special requests and/or requests of system modifications.

(c) The Contractor shall provide system/software development and maintenance support involving any of the hardware configurations designated for Administrative/MIS applications. Accordingly, system software development and maintenance tasks shall involve either a stand-alone or a distributed processing/network implementation involving any one or all of these systems.

(d) The Contractor shall provide system/software development and maintenance support involving extensive ADP and functional subject matter experience in areas critical to the operation and performance of Volpe's Administrative/MIS Applications. Task assignments can involve, but are not necessarily limited to, the following areas of expertise:

- Functional Areas of Expertise
  - Financial Management
  - Budget Planning and Execution
  - Property Management
  - Supply and Inventory
  - Personnel Resource Management
  - Acquisition and Procurement
  - Facilities Management
  - Communication Management
  - WWW/Internet
- ADP Areas of Expertise
  - COBOL
  - System 1032 data base management system
  - HOLOS Decision Support System
  - SCOPE screen formatting software package
  - 1032 FORMS screen formatting package
  - Structured design and programming techniques and methodologies
  - Productivity tools and technologies to enhance productivity and software reliability
  - 4th generation software packages and tools used in the design and development process
  - System/application prototyping techniques and software tools
  - PC software packages including Office Automation, Data Base, Clipper, etc.
  - PC/LAN Software and Operations
  - ORACLE
  - WWW/Internet application development, implementation and operation
  - WWW/Internet programming languages such as Perl, Java, Java Script, VBScript, Activex, and ISAPI

(e) The Contractor shall support activities within the System Planning function as defined in Section C.3.3 in the evaluation, acquisition, development, and/or modification of systems software and general applications software designed to enhance overall system performance.

(f) The Contractor shall develop specifications and supporting material/documentation (consistent with Federal procurement policy and procedures) for the acquisition of hardware/software which is integral to the satisfactory performance and term of a task.

(g) The Volpe Center is in the process of analyzing current and future requirements which could result in replacing all Administrative Applications. Oracle will be the DBMS and the WWW will be the access method for all applications.

C.3.1.1 LEVEL OF EFFORT PER YEAR*

LABOR CATEGORY	LEVEL OF EFFORT (LABOR YEARS)
Administrative Applications Manager	1.0
Senior Specialist	8.0
Senior Analyst	3.0
Senior Programmer/Analyst	2.0
Programmer	3.0
Junior Programmer	2.0
Senior Systems Support Specialist	2.0
Systems Support Specialist	2.0
Acquisition Support Specialist	1.0
Production Control Specialist	1.0
Run Coordinator	1.0
Documentation Clerk	1.0
TOTAL	**27.0**

*Expressed in terms of labor years (LY):

1 LY = 1,860 hours of productive labor.

LABOR CATEGORY DEFINITIONS

LABOR CATEGORY/EDUCATION

Administrative Applications Manager

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research as an Equivalent)

EXPERIENCE

A minimum of twelve (12) years of ADP experience, preferably in Business Administration, including major responsibilities for systems analysis, design and, implementation of Administrative and Management Information Systems. Experience must include information processing in both a batch and on-line/interactive environment in a mainframe structure as well as information processing in a PC LAN Platform. Experience must include a minimum of five (5) years of demonstrated project/task management responsibilities involving all aspects of the system development process:

- User interface and requirements analysis
- Task definition and estimation of resource requirements
- Task and personnel scheduling
- Feasibility and cost benefit analysis
- Development of system/software design specifications
- Status and progress reporting -
- Development of project documentation
- Configuration control

The Administrative Applications Manager must have a minimum of five (5) years experience in managing a diverse group of computer professionals.

Proficiency in production scheduling and supervision of systems maintenance activities is mandatory. Required is a thorough knowledge of COBOL (ANSI) software capabilities, data access methods and data base management techniques and PC/LAN hardware and software capabilities. For mainframe usage, experience with specific data base management system, System 1032, ORACLE, and on-line screen/forms packages (SCOPE) is desirable. For PC usage, experience with structured applications (e.g. Microsoft Office) is desirable.

LABOR CATEGORY/EDUCATION

Senior Specialist

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research as an Equivalent)

EXPERIENCE

A minimum of twelve (12) years of ADP experience, preferably in Business Administration, including major responsibilities for systems analysis, design and, implementation of Administrative and Management Information Systems. Experience must include information processing in both a batch and on-line/interactive environment in a mainframe structure as well as information processing in a PC LAN Platform. Experience must include a minimum of five (5) years of demonstrated project/task management responsibilities involving all aspects of the system development process:

- User interface and requirements analysis
- Task definition and estimation of resource requirements
- Task and personnel scheduling
- Feasibility and cost benefit analysis
- Development of system/software design specifications
- Status and progress reporting -
- Development of project documentation
- Configuration control

Proficiency in production scheduling and supervision of systems maintenance activities is mandatory. Required is a thorough knowledge of COBOL (ANSI) and Oracle software capabilities, data access methods and data base management techniques and PC/LAN hardware and software capabilities. For mainframe usage, experience with specific data base management system, System 1032, ORACLE, and on-line screen/forms packages (SCOPE) is desirable. For PC usage, experience with structured applications (e.g. Microsoft Office) is desirable. Experience with and understanding of the supporting Volpe functional area’s day to day operation and mission is highly desirable.

LABOR CATEGORY/EDUCATION

Senior Analyst

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research as an Equivalent)

EXPERIENCE

A minimum of ten (10) years of applicable ADP experience including major responsibilities for system analysis, design and implementation of Administrative and Management Information Systems. Experience should include information processing in both a batch and an on-line/interactive environment. Experience must include a minimum of three (3) years of major software project responsibility for systems analysis, design and implementation; this must include preparation of task specifications and schedules, estimation of resource requirements, development of system software design specifications, preparation and review of project documentation, and project control. Proficiency. in production scheduling and supervision of systems maintenance activities is mandatory. Required is a thorough knowledge of COBOL (ANSI) software capabilities, data access methods, and data base management techniques. Experience with a specific data base management system, System 1032 and standalone networked and micro-computer applications (preferably IBM comparables, Novell and STARLAN networks) is required. Also, experience with ORACLE and on-line screen/forms packages (i.e., SCOPE)is desirable.

LABOR CATEGORY/EDUCATION

Senior Programmer/ Analyst

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research, Business Administration or Equivalent.

EXPERIENCE

A minimum of seven (7) years of applicable ADP experience including major responsibilities for system analysis, design, and implementation of Administrative and Management Information Systems. Experience should include information processing in both a batch and an on-line/interactive environment. Required is a thorough knowledge of COBOL (ANSI) software capabilities, data access methods, and data base management languages/techniques. PC experience utilizing standalone structured applications as well as networked applications is desirable. Experience with production activities and day-to-day system/program maintenance is mandatory. Experience with a data base management language, System 1032 and/or ORACLE, is highly desirable.

LABOR CATEGORY/EDUCATION

Programmer

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research, Business Administration or Equivalent.

EXPERIENCE

A minimum of three (3) years of commercial oriented programming Experience involving software development on large mainframes, mini's and/or micro-computer configurations. A thorough knowledge of COBOL (ANSI) is required. Limited PC experience is desirable. Experience in production activities and day-to-day system/program maintenance is also required. Experience with a data base management language, System 1032 and/or ORACLE, is highly desirable.

LABOR CATEGORY/EDUCATION

Junior Programmer

Bachelor's Degree (as above); or as Associate Degree plus a certificate of completion from an accredited computer school.

EXPERIENCE

A demonstrated working knowledge of COBOL (ANSI) is required. PC experience is desirable. Experience with a data base management language, preferably System 1032 and/or ORACLE, is desirable.

LABOR CATEGORY/EDUCATION

Senior System Support Specialist

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research, Business Administration or Equivalent.

EXPERIENCE

Experience with or specialized training in desktop hardware and software, client/server management, networking, WWW/Internet development and implementation, or related information system technologies. Required experience includes a combined total of seven or more years in the aforementioned disciplines. Specific experience includes a thorough knowledge of MicroSoft Office applications, and WWW/Internet software languages such as Perl, Java, Java Script, VBScript, Activex and ISAPI.

LABOR CATEGORY/EDUCATION

System Support Specialist

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Equivalent.

EXPERIENCE

Same as Senior System Support Specialist (as above) with the exception of two or more years of related experience.

LABOR CATEGORY/EDUCATION

Acquisitions Support Specialist

Bachelor’s Degree or equivalent experience in computer science or an Associate’s degree plus a certificate of completion from an accredited computer school, or special hands-on ADP operation and production training.

EXPERIENCE

Experience in user support services and a demonstrated ability to provide liaison between programmer/analyst and the customer. A minimum of seven years of experience is required in one or more of the following areas:

- production environment interface with the customer(e.g. coordinating and/or managing production schedules, preparation of source data, on-line data entry, reports distribution)

- controlling and implementing standards, logbooks, and procedures for production processing and data entry/data preparation/data verification

- supporting computer processing user services functions

- familiarity with the federal acquisition methods and functions(i.e. accounting, budget, etc.)

LABOR CATEGORY/EDUCATION

Production Control Specialist

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research, Business Administration or Equivalent or an Associate's Degree plus, a certificate of completion from an accredited computer school, or special hands-on ADP operation/production training.

EXPERIENCE

A minimum of five (5) years of specialized experience and/or training involving the production processing of an organization's on-going ADP applications systems:

- Maintaining and operating automated production processing command files.

- Maintaining a production system library.

- Establishing and documenting standards, runbooks, and procedures for production processing and data entry/data preparation.

- Coordinating and/or managing

  - production schedules
  - the preparation of source data
  - on-line data entry activities
  - a reports distribution function

- Supervising and training of subordinate level support personnel (run coordinators).

Familiarity with job control languages, control files and operating system utilities is required.

LABOR CATEGORY/EDUCATION

Run Coordinator

High School and Special ADP operations/production training.

EXPERIENCE

A minimum of three (3) years of experience in an ADP production environment with a demonstrated capability to assume responsibility for: maintaining run book documentation, coordinating system data input preparation, on-line data entry, job setups and submissions; use of automated control files, quality control, and reports distribution.

LABOR CATEGORY/EDUCATION

Documentation Clerk

High School and special training; or certificate of completion or diploma from an accredited secretarial school.

EXPERIENCE

Two years general clerical experience including one year in a technical or ADP environment. This should include editing/typing and preparing technical or ADP documentation; maintenance of project files; preparation of progress reports; and maintenance of logs relating to work in progress, meetings, etc. Experience on a word processing system (e.g., Microsoft Word, Word Perfect, DEC, etc.) is highly desirable. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc.

C.3.2 FACILITY OPERATIONS

I. GENERAL REQUIREMENTS

Currently, Volpe's in-house computing resources consist primarily of DEC Alpha model 8400 and 7620 servers connected in a DEC shared cluster configuration, and a small number of project specific Alpha 2/4000 series workstations. These configurations are described in detail in Section J.3. Volpe management will set the direction and dictate the framework under which new systems may be acquired and present systems phased out.

The Contractor shall, in support of Facility Operations, maintain a flexible staffing level and labor mix capable of adjusting to fluctuations in system work load (processing requirements), and/or reconfiguration of the central processing facilities. The support services staff must be proficient in Information Systems (IS) facility operations functions, including but not limited to:

(a) Operating large scale, and mini computer "server" systems with multiprogramming, multiprocessing, timesharing, batch and remote batch processing capability, and function in a "clustered", distributed LAN/WAN network environment.

(b) Operating special purpose computer systems, (i.e., mini and micro-processors) both at on-site and off-site locations.

(c) Data entry/preparation of source data to disk media.

(d) User Help Desk, I/O control, Data Library storage of ADP media, and Stock Supply in support of Computer Center (CC) processing activity.

(e) Customer services activities involving end user access, Job Order Management and Control, compilation and distribution of utilization data, end user technical assistance, DEC Open VMS system administration, reporting and control of computer system resources, (e.g. issuance and or termination of accounts, and authenticators, etc.).

(f) Hardware maintenance technical support for large scale and mini/micro computer systems.

(g) Hardware maintenance service contracts for the CC systems described above.

(h) Ad-hoc technical support to program activity external to the VOLPE CC facility, at DOT Headquarters, and other modal administration offices in Washington D.C, as required.

(i) Data communications network integration and maintenance of LAN/WAN network components which provide local and remote access to CC system resources.

(j) Information system security for institutional and program specific systems (i.e. computer, network and applications)

Proper execution of the tasks within each function requires that the Contractor perform the following tasks:

- Meet weekly (and on more frequent occasions as required) with the VOLPE CC Facility Operations Manager to discuss performance levels, problem identification and resolution, action items/issues status, new requirements, policy and procedures, staffing levels, etc.
- Submit periodic performance and status reports as described under C.4.
- Establish and maintain operating plans and procedures, ADP Job Orders, and task descriptions by functional area.
- Establish and maintain standard operating procedures (SOP) relative to the security (physical/data) of the CC facility, consistent with currently prescribed Government security guidelines.
- Establish and maintain an IS Security program which includes functions such as; periodic risk analysis, development of contingency/disaster recovery plans in accordance with currently prescribed US Government security guidelines, development of annual System Security plans for sensitive systems, and their corresponding certification/accreditation, and multilevel awareness training for Government and contractor personnel.
- Perform various ad-hoc tasks relative to the operation of the computer facility and other VOLPE Information System (IS) Operational entities described above, as required.

II. DETAILED REQUIREMENTS

The services to be provided by the Contractor in support of this functional area shall include but not be limited to the following tasks:

(a) COMPUTER OPERATIONS

(1) The Contractor shall support a three shift, seven day per week, operation of the VOLPE CC facility, which currently functions in a “lights out, operator unattended mode” during non-prime time (i.e. 5PM to 7AM weekdays, and the entire weekend). The current equipment configuration set within the VOLPE CC facility is delineated under Section J.3. Weeknight and or weekend on-site operator support shall be provided as required. Proper execution of the operations functions requires that the operators be trained/cross-trained in the system configurations and the host software systems, as well as individual subsystems and computer equipment.

The computer operation support will include various types of system configurations including:

- Large scale and minicomputer general purpose systems featuring multiprogramming, multiprocessing, interactive time sharing, batch, remote batch processing capabilities, which function in an Ethernet data communications LAN/WAN network environment.

- Special purpose digital, mini, and micro computer systems supporting unique project specific requirements including field testing, data collection and data processing.

- Peripheral support equipment such as fixed/removable disks, printers, magnetic tape or disc subsystems attached to host systems and stand-alone graphic display devices.

(2) The Contractor operator staff shall perform the following types of functions:

- Load current versions of the respective host operating system, and utility software packages.

- Operate the peripheral subsystem equipment for each host system (i.e. load paper, change ribbons, clean tape heads, load tapes, etc.).

- Operate the host system console(s), perform core dumps as required, respond to end user on-line processing requests, and initiate failure recovery procedures.

- Monitor system performance and identify system bottlenecks.

- Operate the host CPU, monitor software and hardware performance and diagnostic indicators, and initiate remedial action, as required.

- Perform routine clerical tasks associated with maintaining logs and records for multiple systems.

- Assist the Systems and Network staff in the resolution of technical problems and the implementation, integration and testing of new systems hardware/software, and application systems.

- Insure file integrity through the performance of daily/weekly/monthly backup and fail-safe procedures.

- Insure that physical and information security and safety procedures are established, adhered to, and revised, as required.

- Make recommendations which would enhance reliability and availability to end users, and reduce operating costs.

- Provide operator support to specific programs with unique operations requirements, such as field testing and operation.

- Submit daily, weekly, monthly automated up-time status reports by host system.

- Provide computer operations non prime time and weekend support , as required.
  A minimum of 24 hours notification will be provided by the VOLPE CC management.

- Coordinate hardware maintenance (preventative and remedial) activity with maintenance service contractor technical staff.

- Coordinate with Systems, Network, and Applications Development technical staff regarding implementation, integration, and maintenance of new and operational application systems.

(3) The Contractor shall ensure availability of the CC host systems at a minimum of a 95% level for the prime shift (7:00 a.m. to 5:00 p.m.) Monday through Friday. (See Section L.5 for historical performance data).

(b) SUPPORT SERVICES

1) Data Entry/Preparation

The Contractor shall be required to provide support to VOLPE technical and administrative functional entities as follows:

- Meet with work request initiators to discuss processing requirements, cost estimates, delivery schedules, and reporting requirements.

- Enter data from source documents in various written/printed forms/formats either on-line to computer host/disk, or off-line to personal computer disk.

- Establish and maintain detailed logs identifying each activity for audit trail purposes

2) Input-Output Control

- The Contractor shall be required to control the flow of processing requests through the CC facility by maintaining an I/O Control Area which serves as the major point of entry for processing of host systems input requests.

- The Contractor shall establish log books and track the progress of jobs through completion.

- A job status information system shall also be maintained for notification of the CC Help Desk staff, and key application system contacts regarding system availability status.

3) Data Media Library

The Contractor shall maintain and control a data media library for the storage of magnetic tapes/cartridges, both on and off-site as follows:

- Develop and execute procedures which insure against the loss of current records while precluding the storage of outdated and unusable data.
- Establish and administer magnetic tape maintenance procedures for the periodic cleaning, evaluation, rewinding and storage of magnetic tape media.
- Develop and maintain an automated tape inventory data base reporting system capable of producing ad-hoc reports.
- Maintain off-site storage of designated system and user files in compliance with VOLPE IS security guidelines (i.e. daily incremental, weekly, and monthly back ups).

4) ADP Stock Supply

- The Contractor shall establish and maintain a stock inventory and control supply system (paper, ribbons, magnetic tapes, etc.), made available by VOLPE, in support of host system processing and CC user activity.
- The Contractor shall develop and maintain an automated data base system to capture inventory levels, generate utilization statistics, and initiate reorder requests. VOLPE will furnish stock supplies to the Contractor as required.

(c) USER SERVICES

The Contractor shall provide technical and administrative support to end users as follows:

- Establish and maintain procedures and management controls for generating, validating, monitoring and tracking end user accounts for all host systems.
- Create procedures for issuing and terminating accounts, establishing system/user authenticators, and allocating systems resources.
- Perform daily monitoring of systems activity to insure that the integrity of systems use is maintained in accordance with IS security policy and guidelines.
- Provide Help Desk technical assistance to VOLPE and remote end users.
- Interface with Operations, Systems and Network staff to solve outstanding technical problems and make recommendations to improve systems availability, reliability, and performance.
- Maintain an automated data base system for recording, tracking, and resolution of reported problems.
- Maintain a library of software documentation for end user distribution on fee basis.
- Compile utilization data from host systems for use by the Systems staff for planning and charge back, cost recovery purposes.
- Prepare an automated input file (utilization data) for input to the CC user accountability system (UAS) cost recovery system.

(d) HARDWARE MAINTENANCE

The Contractor will provide the following type of hardware maintenance support services:

- Technical/administrative liaison with equipment maintenance subcontractors servicing host systems/subsystems.
- Diagnosis and analysis of system hardware performance data for each host or subsystem.
- Liaison with Systems, and Network personnel in the analysis and resolution of technical and procedural issues leading to the improved performance and availability of host systems/subsystems and application systems.
- Coordination with equipment manufacturers, VOLPE facilities engineering staff, Systems and Network personnel for installation of hardware acquisitions.
- Participate in the planning process for host system or subsystem enhancements.
- Establish and maintain documentation for computer room physical layout, electrical/mechanical facilities, and host cable connections.
- Perform special one-time Operations studies/analyses, as required.

(e) HARDWARE MAINTENANCE CONTRACTS FOR HOST SYSTEMS

The Contractor shall establish and maintain on-going standard hardware maintenance contracts for large scale and mini/micro host systems and their associated peripherals. Hardware maintenance contracts shall be issued and administered in accordance with the guidelines presented in Section J.11. In addition, the Contractor shall:

- Establish preventive maintenance schedules for each host system and ensure performance in accordance with such schedules.
- Issue service calls to the maintenance contractor, coordinate the on-site service call activity, and track the service call activity through completion.
- Develop and maintain an automated data base system for tracking the status and controlling/validating the monthly costs associated with each contract.

(f) INFORMATION SYSTEM SECURITY

The Contractor will provide Information System Security (ISS) as follows:

- Coordination for a periodic inventory review of all VOLPE computer systems to determine the level of sensitivity, and maintenance of an automated data base inventory system.
- Preparation of system security plans (SSPs) for all VOLPE CC “sensitive systems” in accordance with DOT policy and guidelines which include; risk assessment, contingency and disaster recovery planning, test and evaluation of plans, and subsequently lead to system certification and accreditation.
- Preparation of an annual VOLPE ISS awareness/training program for various levels of Volpe employees.

- Performance of periodic audit/review of all VOLPE information systems to insure full compliance with DOT policy and procedures.

- Preparation of annual updates to the CC standard operating procedures.

- Preparation of input to the ISS portion of the VOLPE employee handbook.

- Preparation of submissions to annual and ad-hoc “calls” for system security information by DOT Headquarters and other Government entities (OMB, GAO, GSA, etc.), located in Washington, DC.

- Review of ISS industry information and products for possible application to VOLPE systems.

- Preparation and maintenance of an on-going virus detection and removal program for large scale, minis, PC/LAN, and desk top systems.

- Performance of daily on-going monitoring of CC systems activity via specialized audit software for DEC mini-mainframe computer systems provided by the Government.

- Dissemination and gathering of ISS-INFOSEC information to VOLPE staff, for example; guidance for preparation of SSPs, availability of virus software for deployment on Volpe desk top PCs, announcement of “calls” requesting information, INFOSEC advisory alerts, etc.

- Management, administration and maintenance of the CC Internet gateway firewall system.

- Other ISS security related activities, as required.

(g) DATA COMMUNICATIONS NETWORK INTEGRATION

The contractor will provide data communication integration support for CC systems as follows:

- Monitor and maintain data communications equipment and services which provide local and remote end users with access to CC mini mainframe host systems.

- Perform network diagnostics, troubleshooting, and coordination with CC PCLAN technical support staff, and external technical representatives to provide continuity of access to local and remote users of CC host systems.

- Plan, coordinate and implement additions, changes, moves, etc. of data communications equipment and or services which provide access to CC host systems.

- Maintain accurate/up to date network schematics and documentation which depicts the data communication network and services for CC host systems.

- Utilize network management, monitoring, and diagnostic equipment to isolate and help rectify network failures which inhibit the ability of users to access CC host systems.

- Perform analysis and submit plans to satisfying new or modified requirements for data communications services which provide access to CC host systems that support technical and administrative program activity.

C.3.2.1 LEVEL OF EFFORT PER YEAR*

LABOR CATEGORY	LEVEL OF EFFORT (LABOR YEARS)
Operations Resources Specialist	0.5
Documentation Clerk	0.5
Field Support Specialist	1.0
Lead User Services Specialist	1.0
User Services Specialist	1.0
Data Entry Operator	10.0
Operations Specialist	1.0
Lead Console Operator	1.0
Console Operator	1.0
Lead Information System Security Specialist	1.0
Information System Security Specialist	1.0
Senior Data Communications Specialist	1.0
TOTAL	**20.0**

*Expressed in terms of labor years (LY):

1 LY = 1,860 hours productive direct labor.

LABOR CATEGORY/EDUCATION

Field Support Specialist

High school and specialized field operations training.

EXPERIENCE

- Minimum of four (4) years of specialized experience as follows:
- Operation of special/general purpose digital computer systems used during field test-data gathering activity.
- Technical support for directly related reduction and analysis of data in a research laboratory environment.
- Hands-on experience with analog/digital audio video recording devices, and test equipment

LABOR CATEGORY/EDUCATION

Operations Resource Specialist

Bachelor's Degree with background
in Information System-Operations

EXPERIENCE

Combined total of twelve (12) years IS background in the following areas:

- Operations of large-scale and mini computer systems with timesharing, multiprogramming, multiprocessing batch and remote processing capabilities. In addition, a working knowledge of mini/micro computers, special purpose digital computers, and networking/data communications is required.
- Hardware and software systems integration support for application systems.
- Technical support services for CC end users.
- Production processing for on-going administrative and technical applications.
- Technical field support for special purpose applications.
- Related support services to computer processing including; I/O Control and Data Library Storage, Data Entry/Preparation, and Remote Batch Processing, Access Control, and Help Desk support.
- Scheduling and controlling the work flow for a large-scale computer facility and its associated functional support entities.
- Use of data communications equipment in a distributed LAN/WAN network environment.
- Staffing and supervision of the quantity and skills mix specified in the staffing level.
- Establishing, implementing and documenting operations procedures and logs.
- Documenting computer center hardware/software and networking system configurations.
- Performing special one-time studies/reports relative to the operation of the CC.
- Providing ISS support including; development of policy and procedures, awareness training, security plans, risk analysis, contingency and disaster recovery planning.

LABOR CATEGORY/EDUCATION

Operations Specialist

Associate's Degree and Computer Operations Training

EXPERIENCE

Combined total of eight (8) years background as follows:

- Operation of large scale and mini systems with timesharing, multiprogramming, multiprocessing, and batch processing capabilities in a clustered and/or distributed LAN/WAN distributed network environment.
- Staffing and supervision for a multi shift operation.
- Training, cross-training of operations staff.
- Documentation of procedures and logs.
- Implementation of new hardware/software.
- Use of data communications equipment in a distributed LAN/WAN network environment.
- Performing special one-time studies/reports relative to the operation of the CC.
- Knowledge of risk analysis, contingency and disaster recovery planning.

LABOR CATEGORY/EDUCATION

Lead Console Operator

High School and Computer Operations Training

EXPERIENCE

Combined total of six (6) years ADP background as follows:

- Hands-on knowledge in the operation of large-scale and mini systems with timesharing, multiprogramming, multiprocessing, batch and remote batch processing capabilities.
- Working knowledge of minicomputers, special purpose digital computers, data communications equipment, and special purpose equipment linked to digital computers, i.e., strip chart recorders, A/D and D/A converters, etc.
- Supervision and training of subordinate operators (2 years minimum).
- Diagnosis of system malfunctions and recommendation of system improvement.
- Knowledge of Information Security procedures, and related support service functions such as Input-Output Control, Data Library Storage, Data Entry/Preparation, and Stock Supply.

LABOR CATEGORY/EDUCATION

Console Operator

High School and Computer Operations Training

EXPERIENCE

Minimum total of four (4) years ADP background as follows:

- Hands-on knowledge in the operation of large-scale and mini computer systems with timesharing, multiprogramming, multiprocessing, batch and remote batch processing capabilities.
- Working knowledge of minicomputers, data communications equipment and special purpose equipment linked to Digital computers, i.e., strip chart recorders, A/D and D/A converters, etc.

LABOR CATEGORY/EDUCATION

Data Entry Operator

High School

EXPERIENCE

Minimum of two (2) years combined experience in data entry for scientific and business applications.

LABOR CATEGORY/EDUCATION

Lead User Services Specialist

Associate’s Degree

EXPERIENCE

Combined total of eight (8) years background as follows:

- Provide large-scale and mini system end users with technical and administrative support relative to account status, problem resolution, documentation, utilization data, system software/hardware information, training, etc.
- System administration of a large and mini computer systems to include system performance, resource allocation, software assessment, problem analysis and resolution and special one-time tasks.
- Data entry/preparation of source data to disk or card media.
- Development of standards and procedures.
- Supervision and training of staff subordinates.

LABOR CATEGORY/EDUCATION

User Services Specialist

High School and special training in ADP

EXPERIENCE

Combined total of five (5) years background as follows:

- Provide large scale and mini computer system end users with technical and administrative. support relative to: account status, problem resolution, documentation, utilization data, system hardware/software information, user training, etc.
- Hands-on experience with operating system commands, software utilities, language processor, DBMS software, etc.
- Maintenance of standards and procedures.

LABOR CATEGORY/EDUCATION

Documentation Clerk

High School and special training or
certificate of completion of diploma
from an accredited secretarial school

EXPERIENCE

Two years of general clerical experience, plus two years in a technical or ADP environment. This should include editing/typing and word processing preparing technical or ADP documentation; maintenance of project files; preparation of ADP job orders, progress reports, and maintenance of logs relating to work in progress, meetings, etc. Documentation will often involve use of specialized software to prepare flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc.

LABOR CATEGORY/EDUCATION

Information System Security (ISS) Specialist (Lead)

Master’s Degree (or equivalent) with broad
ADP Background and 15 years of specific
background in ISS, in both classified
and non-classified sectors.

EXPERIENCE

Combined total of fifteen (15) years experience in the following areas:

- ISS in the Federal Government sector in both classified and non-classified environments.
- Risk analysis, contingency and disaster recovery planning and implementation.
- Knowledge of Federal IS and Security regulations and guidelines.
- IS Security awareness training for all levels of workforce.
- Computer industry hardware and software products for ISS.

- ISS policy and procedures development and implementation.
- Computer virus prevention, detection and elimination.
- Performance of ad-hoc ISS studies.
- Supervision of subordinate staff.

LABOR CATEGORY/EDUCATION

Information System Security Specialist

EDUCATION

Bachelor's Degree or equivalent, with
a combined total of ten (10) years of
general IS and security background.

EXPERIENCE

- Five years of specific experience in the following areas:
- Unclassified ISS, primarily in the Federal sector.
- Risk analysis, contingency and disaster recovery planning and implementation.
- ISS "Awareness Training" for all levels of the workforce.
- Knowledge of Federal ISS regulations and guidelines
- Computer industry hardware and software products for ISS
- Computer virus prevention, detection and elimination.

LABOR CATEGORY/EDUCATION

Senior Data Communications Specialist

Bachelor's Degree or equivalent, with
data communications and ADP background

EXPERIENCE

Combined total of ten (10) years experience in the following:

- Planning,, design, installation, and maintenance of LAN/WAN equipment and services for a large data center which includes; multiple host systems, use of multiple network protocols (i.e. DECNET, IPX/SPX, TCP/IP, X.25, etc.), and a distributed host systems environment.
- Identification, diagnosis, isolation, and rectification of data communications problems across a WAN and distributed network environment.

- Hands on knowledge and experience with network management systems, and diagnostic test equipment to troubleshoot problems and develop diagnostic procedures.
- Working knowledge and experience with the use of WAN data communications commercial services such as; T-1, Fractional T-1, Packet Switched-X.25, Frame Relay, ATM, etc., and hands on experience with network interface devices such as; routers, bridges, brouters, hubs, multiplexors, data switches, protocol converters, DSU/CSUs, modem pools, etc.
- Documenting data communication systems using automated drawing and data base tools.
- Performing ad-hoc studies relative to data center data communications planning, design, implementation, integration, maintenance and operation.
- Network performance monitoring, reporting and capacity planning.
- Inter/Intra network design, implementation and maintenance.
- Security firewall design, implementation, and management.
- Technical writing skills.

C.3.3 SYSTEMS PLANNING

I. GENERAL REQUIREMENTS

Activity in the area of System Planning provides support to the Information Technology hosts, servers and communications hardware planning and system software activities of the VOLPE Computer Center. This resource is managed and maintained solely for the support of VOLPE's Central Computing Facility and in-house planning activities. The current configuration set within the VOLPE Central Computing Facility is delineated under Section J.3. VOLPE management will set the direction and dictate the framework under which new systems may be acquired, integrated and implemented as well as phasing out present systems.

The primary areas of responsibility include short and long-range planning, systems software support, systems performance measurement and evaluation; and special studies primarily dealing with the evaluation of hardware/software/telecommunications enhancements and their integration with LAN and WAN facilities for the Central Computer Facility.

Staffing requirements are required in the areas of systems programming; systems performance measurement techniques; networking and telecommunication techniques, equipment, and software; facility planning and design; software evaluation techniques; LAN and WAN infrastructure integration and state-of-the-art hardware/software capabilities.

On major planning projects/special studies, e.g. studies involving the Volpe Long Range ADP Plan, evaluation of data base management systems, and benchmark testing, the Contractor shall be expected to form a project team with the appropriate blend of skills and expertise to accomplish a full range of project requirements.

II. DETAILED REQUIREMENTS

Specifically, the services to be provided by the Contractor in support of this area shall include, but are not limited to, the following:

(a) Provide systems software support for each major in-house general purpose computer facility as described under Section J.3. The activities shall include:

- Operation of a system software maintenance program encompassing operating system, operations support software, general purpose application packages, software utilities, and programming languages.

- Installation, testing, maintenance, and improvement, where possible, of system software.

- Resolution of user and system problems arising from system software.

- Initiation of data gathering activities and performance analysis of system software aimed at improving system software responsiveness and integrity.

- Documentation of problem resolutions and special studies.

- Maintain proficiency and a state-of-the-art awareness of system software and general purpose application packages.

- Provide user training on a variety of specialized areas, e.g., systems utilities, data base management systems, and mainframe/micro connectivity.

- Develop general purpose utility software packages; and support on a short-term basis, applications personnel in the development of software.

- Establish and maintain on-going software maintenance contracts for the VOLPE Computer Center's large scale and mini/micro computer system facilities (Software maintenance contracts shall be issued and administered in accordance with the guidelines presented in Section J.11)

- These efforts will focus primarily on the current configuration set within the VOLPE Central Computing Facility as delineated under Section J.3. However, additions and/or deletions to this configuration set may occur over time.

(b) Provide support for the planning processes of the Computer Center. These activities will include:

- Assistance in generating and maintaining a current set of data processing requirements for the Computer Center. This will include preparation of survey forms, user interviews, analysis of results, and documentation of the methodology and findings. Primary areas of concern include machine utilization, system responsiveness to user requirements, and budgetary analysis.

- Assistance in the preparation, updating and documentation of an ADP Long Range (5 Years) Plan.

- Assistance in the preparation, updating and documentation of an annual ADP plan that recommends a course of action to be taken that will satisfy the short- and long-term ADP requirements of the VOLPE user community.

(c) Provide support for the systems performance measurement and evaluation program currently in place at the Central Computing Facility. These activities will include:

- Utilization of software tools and hardware equipment to carry out prescribed tests aimed at generating data which relate to system performance.
- Development of new procedures for monitoring, analyzing, and evaluating systems efficiencies and performance.
- Documentation of results including processes, findings, alternatives for improvement, and recommendations.
- Evaluation of available software and hardware for use in the area of systems performance measurement.

(d) Conduct special studies relating to hardware, software and telecommunications requirements. These activities include:

- Studies leading to the acquisition of specific hardware or software enhancements.
- Studies supporting the analysis of telecommunications needs and system capacity.
- Studies resulting in reports and recommendations pertaining to system reliability, usage, and growth.
- Studies pertaining to the usefulness, in a cost-benefit sense, of application packages commercially available for the Central Computer Facility.

(e) On major planning projects/special studies (e.g. studies involving the VOLPE Long Range ADP Plan, evaluation of data base management systems, and benchmark testing), the Contractor shall be expected to form a project team with the appropriate blend of skills and expertise to accomplish the full range of project requirements.

(f) The Contractor shall develop specifications and supporting material/documentation (consistent with Federal procurement policy and procedures) for the acquisition of hardware/software which is integral to the satisfactory performance and term of a task.

C.3.3.1 LEVEL OF EFFORT PER YEAR*

LABOR CATEGORY	LEVEL OF EFFORT (LABOR YEARS)
Manager, Systems Software Group	0.5
Documentation Clerk (refer to description under administrative applications)	0.5
Principle Analyst	1.0
Senior Specialist	2.0
Senior Analyst	2.0
Senior Programmer/Analyst	2.0
TOTAL	**8.0**

*Expressed in terms of labors years (LY):

1 LY = 1,860 hours of productive labor.

LABOR CATEGORY DEFINITIONS

LABOR CATEGORY/EDUCATION

Manager, Systems Software Group

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Business Administration as an Equivalent)

EXPERIENCE

A minimum of twelve (12) years of applicable ADP experience, preferably in Computer Science, including major responsibilities for managing a team performing systems software installation, maintenance, acquisition, and planning. Major responsibilities for systems analysis, design, and implementation of Administrative and Management Information systems is desirable. Supervisory experience is required.

Experience must include systems software familiarity for UNIX Systems and on-line interactive environments of either DEC Alpha/VAX computers as exist in the VOLPE Computer Center and some experience in performance analysis on these DEC Alpha/VAX computers. Experience must include a minimum of five (5) years of demonstrated project/task management responsibilities involving all aspects of the systems software process for these elements: operating systems, operating systems utilities, languages, performance analysis software, communications software. data base management systems (systems 1032, Oracle), statistical software (SAS), on-line screen/forms software, expert systems/artificial intelligence software.

LABOR CATEGORY/EDUCATION

Senior Specialist

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Business Administration as an Equivalent)

EXPERIENCE

A minimum of twelve (12) years of applicable ADP experience, preferably in Computer Science, including major responsibilities for systems software installation, maintenance, acquisition, and planning. Major responsibilities for systems analysis, design, and implementation of Administrative and Management Information Systems is desirable. Supervisory experience is desirable.

Experience must include systems software familiarity for UNIX Systems and on-line/interactive environments of either DEC Alpha/VAX computers as exist in the VOLPE Computer Center and some experience in performance analysis on these DEC Alpha/VAX computers. Experience must include a minimum of five (5) years of demonstrated task responsibilities involving all aspects of the systems software process for these elements: operating systems, operating systems utilities, languages, performance analysis software, communications software, data base management systems (systems 1032, Oracle) statistical software (SAS), on-line screen/forms software, expert systems/artificial intelligence software.

LABOR CATEGORY/EDUCATION

Senior Analyst

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Business Administration as an Equivalent)

EXPERIENCE

A minimum of ten (10) years of applicable ADP experience, preferably in Computer Science, including major responsibilities for systems software installation, maintenance, acquisition and planning. Major responsibilities for systems analysis, design, and implementation of Administrative and Management Information Systems is desirable.

Experience must include systems software familiarity for UNIX Systems and on-line/interactive environments of either DEC Alpha/VAX computer as exist in the VOLPE Computer Center and some experience in performance analysis on these DEC Alpha/VAX computers. Experience must include a minimum of three (3) years of demonstrated project/task management responsibilities involving all aspects of the systems software process for these elements: operating systems, operating systems utilities, languages, performance analysis software, communications software, data base management systems (systems 1032, Oracle) statistical software (SAS), on-line screen/forms software, expert systems/artificial intelligence software.

LABOR CATEGORY/EDUCATION

Principle Analyst

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research or Business Administration as an Equivalent) with:

Experience or specialized training in management of desktop software and hardware resources, client/server management, communications and networking, software applications development or related information systems technologies.

EXPERIENCE

A minimum of ten (10) years of applicable ADP experience in one or more of the following areas:

Major responsibilities for planning and designing systems architectures including but not limited to: familiarity with the components necessary to link servers and desk top work stations, distributed processing, client/server technology, LAN and WAN networks, imaging and groupware.

Designing and documenting user and system level requirements.

Experience with systems analysis, design, and implementation of Administrative and Management Information System including selecting, implementing and analyzing the hardware and software required.

Developing and documenting cost benefit and risk assessment analyses to support project planning activities and management decision making.

Managing and developing project/task teams.

Writing plans, evaluations, acquisition documentation, procedures and training materials, and ad-hoc reports.

Experience must include systems software familiarity with UNIX Systems and for on-line/interactive environments of either DEC Alpha/VAX computers as exist in the VOLPE Computer Center and some experience in performance analysis on these DEC Alpha/VAX computers. Experience with software on these systems including but not limited to: transaction processing, 4GL languages, RDBMS, Windows GUI, and CASE tools.

LABOR CATEGORY/EDUCATION

Senior Programmer/Analyst

Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research, Business Administration or Equivalent.

EXPERIENCE

A minimum of eight (8) years of applicable ADP experience, preferably in Computer Science, including major responsibilities for systems software installation, maintenance, acquisition and planning. Experience for systems analysis, design, and implementation of Administrative and Management Information System is desirable.

Experience must include systems software familiarity with UNIX Systems and for on-line/interactive environments of either DEC Alpha/VAX computers as exist in the VOLPE Computer Center and some experience in performance analysis on these DEC Alpha/VAX computers. Experience must include responsibilities involving most aspects of the systems software processor these elements: operating systems, operating systems utilities, languages, performance analysis software, communications software, data base management systems (systems 1032, Oracle) statistical software (SAS), on-line screen/forms software, expert systems/artificial intelligence software.

C.3.4 NETWORK ADMINISTRATION

I. GENERAL REQUIREMENTS

The Volpe Center Network extends over seven buildings and provides access to local and remote computing resources for the Center’s employees and contractors. The main building is a 12 story tower with all other buildings either physically connected to the tower or within 500 feet. The layout of the Center provides a right of way between six of the seven Center buildings. There is currently no conduit access to building #8 (there is no building #7).

As shown in Figures 1 and 2 respectively, the network currently consists of an FDDI/Ethernet Backbone Local Area Network (LAN) that links to other networks through dedicated Wide Area Network (WAN) connections. The key elements of the Volpe Network are as follows:

- **Cabling** - The Volpe Center has in place a fiber optic (FDDI grade) backbone connecting each building and floor, except building #8, to the Computer Center in the basement of building #3. Each floor network wiring closet is cabled to the building #3 Computer Center with six pairs of 62.5 x 125 micron multimode fiber. The fiber is terminated in patch panels utilizing ST connectors. The wiring from each closet to the desktop is twisted-pair category #3 and #5. Building #8 connects to the backbone with a T1 WAN link.

- **Hub Equipment** - Hub equipment used at the Center is manufactured by Cabletron. Over 25 Cabletron hub units are installed in communications closets throughout the Center. The majority of equipment is MMAC series chassis with fiber and 10 base-T cards spanning several product generations. Hubs throughout most of the Volpe Center use the fiber backbone to connect to one of two central hubs in the computer center at 10 Mbps. The two central hubs, MMAC M8FNB units, are nodes on a 100 Mbps FDDI ring as are several servers and a server backup unit.

- **Network Management Systems** - The Volpe center makes use of two network management applications to monitor and report on network activity. The first is Cabletron's Remote Lanview v B.01.01. The second is Cabletron's Spectrum product v 3.1, rev 0. Spectrum is running on a Sparc 4/80 with 96 Mb of RAM, SUN OS release 5.4 and Openwindows v 3.4.

- **Building #8** - Network access is provided to building #8 users through two bridged T1 channels. The first T1 provides access for users on the eight floor, the second for users on the seventh and ninth floors. Bridges used in these connections are Cabletron NB-30 units.

- **Servers** - The Volpe Center has approximately 50 file servers in use by government employees and contractors. A combination of UNIX, NT, and Novell servers are located at various locations throughout the center. Approximately half of the servers are located in building #3's computer center and building #8's communications room. Other servers are located in or near the departments they serve.

- **Printers** - The Volpe Center makes use of approximately 100 network printers. Most printers in use are made by Hewlett Packard and are various makes, models and ages.

- **Network Protocols** - The Center's network has a high concentration of Novell Netware servers running the IPX/SPX protocol. There is also a significant amount of TCP/IP family protocols on the network to reach UNIX, NT, and DEC machines. Other protocols on the Volpe network include Netbeui, LAT, Vines, OSI, and Appletalk.

- **Electronic Mail** - As shown in Figure 3, the Volpe Center makes use of Microsoft Mail v 3.2 for electronic mail communications. The mail system currently serves about 1300 users and is installed on three Dell PE590 host systems. Two of these systems are deployed in a mirrored fashion to provide redundancy and fault tolerance. About 140 users use also Microsoft's Remote Mail.

- **Internet** - The Volpe Center has full access to the Internet through a T1 circuit and a Cisco 2514 router provided by BBN, the Internet service provider. As shown in Figure 4, the connection is secured by a Digital Equipment Corporation firewall running on a cluster of three DEC Alphastations. As shown in Figure 4, the firewall divides the Volpe network from a security point of view into a three tier network, each progressively with a higher level of security (red-public open, green-public protected, blue-private).

- **ADTN 2000** - Access to the FAA ADTN 2000 network is provided through redundant T1 connections to FAA sites in Burlington, MA and Jamaica, NY. The router used to connect to both sites is a Cisco 7000 unit provided by GSI.

- **IDN** - Network access to the DOT's Intermodal Data Network (IDN) is made through the use of a 3Com Netbuilder II router and T1 communications channel.

- **STB** - Network access to the Service Transportation Board (STB) is made through the use of a Cisco 4000 and T1 communications channel.

- **TIMS** - TIMS represents a separate network within the Volpe Center. A Cisco 4000 router provides communications between the TIMS network and the remainder of the Volpe network.

Currently, Volpe's Microsoft E-Mail system is being migrated to Microsoft's new Exchange Messaging system. Next, it will be necessary to begin deploying Ethernet switching technologies in the network to meet the emerging requirements for high-quality higher-speed transmissions.

As the hardware/software/communications requirements of the Volpe Network are both customer/sponsor and Volpe Center management driven, the Volpe Network hosts multi-protocol multi-vendor network communications services and operating systems.

The Contractor in support of this functional area shall maintain a support staff offering a broad base of Networking systems experience and expertise, capable of adjusting to fluctuations in workload and/or reconfigurations of the Backbone LAN, WAN links and/or its many components and systems. The LAN support staff's skill mix must be proficient in LAN and WAN planning, analysis, design, and operations functions including but not limited to:

(a) Analysis of LAN and WAN functional requirements and network technologies upgrades, and development of plans and designs for their implementation.

(b) Administration of a multi-protocol (DECNet, TCP/IP, IPX, AppleTalk, etc.), multi-vendor Ethernet (shared and swithed), and FDDI Local Area Networks.

(c) Administration and utilization of repeaters, bridges, routers, brouters, etc.

(d) Administration and utilization of various speeds WAN links, communications servers, modem pools, etc.

(e) Troubleshooting techniques of LAN cable plant, LAN components, and LAN Server Systems.

(f) Administration and utilization of commercially available mini/micro computer hardware systems (i.e., Intel 80386/80486/Pentium and Digital Alpha-based systems, MicroVAX-II, etc.) utilized as Servers or networked Workstations.

(g) Administration and utilization of commercially available LAN Operating Systems (i.e., Novell, Windows NT, Unix, etc.).

(h) Administration and utilization of commercially available software for both general and special purpose applications (i.e., Word Processing, Spreadsheets, Databases, Graphics, Menuing, Electronic Mail, Electronic Scheduling, etc.).

(i) Preparation of LAN-related presentation materials and documentation.

(j) Database management data entry, information processing, and information retrieval techniques.

(k) Hardware and software maintenance service contracts for the various network components and systems.

Proper execution of the tasks within each function requires that the Contractor perform the following tasks:

- Meet weekly (and on more frequent occasions as required) with the Volpe Network Administrator to discuss performance, problem resolution, new action items/issues and staffing levels.

- Submit periodic performance and status reports as described under C.4.

- Establish and maintain operating plans and procedures, ADP Job Orders, and task descriptions by functional area.

- Establish and maintain standard operating procedures (SOP) relative to the security (physical/data) of the Volpe Network and Network Systems, consistent with currently prescribed Government security guidelines.

- Perform periodic risk analysis, and development of contingency and disaster recovery plans in accordance with currently prescribed Government security guidelines.

- Perform various ad-hoc tasks relative to the operation of the Volpe Network and Network Systems(as required) at the direction of the Volpe Network Administrator.

II. DETAILED REQUIREMENTS

The services to be provided by the Contractor in support of this functional area shall include but not be limited to the following tasks:

(a) NETWORK PLANNING, ANALYSIS, AND DESIGN

The Contractor shall provide expertise for analyzing LAN, WAN and Internet requirements, for preparing presentations and reports, and for developing plans and designs to be approved by the government management and then implemented by the Contractor’s staff.

(b) NETWORK ADMINISTRATION SERVICES

The Contractor shall:

- Provide five days per week administration of the Volpe Network and Network Systems. Weekend support shall be provided as required to perform special maintenance and/or diagnostic/troubleshooting functions.

- Provide execution of the network administration functions through a staff properly trained/cross-trained in Volpe’s network configuration and the major network component systems, various server systems deployed, as well as the individual workstation and peripheral equipment.

- Perform network diagnostics and troubleshooting to provide continuity of Network services as well as to provide rapid recovery from Network downtimes.

- Perform Administration of Network components such as Repeaters, Bridges, Routers, and/or Brouters.

- Plan, coordinate and implement Network-user, adds. moves and/or changes.

- Control Network user access via issuance of system authentication and interface access privileges.

(c) NETWORK SUPPORT SERVICES

- Maintain accurate/up-to-date Network schematics and documentation illustrating the Volpe Network, Network components, Network Servers, and Network end user connections.

- Maintain accurate/up-to-date automated database of all Network nodes, identifying user name, location, and equipment, for both Volpe and IDN (InterModal Data Network) cost-accounting tracking.

- Monitor Network and Network component performance and identify Network bottlenecks through the use of government-owned network control and monitoring equipment such as LAN MD, Network Sniffer, etc.

- Collect and produce monthly Network traffic statistical reports by segment.

- A Network status information and filing system shall be maintained for Network historical reliability tracking and reporting.

- The Contractor shall-ensure availability of the Network and Network Server Systems at a minimum of 98% level from 7:00a.m. to 6:00 p.m., Monday through Friday.

- Provide Network operations weekend support (a minimum of 24 hours notification will be provided by Volpe).

- Perform routine clerical tasks associated with maintaining logs and records.

(d) NETWORK END USER SUPPORT

The Contractor shall provide technical and administrative support to Network end users as follows:

- Install Network Interface Cards, network driver software, and related batch files for end user workstations.

- Meet with work request initiators to discuss Network/Communications/Server requirements, cost delivery schedules, and reporting requirements.

- Make recommendations which would enhance reliability and availability to end users, and/or reduce operating costs.

- Maintain Network Actions database to record all work requests, report and track status of jobs, and facilitate an accurate charge-back accounting system.

- Maintain "Help Desk" support for end users, including problem tracking and reporting via data entry into Network Actions automated data base system for recording, tracking and resolution of reported problems.

- Act as backup to the Volpe Network Administrator to provide technical assistance to Volpe and remote end users.

- Coordination of all Network activities with the Volpe Network Administrator and Network Systems users throughout the Volpe Center via meetings and day-to-day interaction.

- Maintain a library of Network, Network Systems, Network Servers Hardware and Software documentation for the Volpe Network Administrator, Network end users, and Network Support Team reference.

(e) MAINTENANCE OF NETWORK TELECOMMUNICATIONS EQUIPMENT

The Contractor shall manage and control an inventory of Network equipment as follows:

- Develop and maintain an automated information system for inventory control and 'Loan/Cost Recovery' of the Network telecommunications equipment.

- Install and test all new Network equipment acquired by the Government.

- Install and test all new Network telecommunications equipment acquired by the Government.

- Perform on-going reviews of new product development in the industry, coordinate on-site demos, and recommend the surplus of old/outdated equipment.

- Establish and maintain an automated database tracking system for each maintenance service contract.

(f) NETWORK SYSTEMS HARDWARE AND SOFTWARE ADMINISTRATION

- Administration of Volpe's Institutional (Novell, Windows NT) Servers.

- Installation and administration of Network Server Operating System Software and required Applications Software.

- Maintain accurate/up-to-date automated database of all Network Institutional Servers hardware and software setup/configuration to facilitate rapid system recovery and/or system replacement.

- Administration of Volpe's special purpose programmatic multi-vendor Servers, which may operate on one of a variety of multi-vendor hardware platforms; may be running one of a variety of operating systems such as DOS, OS/2 or Unix; or which may be running network operating systems such as Novell, StarLAN, Banyan, etc.

- Provide daily/weekly/monthly automated backups of Volpe Network Institutional Server Systems.

- Provide technical liaison with equipment maintenance contractors servicing Network systems.

- Provide hardware maintenance services contract for equipment.

- Provide diagnosis and analysis of Network systems hardware.

- Establish and maintain on-site a critical space parts inventory for each major Network system.

- Coordinate with equipment manufacturers, vendors, Volpe facilities engineering staff, etc. for the installation of Network hardware equipment.

- Participate in the planning process for Network and/or Network systems upgrades and/or enhancements.

- Perform special one-time studies/analysis as required.

(g) IDN COORDINATION

Coordination between Volpe Network and DOT Intermodal Data Network(IDN) personnel in the planning, monitoring, and modifications to the Network that may have an effect on the Volpe Network and/or overall IDN performance/availability.

(h) FUNCTIONAL REVIEW SUPPORT

The Contractor shall provide technical/administrative support which includes the following activities:

- Distribute and explain GWAC (Government Wide Agency Contract) contract information.

- Keep abreast of contract changes.

- Coordinate GWAC activities with the Site Coordinators.

- Assist with configuration analyses.

- Provide procurement request guidelines.

- Review all procurement requests for accuracy.

- Monitor the delivery of GWAC goods and services.

- Ensure all contractual requirements are satisfied by the contractor.

- Plan installation of GWAC equipment, software and service.

- Identify and schedule training classes.

- Ensure that the contractor delivers all equipment, software and services ordered.

C.3.4.1 LEVEL OF EFFORT PER YEAR*

LABOR CATEGORY	LEVEL OF EFFORT (LABOR YEARS)
Manager, Network Support Group	1.0
Senior, Network Support Specialist	8.0
Junior, Network Support Specialist	6.0
Total	**15.0**

*Level of effort is expressed in Labor Years (LY):

1 LY = 1,860 hours of productive labor.

LABOR CATEGORY DEFINITIONS

LABOR CATEGORY/EDUCATION

Manager, Network Support Group

Bachelor's degree level with a computer science, information science, information systems management, network/communications, engineering, mathematics, statistics, or operations research major, or equivalent course work which required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field

or

Equivalent combination of education and specialized computer/ network/communications experience with Novell, Windows NT or UNIX certification.

EXPERIENCE

Combined total of 10 years experience in the following:

Management and operation of a large WAN and FDDI/Ethernet LAN with a profile of multiple systems, multiple protocols, and distributed networked host systems.

Supervision and training of subordinate Network Support Specialists.

Planning, installing, and administering Novell, MS-Windows and Unix Systems.

Analysis and diagnosis of system malfunctions.

Planning and design of system configurations (physical and environmental).

Microcomputer hardware installation, diagnostics and utility functions.

Applications software including: MS-DOS, MS-Office, Word Perfect, Lotus, DBase, graphics, project management, communications, etc.

Planning, installing and administering telecommunications servers.

Technical writing skills, including the preparation of implementation plans, documentation of configuration profiles, procurement justifications, ad-hoc reports, etc.

Special one-time studies relative to all facets of WAN/LANs and WAN/LANs Systems.

Review of industry products and services relevant to WAN/LAN management and operations.

LABOR CATEGORY/EDUCATION

Senior Network Support Specialist

Bachelor's degree level with a computer science, information science, information systems management, network/communications, engineering, mathematics, statistics, or operations research major, or equivalent course work which required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field or Equivalent combination of education and specialized computer/ network/communications experience with Novell, Windows NT or UNIX certification.

EXPERIENCE

Combined total of 6 years experience in the following:

Operation of a large WAN/Ethernet LAN that has a profile of multiple systems, multiple protocols, and distributed networked host systems.

Planning, installing, and administering Novell, Windows NT and/or Unix Systems.

Analysis and diagnosis of system malfunctions.

Microcomputer hardware installation, diagnostics and utility functions.

Applications software including: MS-DOS, Word Perfect, Lotus, DBase, graphics, project management, communications, etc.

Planning, installing and administering telecommunications servers.

Technical writing skills, including the preparation of: implementation plans, documentation of configuration profiles, procurement justifications, ad-hoc reports, etc.

Special one-time studies relative to all facets of WAN/LANs and WAN/LANs Systems.

Review of industry products and services relevant to Network management and operations.

LABOR CATEGORY/EDUCATION

Junior Network Support Specialist

Bachelor's degree level with a computer science, information science, network/communications, engineering, mathematics, or statistics major, or course work equivalent to a major in the computer field

or

Equivalent combination of education and specialized experience.

EXPERIENCE

Combined total of 4 years experience in the following:

Administration of a LAN, including the installation of Systems and applications software, adding users, handling security and software licenses, setting up print spoolers, resolving device conflicts, and troubleshooting and fixing day-to-day LAN problems.

Analysis and diagnosis of system malfunctions.

Microcomputer hardware installation, diagnostics and utility functions.

Applications software including: MS-DOS, Word *Perfect,* Lotus, DBase, graphics, project management, communications, etc.

C.3.5 CONTRACT ADMINISTRATION

NOTE: Offerors may include some or all of these categories of labor in their indirect rates rather than a direct charge if that is in accordance with their normal accounting practice. However, all of the functions must be performed in the required time frames.

I. GENERAL REQUIREMENTS

This contract involves a wide range of closely interrelated services all of which require extensive interfacing and coordination. The role of the Contract Administration Office involves:

- Job Order initiation and controls
- Funds control and accountability
- Operating procedures
- Documentation standards
- Technical writing support, when required
- Special requests from Volpe Computer Center personnel
- Implement and maintain a disaster recovery plan for the computer and LAN facilities

The Project Manager will interface with the Volpe CO, COTR and Volpe Management and will provide overall coordination and management of the five (5) major functional areas of support. Additionally, the Contract Administration Office must provide a wide range of administrative services to support the overall contract operations across all functional areas. Finally, the Contract Administration Office must insure a uniform operation consistent with DOT/Volpe policy and procedures, Volpe's ADP User Accountability System, Volpe's financial management systems and the Volpe ADP Job Order System.

Support staff must be experienced in business/administrative management and should have experience in the use of ADP tools, (DBM languages, Word Processing software, Spreadsheet software etc.) in the control and reporting of project costs.

II. DETAILED REQUIREMENTS

Specifically, the services to be performed by the Contractor in support of this function shall include, but are not limited to the following:

(a) The Contractor shall ensure that all work performed is covered by an ADP job order, with appropriate supporting documentation, authorization and fund certification. The contractor shall maintain a complete central file of all approved ADP job orders issued.

(b) The Contractor shall ensure that charges against approved work orders do not exceed authorized funding levels. The Contractor will issue appropriate notification to Volpe ADP Job Order initiators on all tasks approaching 80% of the funding limits.

(c) The Contractor shall maintain and operate the Contract and Cost Recovery Tracking Systems. System reports must be reconciled with the Contractor's Funding and Manpower Report and Volpe User Accountability System. Maintenance will include enhancements to system design, operation and reporting.

(d) The Contractor shall reconcile all Contractor labor charges (as reported in the monthly Funding and Manpower Report) with charges processed through the Volpe User Accountability System.

(e) The Contractor shall support Computer Center efforts in estimating operating costs (budgets) and in analyzing cost recovery and chargeback rate structures for services.

(f) The Contractor shall prepare monthly consolidated reports (See C.4 below).

(g) The Contractor shall manage an internal space/communication function to (1) insure proper utilization of Government furnished space and communications facilities, (2) insure availability of accurate information on Contractor space/communications requirements, and (3) support Volpe cost distribution and accountability processes.

(h) The Contractor shall establish and monitor standards and guidelines for documentation and quality control.

(i) The Contractor shall provide administrative/management support functions and services essential to overall contract and project performance. These shall include:

- Acquisition of hardware/software
- Subcontracting for specialized skills
- Security clearances and agreements
- Travel and overtime arrangements
- Acquisition of hardware/software maintenance services

(j) The Contractor shall establish and implement operational procedures and guidelines for:

- Subcontracting
- Travel
- Overtime
- Support of tasks during the approval cycle
- Protection of confidential information (including employee non-disclosure agreements)

(k) The Contractor shall develop, operate and maintain MIS support tools to assist them and the contract COTR in the management and administration of the activities delineated within this functional area.

(l) The Contractor shall provide technical writing support to the four areas of institutional support services contracts when requested.

(m) The contractor shall implement and maintain a plan to provide a locally available alternative disaster recovery facility (within 50 miles from Cambridge, MA.) and other ancillary equipment and software should the Volpe Computer Center (Section J.3) and LAN (Section J.4) facilities located in Building #3 of the Volpe complex be destroyed. At present, all the DEC equipment (Section J.3) is covered by DEC’s “Recoverall” hardware service plan which would serve as the computer processing equipment replacement mechanism. The other elements required for continuity of operations include:

a) Locally available “environmentally treated” space for equipment and an Operator/Systems programmer work area

b) File backup restoration from the off-site media storage facility, which currently exists

c) Data communication interface equipment (i.e. bridges, routers , hubs, etc.) which link the Computer to local and remote LAN/WAN network segments, which must be acquired

d) Peripheral equipment (i.e. tape copy sub-system hardware/software, and LAN server(s) replacement), which must be acquired

e) Relocation of NYNEX provided WAN circuits from the local Central Office would be required to reestablish current processing functionality

The space requirements are predicated on a “worse case scenario”, whereby all the DEC and ancillary equipment and LAN equipment currently located in the computer rooms is assumed to be critical and would need to be replaced. As such, the equivalent amount of space currently required to house the DEC and LAN configurations will be required.

The space would be required until such time as the Volpe Computer Center is restored by the Government to its original operational state.

The plan should also address the ability of the Government to annually test its disaster recovery plan (DRP) and selected critical applications at a locally available facility capable of meeting the hardware requirements delineated in Sections J.3 and J.4.

C.3.5.1 SUGGESTED LEVEL OF EFFORT PER YEAR *

LABOR CATEGORY	LEVEL OF EFFORT (LABOR YEARS)
Project Manager	1.0
Contract Administrator	1.0
Program Management Support Specialist	1.0
Job Control Specialist	1.0
Documentation Clerk	1.0
Total	**5.0**

*Level of Effort is expressed in labor years (LY):

1 LY = 1860 hours of productive labor

LABOR CATEGORY DEFINITIONS

LABOR CATEGORY/EDUCATION

Project Manager

Master's Degree (or a Bachelor's Degree in Computer Science, Industrial Engineering, Operations Research as an Equivalent)

EXPERIENCE

In addition to the qualifications set forth for the Senior Specialist under administrative applications (see above), the Project Manager must have a minimum of five (5) years experience in managing a support service contract or a facility management contract of this type.

LABOR CATEGORY/EDUCATION

Contract Administrator

Bachelor's degree preferably in Business Administrator, Computer Science, Industrial Engineering or Operations Research.

EXPERIENCE

A minimum of five (5) years experience in configuration control/management utilizing automated management information techniques. Demonstrated experience and responsibility in project budgeting, cost control, forecasting, scheduling and reporting.

LABOR CATEGORY/EDUCATION

Program Management Support Specialist

Bachelor's Degree and on-the-job training in ADP.

EXPERIENCE

Combined total four (4) years of background and experience in the development of standards procedures, reports and studies relative to the operation of a large scale computer facility. Demonstrated experience in technical writing activities.

LABOR CATEGORY/EDUCATION

Job Control Specialist

Bachelor's Degree; or, an Associate's Degree, plus applicable formal or on-the job training.

EXPERIENCE

Must have demonstrated ability to handle and process ADP work orders: obtaining customer/management approvals, obtaining accounting certification, performing on-line data entry establishing ADP accounts; performing quality control functions, and preparing summary status reports on ADP accounts-

LABOR CATEGORY/EDUCATION

Documentation Clerk

High school and special training; or certificate of completion or diploma from an accredited secretarial school.

EXPERIENCE

Two years general clerical experience, including one year in a technical or ADP environment. This should include editing/typing and preparing technical or ADP documentation; maintenance of project files; preparation of progress reports; and maintenance of logs relating to work in progress meetings, etc. Experience on a word processing system (e.g. Xerox, Wang, DEC, etc.) is highly desirable. Documentation will often involve flow diagrams, configuration drawings, functional system flow diagrams, graphics, etc.

C.4 DELIVERABLES AND REPORTING/DOCUMENTATION REQUIREMENTS

a) CONTRACT FUNDING AND MANPOWER REPORT

The Contractor shall submit a detailed funding and manpower report reflecting current (coinciding with User Accountability System cycles) and year-to-date utilization of resources expended under the contract for both prime and sub-contractor support, At the minimum the report will include:

1) Labor hours and labor cost by: functional area, major organizational unit within each functional area, labor category, and fund source (indirect or Computer Center overhead).

2) Summaries by functional area of support

3) Summary of total plan vs. actual contract cost (labor, burden, ODC, etc.)

4) Overtime and travel statistics

5) Support requirements outstanding with estimates and plans for staffing each requirement

6) Major events occurring during the reporting period

7) The report will be submitted on a monthly basis to the Contracting Officer and the COTR. Content, form, and frequency of the report may be modified at the direction of the Contracting Officer and/or the COTR.

(b) UAS INPUT FILES

The Computer Center manages the operation of an automated ADP User Accountability System (UAS) (See Section J.7) for the identification and reporting of all ADP resources planned and expended against ADP job orders issued under the ADP Job Order System. This system provides the primary tracking and reporting mechanisms for the control of ADP expenditures against plans. The Contractor shall provide the necessary input files for processing on a weekly basis in accordance with the specifications set forth by the UAS System Manager.

(c) PROGRESS REPORTS

Monthly progress reports shall be submitted by the Contractor for each major functional area. The progress reports will include as a minimum:

1) Status of all tasks for that functional area

2) Highlights of current activities and present or potential problems

3) Items of special interest as requested by the COTR and/or the task initiator (e.g. production processing statistics)

A full set of the progress reports will be submitted to the COTR on a monthly basis. The content, format, and frequency of this report may be modified at the direction of the COTR. Individual reports shall be provided to the task initiator unless otherwise directed. These reports will also be distributed to the Volpe Center Office Directors as directed by the COTR.

(d) TASK SPECIFICATIONS

Task specifications (including changes in specifications to existing work orders) shall be developed by the Contractor for each task issued under the ADP Job Order System. The task specification will follow the guidelines of the ADP Job Order System. These guidelines may be modified by the COTR and/or the task initiator (for a specific task). An ADP work order along with the task specifications will be submitted to the task initiator for formal review and approval, and for coordination through the fund certification process.

(e) TASK DELIVERABLES

The minimum level of documentation will be required for each task upon completion. The guidelines and standards for this documentation will be provided by the Computer Center and will be consistent with the Federal Information Processing Standards Publications (FIPS) Nos. 38 and 64. Specific task deliverables e.g., software, studies, reports, and documentation to other standards, and schedules shall be delineated in the ADP work order issued. Unless otherwise directed, all deliverables will be submitted to the task initiator.

(f) MONTHLY COMPUTER CENTER CHIEF STATUS REPORT

A report providing a concise summary of the status of active projects as well as outstanding work requirements will be submitted to the Computer Center Chief on a monthly basis. The report shall be prepared and submitted by the program manager. This report could and should be replaced by an automated process/data base that contains the active projects and outstanding work requirements. This data base should be accessible by the Volpe Computer Center Chief and staff.

(g) SPECIAL PROCEDURES, STUDIES AND REPORTS

At the request of the Contracting Officer, the COTR, the Volpe Computer Center Chief and Staff, the Contractor shall (1) develop operational procedures, and/or (2) perform special studies/analyses involving significant contract related issues. For example:

1) Procedures for identifying, scheduling and assigning new work.

2) Procedures for review/approval of overtime and travel requests.

3) Analysis of user requirements and trends.
4) Projections on contract run-out levels and cost.

5) labor loading analysis to assist in the identification and allocation of available resources (skills assessment)

6) Other subjects as directed by the Volpe Computer Center Chief and Staff.

(h) FACILITY OPERATIONS REPORTING

The Contractor shall submit periodic status, performance, and technical reports to the VOLPE Facility Operations Manager as follows:

- Ad-hoc task status by functional area.
- Status reports by function area.
- Operations/Systems activity status
- Special one-time analysis and studies as requested.

The specific content, format, and frequency of these reports will be delineated in the ADP Job Order issued covering the assignment.

(i) HARDWARE/SOFTWARE MAINTENANCE PLAN

The Contractor shall develop and maintain an on-going hardware/software maintenance plan which shall delineate method(s) *(e.g.* in-house performance vs. subcontract approach), procedures, and schedules. Details of this plan are subject to the contractor's proposal and final contract negotiations.

(j) JOB FILE

The Contractor shall maintain a job file on all tasks issued under the ADP Job Order System. A file must contain a complete record of all activity and support provided under that job: job order forms, task specifications, progress reports, memos, reports, and an inventory of all software deliverables. The Contracting Officer and/or COTR, shall have access to that file.

NOTE: Computer time and labor resources needed to satisfy reporting requirements will be provided and authorized under specific ADP job orders.

(k) SIGN IN/OUT LOG

The Contractor shall maintain a daily sign in/out log. It is the responsibility of the Program Manager to make sure that all contractor personnel sign in and out appropriately. Any personnel not in attendance for whatever reason must be accounted for in the log one hour after the established beginning core time of the Volpe Center. These logs must be retained in original form for the length of the contract.

SECTION D - PACKAGING AND MARKING

D.1 MARKING (NOV 1987)

All information submitted to the Contracting Officer or the Contracting Officer's Technical Representative shall clearly indicate the contract number of the contract for which the information is being submitted.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.246-3	INSPECTION OF SUPPLIES - COST-REIMBURSEMENT	APR 1984
52.246-5	INSPECTION OF SERVICES - COST-REIMBURSEMENT	APR 1984

E.2 POINT(S) OF DELIVERY AND INSPECTION/ACCEPTANCE

The points of delivery set forth in Section F are hereby designated as the places for final inspection and acceptance.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER Alternate I (APR 1984)	AUG 1989

F.2 PERIOD OF PERFORMANCE

Excluding the phase-in period, this contract shall be for a base period of two (2) years, commencing on or about November 1, 1997 with renewal options at the election of the Government for three (3) additional twelve (12) month periods, for a total period of performance of sixty (60) months plus the agreed-upon phase-in period.

F.3 PHASE-IN PERIOD

The phase-in period shall be for up to thirty (30) days in accordance with the Contractor's phase-in plan negotiated with and accepted by the Government.

F.4 DELIVERY SCHEDULE

Delivery/performance under this contract, within the overall period of performance as set forth above, will be subject to the work order specifications issued under the Volpe Center Job Order System. Schedules for deliverables identified in Section C are as follows:

Reports listed below are detailed in the Statement of Work, paragraph C.4, Deliverables and Reporting/Documentation Requirements.

	DELIVERABLES	SCHEDULE
(a)	Contractor Funding & Manpower Report	Monthly. Within 5 working days of each monthly UAS closing.
(b)	User Accountability System (UAS) Input File	Weekly. No later than 2 working days following the Saturday of each week.
(c)	Monthly Progress Report	Monthly. Within 5 working days following the monthly UAS closing.
(d)	Task Specifications	As specified on the Job Order.

(e)	Task Deliverables	As specified on the Job Order.
(f)	Monthly Computer Center Chief Status Reports	Monthly. Within 5 working days following the monthly UAS closing.
(g)	Special Procedures, Studies and Reports	As directed by the CO and/or COTR.
(h)	Facilities Operations Reporting	As directed by the CO and/or COTR.
(i)	Hardware/Software Maintenance Plan	As directed by the CO and/or COTR.
(j)	Job File	As directed by the CO and/or COTR.

F.5 COMMENCEMENT DATE

The commencement date for the work to be performed hereunder is October 1, 1997 or the date the contract is signed by the Contracting Officer whichever is later.

F.6 PLACE OF PERFORMANCE

The services to be provided under this contract shall be provided at the following locations:

DOT/RSPA/VOLPE CENTER
55 Broadway
Cambridge, MA 02142

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 1252.242-73 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (OCT 1994)

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the Contracting Officer.

G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION

Contracting Officer: The Contracting Officer (CO) has the overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to his/her authorized representatives.

An Administrative Contracting Officer (ACO) may be designated by the Contracting Officer. The duties of an ACO include but are not limited to: analyze and make recommendations on Contractor's proposals, offers or quotations upon request of the Contracting Officer; and approve Contractor's invoices in accordance with the terms of the contract.

The Contracting Officer, Administrative Contracting Officer and Technical Representatives are located at:

DOT/RSPA/VNTSC
55 Broadway, Kendall Square
Cambridge, MA 02142

G.3 OVERTIME AUTHORIZATION

The Contractor shall submit all requests for overtime to the COTR for approval. All requests must be supported in writing by the appropriate Job Order initiator. Any requests for overtime which would have an impact on an estimated job cost must be further supported by an authorized modification to the job order.

"Overtime" means time worked by a contractor's employee in excess of the employees normal work week. A normal work week is forty (40) hours for employees subject to the Service Contract Act(41 U.S.C. 351 et seq.) and the Fair Labor Standards Act (29 U.S.C. 201 et seq.) and implementing regulations found in 29 CFR Part 541.

G.4 VOUCHER REVIEW

The Government may at its sole discretion arrange for a contractor to review vouchers and supporting data submitted for payment under the provisions of this contract. The Contractor reviewing vouchers and supporting data will perform this function in accordance with contract provisions which prohibit disclosure of proprietary financial data or use of such data for any purpose other than to perform accounts payable services.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 GPO PRINTING REQUIREMENT

All printing funded by this contract will be accomplished in conformance with Title 44, United States Code, regulations of Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by the Government Printing Office and the Department of Transportation.

H.2 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS

(a) Work under this contract may provide the Contractor with access to advance information about future Government procurements, which information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements for, or the preparation of specifications for, various systems, equipment, hardware, and/or software. Without the following restrictions; (1) the Contractor's objectivity in performing the work may be impaired by its other business activities; (2) the nature of the work to be performed may result in unfair competitive advantage to the Contractor in future Government procurements; or (3) the Contractor's ability to perform work required under future Government contracts in an objective manner may be impaired by its performance of work under this contract.

(b) In order to prevent a potential bias, unfair competitive advantage, or other potential conflict of interest, the Contractor shall be subject to the following restrictions:

(1) The Contractor shall be excluded from competition for, or award of, any Government contracts as to which, in the course of performance of this contract, the Contractor has received advance procurement information before such information has been made generally available to other persons or firms.

(2) The Contractor shall be excluded from competition for, or award of, any Government contract for which the Contractor actually assists in the development of the Request for Quotation, specifications or Statement of Work.

(3) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract.

(4) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the construction or fabrication of any system, equipment, hardware, and/or software for which the Contractor participated in the development of requirements or definitions pursuant to this contract.

(c) This clause shall not exclude the Contractor from performing work under any amendment or modification to this contract or from competing for an award for any future contract for work which is the same or similar to work performed under this contract.

(d) The term "Contractor," as used in this clause includes any person, firm or corporation which has a majority or controlling interest in the Contractor or in any parent corporation thereof, and any person, firm or corporation in or as to which the Contractor (or any parent or subsidiary corporation thereof) has a majority of controlling interest. The term also includes the corporate officers of the Contractor, those of any corporation which has a majority or controlling interest in the Contractor, and those of any corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest.

(e) The Government may, in its sole discretion, waive any provisions of this clause if deemed to be in the best interest of the Government. The exclusions contained in this clause shall apply for the duration of this contract and for three (3) years after completion and acceptance of all work performed hereunder.

(f) If any provision of this clause excluded the Contractor from competition for, or award of, any contract, the Contractor will not be permitted to serve as a subcontractor, at any time, on such contract.

H.3 MINIMUM PRODUCTIVE LABOR HOUR REQUIREMENTS

(a) A Labor Year, for purposes of this contract, is defined as 1860 productive labor hours (excludes Federal Government Holidays). Productive labor hours are defined as those hours worked by contractor employees in performance of services specified in SECTION C of this contract.

(b) Each contractor and subcontractor performing work under this contract shall keep the records identified below for each employee performing the work described in the contract, which shall be the same as referred to in Records Clause - Service Contract Act in 1965, as Amended.

(1) His/Her name

(2) His/Her work classification or classifications.

(3) His/Her daily hours worked at DOT/TSC

(c) The contractor shall furnish a weekly certified copy of such records to the Contracting Officer or his authorized representative the first work day following the week being reported. These records are in addition to the records required by FPR Temporary Regulation 76, Revision of Labor Standards for Federal Service Contracts.

(d) The minimum hours of labor specified are for productive hours.

(e) This provision does not waive the Government's rights under the contract or otherwise for the Contractor's failure to perform any work under this contract in a diligent and prompt manner.

H.4 SAFETY AND ACCIDENT PREVENTION

In performing any work under this contract on premises which are under the direct control of the Government, the contractor shall (a) conform to all safety rules and requirements as in effect during the term of the contract; and (b) take such additional precautions as the Contracting Officer may reasonably require for safety and accident prevention proposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of contractor and Government personnel performing or in any way coming in contact with the performance of the contract on such premises. Any violation of such rules and requirements, unless promptly corrected as directed by the Contracting Officer, shall be grounds for termination of this contract.

H.5 MASSACHUSETTS SALES TAX EXEMPTION

The Volpe Center, as an agency of the United States Government, is an exempt purchaser under Chapter 64H of Massachusetts General Laws, and has been issued a certificate of Exemption (No.E-042-467-417). Accordingly, all Volpe Center purchases subject to the Act are exempt from Massachusetts' sales tax.

H.6 HANDLING OF DATA

(a) The Contractor and any of its subcontractors in performance of this contract, may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions which restrict the Government's right to use and disclose the data and information, or which may be of such a nature that its dissemination or use other than in the performance of this contract, would be adverse to the interests of the Government or other parties. Therefore, the Contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to:

(1) Knowingly disclose such data and information to others without written authorization from the Contracting Officer, unless the Government has made the data and information available to the public; and

(2) Use for any purpose other than the performance of this contract that data which bears a restrictive marking or legend.

(b) In the event the work required to be performed under this contract requires access to proprietary data of other companies, the Contractor shall obtain agreements from such other companies for such use unless such data is provided or made available to the Contractor by the Government. Two copies of such company-to-company agreements shall be furnished promptly to the Contracting Officer for information only. These agreements shall prescribe the scope of authorized use or disclosure, and other terms and conditions to be agreed upon between the parties. It is agreed by the Contractor that any such data, whether obtained by the Contractor pursuant to the aforesaid agreement or from the Government shall be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.

(c) Through formal training in company policy and procedures, the Contractor agrees to make employees aware of the absolute necessity to maintain the confidentiality of data and information, as required above, and further aware of the sanctions which may be imposed for divulging either the proprietary data of other companies or data that is obtained from the Government to anyone except as authorized. The Contractor shall obtain from each employee engaged in any effort connected with this contract an agreement, in writing, which shall in substance provide that such employee will not, during his/her employment by the Contractor, or thereafter, disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Officials Use Only") received in connection with the work under this contract. The Contractor shall furnish a sample form of this agreement to the Contracting Officer promptly after award.

(d) The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use of disclosure of third party data or software by the Contractor, its employees, subcontractors, or agents.

(e) The Contractor agrees to include the substance of this provision in all subcontracts awarded under this contract. The Contracting Officer will consider case-by-case exceptions from this requirement for individual subcontracts in the event that (1) the contractor considers the application of the prohibitions of this provision to be inappropriate and unnecessary in the case of a particular subcontractor; (2) the subcontractor provides a written statement affirming absolute unwillingness to perform absent some relief from the substance of this prohibition; (3) use of an alternate subcontract source would reasonably detract from the quality of effort; and (4) the Contractor provides the Contracting Officer timely written advance notice of these and any other extenuating circumstances.

(f) Except as the Contracting Officer specifically authorizes in writing, upon completion of all work under this contract the Contractor shall return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the Contracting Officer. Data obtained from another company shall be disposed of in accordance with the Contractor's agreement with that company, or, if the agreement makes no provision for disposition, shall be returned to that company. The Contractor shall further certify in writing to the Contracting Officer that all copies, modifications, adaptations or combinations of such data or information which cannot reasonably be returned to the Contracting Officer (or to a company), have been deleted from the Contractor's (and any subcontractor's) records and destroyed.

(g) These restrictions do not limit the Contractor's (or subcontractor’s) right to use and disclose any data and information obtained from another source without restriction.

(h) As used herein, the term "data" has the meaning set forth in Federal Acquisition Regulations, clause 52.227-14, "Rights in Data - General," and includes, but is not limited to, computer software, as also defined in Clause 52.227-14.

H.7 PERFORMANCE OF WORK ON GOVERNMENT PREMISES

(a) Any work under this contract which is performed by the contractor or any of its subcontractors on premises under Government control is subject to all provisions of this contract governing such work and the following:

(1) If required by the Installation, all contractor personnel shall, at all times, conspicuously display a distinctive badge provided by COTR identifying such personnel as employees of the contractor, and shall observe and otherwise be subject to security regulations as are in effect for the particular premises involved.

(2) Except as may be otherwise specified in the contract, the contractor shall furnish all supplies, material and equipment required for the work to be performed.

(3) The Contractor shall provide direct supervision of its own employees, but shall not supervise, nor accept supervision from any government personnel.

(4) The contractor shall designate to the Contracting Officer, in writing, an on-the-premises representative to serve as point of contact for the contractor with the Contracting Officer or the designated Contracting Officer's Technical Representative (COTR).

(5) Performance of work on Government premises shall be confined to the area(s) specified by the Contracting Officer or his duly authorized representative.

H.8 HOURS OF WORK

Regular working hours at the site shall be Monday thru Friday, 7:00 a.m. to 6:00 p.m., excluding Government holidays. All work at the sites shall be performed during regular working hours unless otherwise required by the specifications, or requested hours in advance by the Contractor and approved by the Contracting Officers Technical Representative.

H.9 CONTINUITY OF SERVICES

In order that the Contractor be able to provide continuity of services during periods when any of its personnel employed under this contract are absent due to illness or on vacation or when one or more of the positions described in Section C becomes temporarily vacant, the contractor shall provide crosstraining of its staff or an on-call employee capability sufficient to respond to the Governments on-going requirements under this contract.

H.10 CEILINGS

For the purpose of performance of this contract, the Contractor's and subcontractor's allowable and reimbursable indirect expenses shall be limited to the ceilings set forth in the table below. Indirect costs which are attributable to this contract and are in excess of the composite ceilings shall not be recoverable. Billing rates are expected to be charged at the DCAA approved provisional billing rates up to these ceilings. If the final indirect costs are lower than ceiling values, then the final costs shall apply. This provision in no way alters the provisions of the clause entitled "Limitation of Funds".

Indirect Cost Ceiling Table

CATEGORY	RATE
Labor Burden (Composite)	"Redacted under Exemption 4"
VAR Burden	"Redacted under Exemption 4"

*Subcontractor's indirect rates are proprietary, but the negotiated composite ceiling on their rates is 105%.

H.11 SECURITY

Two positions under Facility Operations have been identified as requiring Secret security clearances. These positions are the Lead Information Systems Security Specialist and the Information Systems Security Specialist. Cleared personnel must be available at the phase-in of the contract for these positions. The contractor must also possess a Secret facility clearance, in accordance with the Industrial Security Regulation (DOD 5220.22R) for the receipt, generation, and storage of classified material. The Contractor shall be responsible for obtaining appropriate security clearances from the Defense Investigative Service and for insuring the compliance by its employees and subcontractor(s) with the security regulations of the Government installation or contractor (or subcontractor) facility where work is to be performed. Any additional security clearance requirements identified during the performance of this contract are also the responsibility of the Contractor.

H.12 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX

The staffing requirements described in the Statement of Work represent the best estimate of the Government's needs at the outset of the contract. However, these requirements may be altered to assure adequate contractor staffing to meet the Government's needs. Therefore, the Contracting Officer by contract modification may increase or decrease the total productive direct labor hours (or equivalent productive labor years) and/or skill mix by a maximum of twenty (20) percent for any or each year of performance. The increase/decrease is based on the prior year's usage.

Notwithstanding any increase or decrease under any other provision of the contract, including, but not limited to the changes and terminations provisions, no increase will be made in the overhead and G&A ceiling rates established and made a part of this contract. Additional or reduced award fee will be negotiated for the year(s) in which the required increase or decrease is to take effect.

Further, if a staffing level increase (decrease) or skill mix adjustment is required under this provision and results in an increase (decrease) in direct labor hours or skill mix adjustment under any cost reimbursement subcontract, the subcontract estimated cost shall be increased or decreased.

Notwithstanding any adjustment under this or any other provision of the contract or subcontract, including, but not limited to the changes and terminations provisions, no increase will be made in the overhead and G&A ceiling rates established during negotiation between the prime contractor and the subcontractor(s), which ceilings are made a part of the subcontract(s). The Government will provide the Contractor with advance notice at least 30 calendar days prior to the Contracting Officer's issuance of a modification for such an increase (decrease) or skill mix adjustment. The Contractor will provide the Government with its cost proposal and staffing plan within fifteen calendar days after receipt of such notice.

H.13 NEW WAGE DETERMINATION ADJUSTMENT PROVISION

In order to comply with the minimum wages and fringe benefits contained in Department of Labor (DOL) Wage Determination(s) incorporated into the contract, the estimated cost, and, as provided below, to the extent of allocation of fringe benefits, the overhead and/or G&A ceiling rates shall be adjusted as provided herein. Any such adjustment shall be limited to the increase (decrease) in wages paid to or fringe benefits of employees working on this contract in order to comply with the wage determination. Further, any such adjustment shall be limited to the actual increase (decrease) in wages paid to or fringe benefits of employees working on this contract. Thus, no adjustment shall be made on account of a DOL wage determination unless the Contractor provides supporting data clearly demonstrating that any increase (decrease) in wages or fringe benefits paid was made to achieve compliance, as herein stated above.

In the event that during the term of the contract or any extension thereof, a revised or new DOL wage determination becomes applicable which affects the Contractor's overhead and/or G&A, the overhead and/or G&A ceilings contained in this contract shall be equitably adjusted by the Contracting Officer, but only upon the Contractor's establishment of the following:

1. any increase in the Contractor's overhead and/or G&A rates as a result of the wage determination is directly attributed to implementation of the DOL wage determination;

   and either

2. the Contractor's actually experienced overhead and/or G&A rate(s) immediately prior to the effective date of the DOL wage determination meet or exceed the applicable ceilings;

   or

3. the Contractor's actually experienced overhead and/or G&A rate(s) prior to the effective date of the DOL wage determination, while below the applicable contract ceiling, is/are such that the effect of the wage determination is to cause the applicable ceilings to be exceeded.

Provided, however, that ceiling adjustment(s) authorized by this paragraph shall be limited to either (1) the difference, if any, between the Contractor's actually experienced overhead and/or G&A rate(s) prior to the issuance of the DOL wage determination, and his rates actually experienced subsequent to the implementation of the wage determination, or (2) the difference between the applicable ceiling(s) and the Contractor's actually experienced rate(s) subsequent to the implementation of the wage determination, whichever of (1) or (2) is less.

Additionally, adjustments in the ceiling rate(s) of the kind discussed above will not be made with respect to those employees not covered by the provisions of the Department of Labor (DOL) Wage Determination.

The Contractor shall include the substance of this clause in cost reimbursement subcontracts subject to indirect cost ceilings.

H.14 HARDWARE/SOFTWARE ACQUISITION

The Government shall have the right to require the Contractor to lease or purchase hardware and/or software which is an integral part of a job order and is necessary for the performance thereof. The Contractor will be reimbursed for the actual subcontract price of any hardware/software acquired. The Contractor may apply a material handling charge, or a G&A rate, exclusive of fee, in accordance with the Contractor's usual accounting practice consistent with subpart 31.2 of the FAR. No fee shall be paid in connection with any such purchases. Title to all hardware/software purchased under this provision will pass to the Government.

H.15 LEGAL HOLIDAYS

Federal holidays are the only holidays observed by the DOT/VNTSC and are defined as follows:

New Year's Day
Martin Luther King Day
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

Whenever a recognized Federal Holiday falls on a Saturday, the preceding Friday will be observed as a legal holiday. Whenever a recognized Federal holiday falls on a Sunday, the following Monday shall be observed as a legal holiday.

H.16 GOVERNMENT FURNISHED EQUIPMENT AND SERVICES

Except as provided below, the Contractor shall furnish all supplies, material, and equipment required for the work to be performed. Often equipment/software is project specific and is furnished to the Contractor by the project.

Office Equipment

The Volpe Center will make available to the Contractor personnel the following items: desks, chairs, tables, bookcases, blackboards, wastebaskets, typewriters, word processors, reproduction equipment, calculators, filing cabinets, office supplies, and similar furniture and equipment as determined by the Contracting Officer to be necessary for accomplishment of services required by the Statement of Work.

Telephone Service

The Volpe Center will provide telephone service to Contractor personnel located at a Government facility for official use at no cost to the Contractor in connection with the duties performed by the Contractor under this contract as determined necessary by the Contracting Officer. The Contractor shall be required to provide telephone service to personnel not located at a Government facility for official use in connection with the duties performed by the Contractor under this contract as determined necessary by the Contracting Officer.

Workstations and Personal Computers

The Volpe Center will provide workstations and personal computers in accordance with Attachment J.10.

H.17 GOVERNMENT-CONTROLLED PROPERTY

Property assigned to the Contractor for use under this contract will be identified in the Volpe Center Property System under a unique Property Management Area (PMA). The Contractor shall assume responsibility for all property assigned to the Contractor's PMA, in accordance with Section I, Property clause(s).

H.18 ACCOUNTING SYSTEM/BILLING

The Contractor shall maintain a job order accounting system that will accumulate costs incurred for each job order of this contract. Labor hours will be identified by skill category. In submitting its vouchers/invoices in payment of costs incurred, the Contractor shall segregate labor hours and all other cost elements for the current billing period and cumulatively from the inception of the contract and from the beginning of the current contract year. Further guidance on billing will be provided by the Contracting Officer and/or COTR. (See Attachment J.8 Billing Instructions).

H.19 ALLOTMENT AMOUNT

Pursuant to Clause 52.232-22, "Limitation of Funds", the amount presently available for payment and allotted to this contract, the work covered thereby, and the period of performance which it is expected the allotted funds will cover, are specified below:

Amount Allotted - “Redacted under Exemption 4”

Period of Performance - through 30 September 1998

H.20 CONFLICT OF INTEREST

A. At the time of issuance of any Work Order under this contract, the Government may ask the Contractor to sign a Certification identifying any conflict of interests that the Contractor, its affiliates and any key personnel may have in connection with the activities to be carried out under the Work Order. If after acceptance of the Work Order, the Contractor discovers a conflict of interest which was not identified in the Certification, the Contractor shall promptly notify the Contracting Officer of such conflict.

B. Conflict of interest is defined as a situation where the Contractor's objectivity may be impaired because of any passed, present, or planned interest (financial or otherwise) in organizations or in agreements or contracts with organizations, whose interests may be substantially affected by activities covered by the work order.

C. The Certification shall describe the actual or potential conflict of interest, any action the contractor proposes to avoid or mitigate any conflict, and provide any other information the Contractor believes would be helpful to the Contracting Officer in analyzing the situation. If the Contractor believes that the conflict is not significant, its Certification shall so state.

D. After reviewing the information provided, the Contracting Officer may determine that the potential conflict is not significant and order the Contractor to proceed with the Work Order. If the Contracting Officer determines that the Contractor's actual or potential conflict of interest may impair the Contractor's objectivity in performing the activities required by the Work Order, the Contracting Officer, after discussions with the Contractor, will direct a course of action to avoid the conflict. Such action may include withdrawal of the Work Order or implementation of mutually agreed upon mitigation measures to neutralize the conflict.

E. If the Contractor fails to comply with any directed, agreed-upon mitigation measures, the Contracting Officer may immediately terminate the Work Order for the Government's convenience under FAR Clause 52.249-6 Termination (Cost-Reimbursement) (May 1986), incorporated in this contract.

F. In addition to any other remedies available to the Government by law, the Contractor's failure to identify an actual or potential conflict of interest, or the misrepresentation of facts in connection with a reported conflict, may be a basis for default termination of the contract.

H.21 POSITION SENSITIVITY DESIGNATIONS

A. Offerors shall comply with the following Position Sensitivity Designations as defined under DOT Order 1630.2A, Department of Transportation Personnel Security Handbook (May 27, 1988).

Labor Category	Sensitivity Level
Administrative Applications	
Administrative Applications Manager	3
Senior Specialist	3
Senior Analyst	3
Senior Program/Analyst	3
Programmer	2
Junior Programmer	2
Senior Systems Support Specialist	3
Systems Support Specialist	2
Acquisition Support Specialist	2
Production Control Specialist	2
Run Coordinator	2
Documentation Clerk	1
Facility Operations	
Operations Resources Specialist	3
Documentation Clerk	1
Field Support Specialist	1
Senior User Services Specialist	3
User Services Specialist	3
Data Entry Operator	1
Operations Specialist	3
Lead Console Operator	2
Console Operator	2
Lead Info Sys Security Specialist	3
Info Sys Security Specialist	3
Sr. Data Communications Network Specialist	2
Systems Planning	
Manager	3
Principle Analyst	3
Senior Specialist	3
Senior Analyst	3
Senior Programmer/Analyst	3
Documentation Clerk	2
LAN Administration	
Manager, Network Support Group	3
Senior Network Support Specialist	3
Junior Network Support Specialist	2
Contract Administration	
Project Manager	3
Contract Administrator	2
Program Management Support	2
Job Control Specialist	2
Documentation Clerk	1

B. POSITION SENSITIVITY DESIGNATIONS - All DOT positions must be designated as to their levels of sensitivity in terms of: suitability, national security, and access to ADP.

1. Suitability Designation - All position designations must be commensurate with the responsibilities and other attributes of the position as they relate to the efficiency of the service. The ranking of these sensitivity levels is according to the degree of adverse impact upon the efficiency of the service that could result from its incumbency by an unsuitable person.

2. Security Designation - All position designations must assure appropriate screening under E.O. 10450 and be based on an assessment of the degree of damage that an individual could effect on the national security.

3. ADP Designation - All positions having access to or the responsibility for ADP facilities, systems, or activities must be designated at a level of sensitivity that is commensurate with the responsibilities and other attributers of the position. Sensitivity designation is based on an assessment of the degree of risk the position has for causing grave damage or realizing a significant personal gain.

C. SENSITIVITY LEVELS:

1. Level 3. Critical Sensitive (CS) - Potential for exceptionally grave impact involving duties of clearly major importance to the Department's mission with major program responsibilities which affect the efficiency of the service or potential for exceptionally grave damage to the overall interests of the National (i.e., there may be a need for access to Top Secret information).

2. Level 2. Noncritical Sensitive (NCS) - Potential for moderate to serious impact involving duties of considerable importance to the Department's mission with significant program responsibilities which affect the efficiency of the service or potential for serious damage to the overall interests of the Nation (i.e., there may be a need for access to Confidential or Secret information).

D. CRITERIA FOR DESIGNATING POSITION SENSITIVITY:

1. Level 3 - Critical Sensitive

(1) Any position involving one or more of the following:

(a) Access to Top Secret information;

(b) Development or approval of war plans or particulars of future major or special operations of war or critical and extremely important items of war;

(c) Development or approval of plans, politics or program which affect the overall operations of an agency, i.e.,

policy making or policy determining positions;

(d) Investigative duties, the issuance of personnel security clearances or duty on personnel security boards; or

(e) Fiduciary, public contact or other duties demanding the highest degree of public trust.

(2) Any computer related position involving one of the following:

(a) Responsibility for the development and administration of a DOT computer security program, including the direction and control of risk analysis and/or threat assessment;

(b) Significant involvement in life critical or mission critical systems;

(c) Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high risk for affecting grave damage or realizing significant personal gain;

(d) Relatively high risk assignment associated with or directly involving the accounting, disbursement, or authorization of:

1 dollar amounts of $10 million per year or greater; or

2 lesser amounts if the activities of the individual are not subject to technical review by higher authority at the Critical Sensitive level to ensure the integrity of the system;

(e) Major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring and/or management of systems hardware and software; or

(f) Other positions determined to involve relative high risk for affecting grave damage or realizing significant personal gain.

2. Level 2 - Noncritical Sensitive.

(1) Any position involving one or more of the following:

(a) Access to Secret or Confidential national security materials and information;

(b) Duties that may directly or indirectly adversely affect the overall operations of the Department;

(c) Duties that demand a high degree of trust.

(2) Any computer related position involving one of the following:

(a) Responsibility for systems design, operation, testing, maintenance; and/or

(b) Monitoring that is carried under technical review of higher

authority at the Critical Sensitive level to ensure the integrity of the system. This level includes but is not limited to:

1 Access to and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and government developed privileged information involving awards of contracts; or

2 Accounting, disbursement, or authorization for disbursement from systems of dollar amounts of less than $10 million per year.

E. These sensitivity level designations alone will not create operational issues for the contractor - e.g., processing security clearances, or providing for secure facilities at the Volpe Center, in Washington, or at other off-site contractor locations.

F. These Position Sensitivity Levels alone do not involve restriction on the citizenship of staff members.

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	OCT 1995
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1996
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 1997
52.204-2	SECURITY REQUIREMENTS	AUG 1996
52.204-4	PRINTING/COPYING DOUBLE-SIDED ON RECYCLED PAPER	JUN 1996
52.207-3	RIGHT OF FIRST REFUSAL OF EMPLOYMENT	NOV 1991
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.211-5	NEW MATERIALS	MAY 1995
52.211-7	OTHER THAN NEW MATERIAL, RESIDUAL INVENTORY, AND FORMER GOVERNMENT SURPLUS PROPERTY	MAY 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	AUG 1996
52.215-22	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1995
52.215-23	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-MODIFICATIONS	OCT 1995
52.215-24	SUBCONTRACTOR COST OR PRICING DATA	OCT 1995
52.215-26	INTEGRITY OF UNIT PRICES	JAN 1997
52.215-27	TERMINATION OF DEFINED BENEFIT PENSION PLANS	MAR 1996
52.215-33	ORDER OF PRECEDENCE	JAN 1986
52.215-39	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	MAR 1996

I.1 (Continued)

NUMBER	TITLE	DATE
52.215-40	NOTIFICATION OF OWNERSHIP CHANGES	FEB 1995
52.216-7	ALLOWABLE COST AND PAYMENT	MAR 1997
52.217-8	OPTION TO EXTEND SERVICES	AUG 1989
52.219-8	UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS CONCERNS	JUN 1997
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-3	CONVICT LABOR	AUG 1996
52.222-2	PAYMENT FOR OVERTIME PREMIUMS	JUL 1990
52.222-26	EQUAL OPPORTUNITY	APR 1984
52.222-28	EQUAL OPPORTUNITY PREAWARD CLEARANCE OF SUBCONTRACTS	APR 1984
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS	APR 1984
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	JAN 1988
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	MAY 1989
52.223-2	CLEAN AIR AND WATER	APR 1984
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	MAR 1997
52.223-6	DRUG-FREE WORKPLACE	JAN 1997
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	OCT 1996
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-11	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	OCT 1996
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-11	PATENT RIGHTS-RETENTION BY THE THE CONTRACTOR (SHORT FORM)	JUN 1997
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION	SEP 1989
52.228-7	INSURANCE - LIABILITY TO THIRD PERSONS	APR 1984
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	APR 1984
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA - GENERAL	JUN 1987
52.227-19	COMMERCIAL COMPUTER SOFTWARE - RESTRICTED RIGHTS	JUN 1987
52.228-7	INSURANCE - LIABILITY TO THIRD PERSONS	MAR 1996
52.232-17	INTEREST	JUN 1996
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	JUN 1997
52.232-33	MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER	AUG 1996

I.1 (Continued)

NUMBER	TITLE	DATE
	PAYMENT	
52.233-1	DISPUTES	OCT 1995
	Alternate I (DEC 1991)	
52.233-3	PROTEST AFTER AWARD	AUG 1996
	Alternate I (JUN 1985)	
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	OCT 1995
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES - COST-REIMBURSEMENT	AUG 1987
	Alternate II (APR 1984)	
52.244-2	SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS)	FEB 1997
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	OCT 1995
52.245-1	PROPERTY RECORDS	APR 1984
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)	JAN 1986
52.245-19	GOVERNMENT PROPERTY FURNISHED "AS IS"	APR 1984
52.246-25	LIMITATION OF LIABILITY - SERVICES	FEB 1997
52.249-6	TERMINATION (COST-REIMBURSEMENT)	SEP 1996
52.249-14	EXCUSABLE DELAYS	APR 1984
52.251-1	GOVERNMENT SUPPLY SOURCES	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) CLAUSES

NUMBER	TITLE	DATE
1252.216-73	DISTRIBUTION OF AWARD FEE *	OCT 1994
1252.223-71	ACCIDENT AND FIRE REPORTING	OCT 1994
1252.237-70	QUALIFICATIONS OF EMPLOYEES	OCT 1994
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	OCT 1994
1252.245-70	GOVERNMENT PROPERTY RECORDS	OCT 1994

*Insert "annual" and "see B.3" in the blanks

I.2 52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the Government may--

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) Rescind the contract with respect to which--

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27 (a) or (b) of the Act for the purpose of either--

(A) Exchanging the information covered by such subsections for anything of value; or

(B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

I.3 52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of the Head of the Contracting Activity (HCA) and shall not be binding until so approved.

I.4 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

(a) The Government may extend the term of this contract by written notice to the Contractor prior to the expiration of then current contract period; provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years plus the phase-in period.

I.5 52.222-35 AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS (APR 1984) (DEVIATION)

(a) Definitions.

"Appropriate office of the State employment service system," as used in this clause, means the local office of the Federal-State national system of public employment offices with assigned responsibility for serving the area where the employment opening is to be filled, including the District of Columbia, Guam, Commonwealth of Puerto Rico, and the Virgin Islands.

"Positions that will be filled from within the Contractor's organizations", as used in this clause, means employment openings for which no consideration will be given to persons outside the Contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings that the Contractor proposes to fill from regularly established "recall" lists.

"Employment openings", as used in this clause, includes full-time employment, temporary employment of over 3 days, and part-time employment, but does not include (1) executive and top management positions, (2) positions that will be filled from within the Contractor's organization or under a customary and traditional employer-union hiring arrangement, or (3) openings in an educational institution that are restricted to students of that institution.

(b) General. (1) Regarding any position for which the employee or applicant for employment is qualified, the Contractor shall not discriminate against the individual because the individual is a special disabled or Vietnam Era veteran. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled and Vietnam Era veterans without discrimination based upon their disability or veterans' status in all employment practices such as-

(i) Employment;

(ii) Upgrading

(iii) Demotion or transfer;

(iv) Recruitment;

(v) Advertising;

(vi) Layoff or termination;

(vii) Rates of pay or other forms of compensation; and

(viii) Selection for training, including apprenticeship

(2) The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor (Secretary) issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended.

(c) Listing openings. (1) The Contractor agrees to list all employment openings existing at contract award or occurring during contract performance, at the appropriate office of the State employment service system in the locality where the opening occurs. These openings including those occurring at any Contractor facility, including one not connected with performing this contract. An independent corporate affiliate is exempt from this requirement.

(2) State and local government agencies holding Federal contracts of $10,000 or more shall also list all their openings with the appropriate office of the State employment service.

(3) The listing of employment openings with the State employment service system is required at least concurrently with using any other recruitment source or effort and involves the obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Contractor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(4) Whenever the Contractor becomes contractually bound to the listing terms of this clause, it shall advise the State employment service system, in each State where it has establishments, of the name and location of each hiring location in the State. As long as the Contractor is contractually bound to these terms and has so advised the State system, it need not advise the State system of subsequent contracts. The Contractor may advise the State system when it is no longer bound by this contract clause.

(5) Under the most compelling circumstances, an employment opening may not be suitable for listing, including situations when (i) the Government's needs cannot reasonably be supplied, (ii) listing would be contrary to national security, or (iii) the requirement of listing would not be in the Government's interest.

(d) Applicability. (1) This clause does not apply to the listing of employment openings which occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

(2) The terms of paragraph (c) above of this clause do not apply to openings that the Contractor proposes to fill from within its own organization or under a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of its own organization or employer-union arrangement for that opening.

(e) Postings. (1) The Contractor agrees to post employment notices stating (i) the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified special disabled veterans and veterans of the Vietnam era, and (ii) the rights of applicants and employees.

(2) These notices shall be posted in conspicuous places that are available to employees and applicants for employment. They shall be in a form prescribed by the Director, Office of Federal Contract Compliance Programs, Department of Labor (Director), and provided by or through the Contracting Officer.

(3) The Contractor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of the Act, and is committed to take affirmative action to employ, and advance in employment, qualified special disabled and Vietnam Era veterans.

(f) Noncompliance. If the Contractor does not comply with the requirements of this clause, appropriate actions may be taken under the rules, regulations, and relevant orders of the Secretary issued pursuant to the Act.

(g) Subcontracts. The contractor shall include the terms of this clause in every subcontract or purchase order of $10,000 or more unless exempted by rules, regulations, or orders of the Secretary. The Contractor shall act as specified by the Director to enforce the terms, including action for noncompliance.

I.6 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

Employee class (Equivalent DOL Wage Category)	Monetary Wage-Fringe Benefits
Documentation Clerk (Secretary Level II)	GS-5
Console Operator (Computer Operator Level IV)	GS-7
Lead Console Operator (Computer Operator Level V)	GS-8
Data Entry Operator (Key Entry Operator Level I)	GS-2
User Services Specialist (Computer Operator Level II)	GS-5
Run Coordinator (General Clerk)	GS-3

I.7 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Department of Transportation clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

I.8 TAR 1252.215-70 KEY PERSONNEL AND/OR FACILITIES (OCT 1994)

(a) The personnel and/or facilities as specified in paragraph (c) are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel and/or facilities, as appropriate.

(b) Prior to removing, replacing, or diverting any of the specified individuals or facilities, the Contractor shall notify, in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the Contractor without the written consent of the Contracting Officer. The Contracting Officer may ratify, in writing, the change and such ratification shall constitute the consent of the Contracting Officer required by this clause.

The Key Personnel and/or Facilities under this Contract:
(Specify key personnel and/or facilities)

Project Manager: R. Sacane
Deputy Project Manager: J. Donnoe
Manager of each of the four functional areas: A. Butler(2), J. Donnoe, M. Adams
Unit leaders within the Administrative Applications functional area: G. DeRusha, K. Parece
Unit leaders within the Facility Operations functional area: M. Cronan, J. Larouche, R. Mallion
Unit leaders within the Systems Planning functional area: P. Terrelonge, R. Gorodn
Unit leaders within the LAN Administration functional area:P. Haviland, J. Davenport, B. Guisinger
Technical experts in a related field and not part of management team: T. Geist, H. Bailkey, M. Dwyer

I.9 1252.216-71 DETERMINATION OF AWARD FEE (OCT 1994)

(a) The Government shall, at the conclusion of each specified evaluation period(s), evaluate the contractor's performance for a determination of award fee earned. The contractor agrees that the determination as to the amount of the award fee earned will be made by the Government Fee Determination Official (FDO) and such determination is binding on both parties and shall not be subject to appeal under the "Disputes" clause or to any board or court.

(b) It is agreed that the evaluation of contractor performance shall be in accordance with a Performance Evaluation Plan and that the contractor shall be promptly advised in writing of the determination and reasons why the award fee was or was not earned. It is further agreed that the contractor may submit a self-evaluation of performance of each period under consideration. While it is recognized that the basis for the determination of the fee shall be the evaluation by the Government, any self-evaluation which is received within 15 days after the end of the period being evaluated may be given such consideration, if any, as the FDO shall find appropriate.

(c) The FDO may specify in any fee determination that fee not earned during the period evaluated may be accumulated and be available for allocation to one or more subsequent periods. In that event, the distribution of award fee shall be adjusted to reflect such allocations.

I.10 1252.216-72 PERFORMANCE EVALUATION PLAN (OCT 1994)

(a) A Performance Evaluation Plan shall be unilaterally established by the Government based on the criteria stated in the contract and used for the determination of award fee. This plan shall include the criteria used to evaluate each area and the percentage of award fee (if any) available for each area. A copy of the plan shall be provided to the contractor at contract award.

(b) The criteria contained within the Performance Evaluation Plan may relate to: (1) Technical (including schedule) requirements if appropriate; (2) Management; and (3) Cost.

(c) The Performance Evaluation Plan may, consistent with the contract, be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the contractor 30 calendar days prior to the start of the evaluation period to which the change will apply.

PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

ATTACHMENT NO	TITLE	NO OF PAGES
1	PERFORMANCE EVALUATION PLAN	11
2	VOLPE CENTER OVERVIEW	7
3	IT FACILITIES 6	
4	VOLPE CENTER NETWORK	8
5	US DOL WAGE DETERMINATION	11
6	JOB ORDER SYSTEM	11
7	USER ACCOUNTABILITY SYSTEM OVERVIEW	10
8	USER ACCOUNTABILITY SYSTEM REPORTS	14
9	GOVERNMENT FURNISHED EQUIPMENT	2
10	CONTRACT SECURITY CLASSIFICATION SPECIFICATION (DD 254)	4

ATTACHMENT J-1

PERFORMANCE EVALUATION PLAN

INSTITUTIONAL ADP SUPPORT SERVICES (IADPSS)

RFP: DTRS57-97-R-00019

1. INTRODUCTION

This document describes the policies and procedures that will govern the administration of an Award Fee program for the Institutional ADP Support Services contract. The Fee Determining Official (FDO) is the Chief of the Computer Center. The FDO will determine the amount of the award fee earned and payable in accordance with this plan. Changes to this plan during the evaluation period will be incorporated in accordance with TAR 1252.216-72.

The award fee makes up the entire fee available for payment under this contract with the exception of any fixed fee associated with the phase-in period. The award fee may be paid upon the Government's determination of the earned amount. The determination will be based upon an evaluation of the Contractor's performance during each evaluation period. The Government will authorize payment of any award fee by contract modification.

2. CONTRACTOR EVALUATION PERIOD AND POTENTIAL AWARD FEES

The total potential award fee for this contract is established in Section B of this contract. The amount of the award fee is for one discrete sum for each year of the contract which corresponds to each evaluation period. The Government will evaluate the Contractor against two criteria during each evaluation period: a) the contractor's annual performance evaluation in accordance with the attached contractor performance report and b) the fee adjustment provision stated below.

3. OVERALL ROLES AND RESPONSIBILITIES

Overall decision authority and responsibility for the award fee program is vested in the FDO. The execution of the award fee decision is performed by the Contracting Officer.

3.1 FEE DETERMINING OFFICIAL (FDO)

The responsibilities of the FDO will include the following:

a) Approve the performance evaluation plan and any amendments thereto.

b) Recommend changes to the performance evaluation plan.

c) Make the award fee determination based upon the evaluation criteria and any information provided by the Contractor.

d) Document the basis for the award fee determination.

e) Inform the CO of the award fee decision and provide an evaluation of the Contractor's performance.

f) Participate in any debriefing requested by the Contractor.

3.2 CONTRACTING OFFICER

The responsibilities of the CO will include the following:

a) Approve and execute the Performance evaluation plan and any amendments thereto.

b) Upon notification by the FDO, prepare and execute the contract modification awarding that fee authorized by the FDO.

c) Maintain award fee documentation as a part of the official contract file.

d) Upon request from the Contractor following the award fee decision, chair a debriefing together with the FDO to explain the basis for the Award Fee determination.

4.0 PERFORMANCE EVALUATION CRITERIA

During the course of the contract, the Government will evaluate the Contractor's performance for purposes of this award fee against the criteria set forth below:

4.1 FEE ADJUSTMENT PROVISION

40% of the award fee stated in section B of this contract shall be earned based on the Fee Adjustment Provision, stated below:

4.1.1 FEE ADJUSTMENT PROVISION

Notwithstanding any other provision regarding fee, a downward adjustment in fee may be made at the Government's option, if the Contractor has failed during the previous contract year to deliver the required staffing level and/or labor mix of the labor categories identified in the Statement of Work. At the conclusion of each contract year, the Contractor shall furnish a written certification to the Contracting Officer listing the direct labor hours by labor category expended hereunder. Under the formula, the fee may be reduced by 10 percent or fraction thereof, for each percentage point or fraction thereof that the Contractor has delivered less than 95 percent of the required labor level and/or labor mix for each contract year of performance. Thus a 94 percent performance measure in either the delivered level or mix can result in a 10 percent reduction in fee.

The fee adjustment determination will be made annually within 30 days after the conclusion of each contract year and based on the following formula:

(a) A performance ratio p_i will be computed for each of the labor categories defined in the Statement of Work as follows:

p_i = total actual delivered hours divided by total required hours for each labor category.

The maximum value of p_i will be limited to 1.0.

(b) Weights(w_i) will be assigned to each of the following categories:

Administrative Applications Manager
Senior Specialist
Senior Analyst
Senior Program/Analyst
Programmer
Junior Programmer
Senior Systems Support Specialist
Systems Support Specialist
Acquisition Support Specialist
Production Control Specialist
Run Coordinator
Documentation Clerk
Operations Resources Specialist
Documentation Clerk

Field Support Specialist
Senior User Services Specialist
User Services Specialist
Data Entry Operator
Operations Specialist
Lead Console Operator
Console Operator
Lead Info Sys Security Specialist
Info Sys Security Specialist
Sr. Data Communications Network Specialist
Systems Planning Manager
Principle Analyst
Senior Specialist
Senior Analyst
Senior Programmer/Analyst
Documentation Clerk
Manager, Network Support Group
Senior Network Support Specialist
Junior Network Support Specialist
Project Manager
Contract Administrator
Program Management Support
Job Control Specialist
Documentation Clerk

The weight (w_i) for each category will be the weighted average of the final negotiated labor rate for that category for each period of performance multiplied by the number of labor years required for that labor year category.

(c) The overall performance ratio R will be computed as the weighted average of the individual performance ratios:

$$R = \frac{\sum_i p_i x w_i}{\sum_i w_i}$$

(d) The overall performance ratio R will determine the fee adjustments.

4.2 CONTRACTOR PERFORMANCE

The available fee for this part is equal to 60% of the award fee stated in section B of this contract and shall be earned based on the annual past performance evaluation as measured in accordance with the procedures contained in VNTSC F 4200.7, Contractor Performance Report (attached). The amount of fee earned will be determined as follows:

Earned Fee = Available Fee x Percentage based on performance*

_____

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

SOURCE SELECTION INFORMATION -- SEE FAR 3.104

CONTRACTOR PERFORMANCE REPORT

[ ] Final [ ] Interim - Period Report: From: To:

1. Contractor Name and Address: (Identify Division)	2. Contract Number _____ 3. Contract Value: $ _____ (Base Plus Options) 4. Contract Award Date: _____ 5. Contract Completion Date: _____

6. Type of Contract: (Check all that apply) - [ ] FP [ ] FPI [ ] FP-EPA [ ] CPFF - Completion [ ] CPFF - Term [ ] CPIF [ ] CPAF [ ] ID/IQ [ ] BOA [ ] Requirements [ ] Labor Hour [ ] T & M [ ] SBSA [ ] 8(a) [ ] SBIR [ ] Sealed Bid [ ] Negotiated [ ] Competitive [ ] Non-Competitive

7. Description of Requirement:

8. Initial Ratings. (See Block 15 for Final Rating) Summarize contractor performance and circle in the column on the right the number which corresponds to the performance rating for each rating category. Attach additional comments as necessary.

a. Quality of Product/Service	Comments:	0 1 2 3 4
b. Cost Control	Comments:	0 1 2 3 4
c. Timeliness of Performance	Comments:	0 1 2 3 4
d. Business Relations	Comments:	0 1 2 3 4
e. Overall Satisfaction Rating	Comments:	0 1 2 3 4

SOURCE SELECTION INFORMATION -- SEE FAR 3.104

CONTRACTOR PERFORMANCE REPORT INSTRUCTIONS

The Acquisition Division is responsible for the coordination and collection of Contractor Performance Reports. The Contracting Officer (CO) or Administrative Contracting Officer (ACO) will determine whether the report will be completed on a contractor task basis, and will coordinate completion of the attached report form with either the Contracting Officer's Technical Representative (COTR) or Technical Monitor delegated day-to-day responsibility for administration of the identified contractor or task order. This individual should consult with the CO/ACO where necessary to arrive at a consensus on the ratings to be awarded.

Section 42.1503 of the FAR requires that copies of these forms will be provided to the contractor, which must have an opportunity to respond and add comments to agency evaluations, as described below. The Acquisition Division will perform this coordination function. Furthermore, the FAR requires that past performance evaluations be marked and treated as Source Selection Information and release of this information is prohibited except to Government personnel and the contractor whose performance is being evaluated. For these reasons, all outside inquiries concerning contractor past performance should be directed to the ACO, who will have access to the completed forms. Also, completed forms should be returned to the attention of the ACO/CO in a sealed envelope marked "Source Selection Information".

COMPLETING THE FORM

Blocks 1 through 11 will be completed by the COTR or Technical Monitor, as applicable. Contact the ACO/CO if you require assistance or data in order to complete any of these blocks, especially blocks 1 through 6.

The Acquisition Division will be responsible for forwarding the completed form to the contractor for review and execution of blocks 12 and 13. The Acquisition Division will ensure blocks 14 through 16 are completed prior to filing in a secured location.

To Be Completed by COTR/Technical Monitor

Top of Form: Indicate whether the report is a final or interim (annual) report, and give the dates for the period of time being covered. Prior to the ending date of the contract, all reports should be marked "interim".

Block 1: identify the name and address of the prime contractor.

Block 2: Identify contract number of the contract being evaluated. If evaluation is being conducted for a specific task, include the task number.

Block 3: Contract value or task value, as applicable. Include all options whether or not exercised to date.

Block 4: Identify date that contract was awarded or task issued.

Block 5: Identify completion date for contract or task, as applicable.

Block 6: All items that apply to the contractor task should be checked.

Block 7: Provide a clear and concise description of the work being done under the contract or task and the current level of funding. Attach additional sheet(s), if needed, to ensure the description is adequate for future source selection officials to determine relevance.

9. Key Personnel: (Fill in as appropriate)

Name/Title: _____ Period of Performance: _____

Comments:

Name/Title: _____ Period of Performance: _____

Comments:

Name/Title: _____ Period of Performance: _____

Comments:

Name/Title: _____ Period of Performance: _____

Comments:

10. Would you recommend this firm for award? Please explain.

11. COTR/Program Manager/Tech Monitor Name (Printed): _____ Signature _____

Phone/FAX/Internet Address _____ Date _____

12. Contractor's Review. Were comments, rebuttals, or additional information provided? [ ] No [ ] Yes
Please attach comments. Number of pages: _____

13. Reviewer's Name (Printed): _____ Signature _____

Phone/FAX/Internet Address _____ Date _____

14. Agency Review. Were contractor comments reviewed at a level above the Contracting Officer? [ ] No [ ] Yes
Please attach comments. Number of pages: _____

15. Final Ratings. Re-assess the Block 8 ratings based on contractor comments and agency review. Revise block 8 rating, if appropriate.

Quality	Cost Control	Timeliness	Business Relations	Customer Satisfaction
_____	_____	_____	_____	_____

16. Contracting Officer's Name (Printed): _____ Signature _____

Phone/FAX/Internet Address _____ Date _____

Block 8 RATING DEFINITIONS

0 - Unsatisfactory. - Performance failed to satisfy the minimum contract or task requirements, technical or otherwise. Areas of deficiency could include, but are not limited to: failure to meet schedules; failure to adequately estimate or control costs; inadequate staffing; lack of cooperation and responsiveness.

1 - Minimally Acceptable. Performance generally met minimum contract or task requirements but significant issues arose which required expenditure of time or resources by the Government to ensure the requirements were met. Areas of re-work could include; late or incomplete deliverables; poor quality of work; lack of communication; cost control problems; contract administration problems.

2 - Satisfactory. Met all technical and administrative contract or task requirements. Minor issues arose which were resolved with minimal expenditure of time or resources.

3 - Good. Met all contract or task requirements and exceeded minimal requirements in some areas. No problems with quality, timeliness, or cost issues. Management was responsive.

4 - Exceptional. Performance significantly exceeded minimal technical requirements and met all other contract requirements. Areas in which performance was exceptional could include: early deliveries; creative approach; innovative technology; effective and proactive management and administration; commitment to customer satisfaction.

Block 8 - COMMENT ELEMENTS BY CATEGORY

(a) **Quality of product/service**

(1) Compliance with contract or task requirements;
(2) Accuracy of reports;
(3) Appropriateness of contractor personnel assigned to the contract or task; and
(4) Technical excellence or delivered supplies or services.

(b) **Cost Control**

(1) Current, accurate, and complete billings;
(2) The relationship of negotiated cost to actuals;
(3) Cost containment initiatives; and
(4) The number and cause of change orders issued.

(c) **Timeliness of Performance**

(1) Whether the contractor met interim milestone;
(2) Contractor's responsiveness to technical direction;
(3) Contractor's responsiveness to contract change orders and administrative requirements;
(4) Whether the contract/task was completed on time, including wrap-up and contract administration.

(d) **Business Relations**

(1) Whether the contractor effectively managed the contract/task effort;
(2) How responsive the contractor was to contract requirements;
(3) How promptly the contractor notified the Government of problems:
(4) Whether the contractor was reasonable and cooperative;
(5) How flexible the contractor was;
(6) Whether the contractor was proactive;
(7) The effectiveness of contractor-recommended solutions; and
(8) Whether the contractor effectively implemented socioeconomic problems.

Block 8: Circle the rating in the far right column that best describes the contractor's overall performance for each category. Comments and/or examples in sufficient detail to support the ratings must be provided. Attach additional comment sheets if needed. Definitions for each rating and a description of elements to consider when commenting on each category can be found at the end of these instructions.

Block 9: Identify the individual(s) primarily responsible for performance of the contract/task, not necessarily the persons identified as "Key Personnel" in the contractual document. Indicate how long each individual worked on the contract/task. If there were many individuals involved or many changes in these managers a second page may be necessary. On the comments line, describe the key person's performance attaching additional sheets when necessary.

Block 10: Explain why, given a choice, you would or would not recommend the contractor for an award to perform a similar contractor task.

Block 11: The COTR or Technical Monitor delegated responsibility for the day to day administration of the contract or task should sign this block, after consulting with the CO/ACO, where appropriate.

To Be Completed by Contractor

Block 12: Block 12 must be completed to indicate that the contractor has been given the opportunity to review the evaluation:

The contractor will be provided with a copy of the completed evaluation from (including initial ratings) and attachments. The contractor has the right to submit to the CO comments, rebutting statements, or additional information which specifically addresses elements of the review. This response must be structured to clearly identify the specific category being addressed. This response must be delivered to the CO no later than 30 days after the mailing date of the evaluation form. In the event no response is received the contractor will be deemed to have accepted the evaluation form as written.

Block 13: The contractor should sign this block to indicate that it has had an opportunity to review and comment upon the ratings.

To be Completed by CO/ACO

Block 14: If the contractor accepts the ratings, they will be entered as Final Ratings in Block 15, no Agency Review is required, and the Contracting Officer's signature in Block 16 completes the process.

If the contractor objects to the initial ratings a review will be undertaken by the CO, in consultation with the technical staff. If the CO does not concur in a modification, the matter will be reviewed at a level above the CO within the Acquisition Division and a Final Rating determined by the Reviewing Official's Report, which will be attached to the Performance Report.

Block 15: If the initial ratings have been modified by either the CO or after Agency Review, insert the revised Final Ratings. If there has been no change to the initial ratings, insert the initial ratings.

Block 16: If agreement is reached on the ratings without an Agency Review, the CO will sign. If an Agency Review is carried out, the block must be signed by the Reviewing Official.

ATTACHMENT J.2

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER OVERVIEW

ATTACHMENT J.2

VOLPE CENTER OVERVIEW

The Volpe National Transportation Systems Center (Volpe Center), is a Department of Transportation (DOT) research and analysis organization which services Federal agencies needing technical assistance with the transportation-related components of their missions. The Volpe Center supports a wide range of high priority research and operational needs of the Research and Special Programs Administration (RSPA), the Office of the Secretary (OST), and other modal agencies within DOT. In addition, the Center provides similar support to other Government agencies, including the Department of Defense, in transportation logistics and related areas. The Center is funded exclusively through a Working Capitol Fund. Each fiscal year, sponsoring organizations transfer funds into this Fund by means of a General Working Agreement (GWA) or Reimbursable Agreements. At least one agreement is established for each sponsoring organization. Through the course of the fiscal year, the agreement is further broken down into Project Plan Agreements (PPAs) through discussions between the Volpe Center and sponsoring agencies.

The composition of these PPAs and Inter-Department project agreements constitutes the Volpe Center Technical Program.

This solicitation will provide “institutional ADP support“ services to the Volpe Center Technical Program as well as to the administrative personnel of the Volpe Center. Support will be in the areas of Acquisition, Personnel, Administrative Services, Finance including Budget and Accounting, Management Information, Institutional Internet and World Wide Web functions, LAN Administration, and ADP Operations and Systems Support. Contract performance will be on-site at the Volpe Center facilities in Cambridge, Massachusetts.

The Volpe Center is located in Cambridge, Massachusetts, and has six buildings containing about 350,000 square feet of office space, extensive data processing facilities, and some specialized laboratory facilities. The Center's 1100 person on-site staff consists of about 550 Federal employees augmented by an equal number of contractor technical specialists.

VOLPE CENTER FACILITIES

Cafeteria: The Volpe Center cafeteria provides hot and cold food and beverage service. The cafeteria serves breakfast and lunch and is also open for light snacks during the remainder of the day.

Child Care Center: A child care center is in operation on-site. The Center provides services for approximately 45 children for ages 3 months to 6 years. Children of contractor employees may be enrolled after children of Federal Government employees are accommodated.

Credit Union: The Transportation Federal Credit Union, located on Center premises, is open to all Volpe Center employees and Contractor personnel.

Health Unit: The Volpe Center Health Unit provides emergency services to on-site Contractor personnel.

Library: The Volpe Center Library is made up of separate but interrelated service departments with resources for all Volpe employees and Contractor personnel. Over 20,000 books, 350,000 reports on microfiche and 350 periodicals are available.

Newsstand: The newsstand, operated by the Massachusetts Commission for the Blind during work hours, sells newspapers, snacks, and sundries.

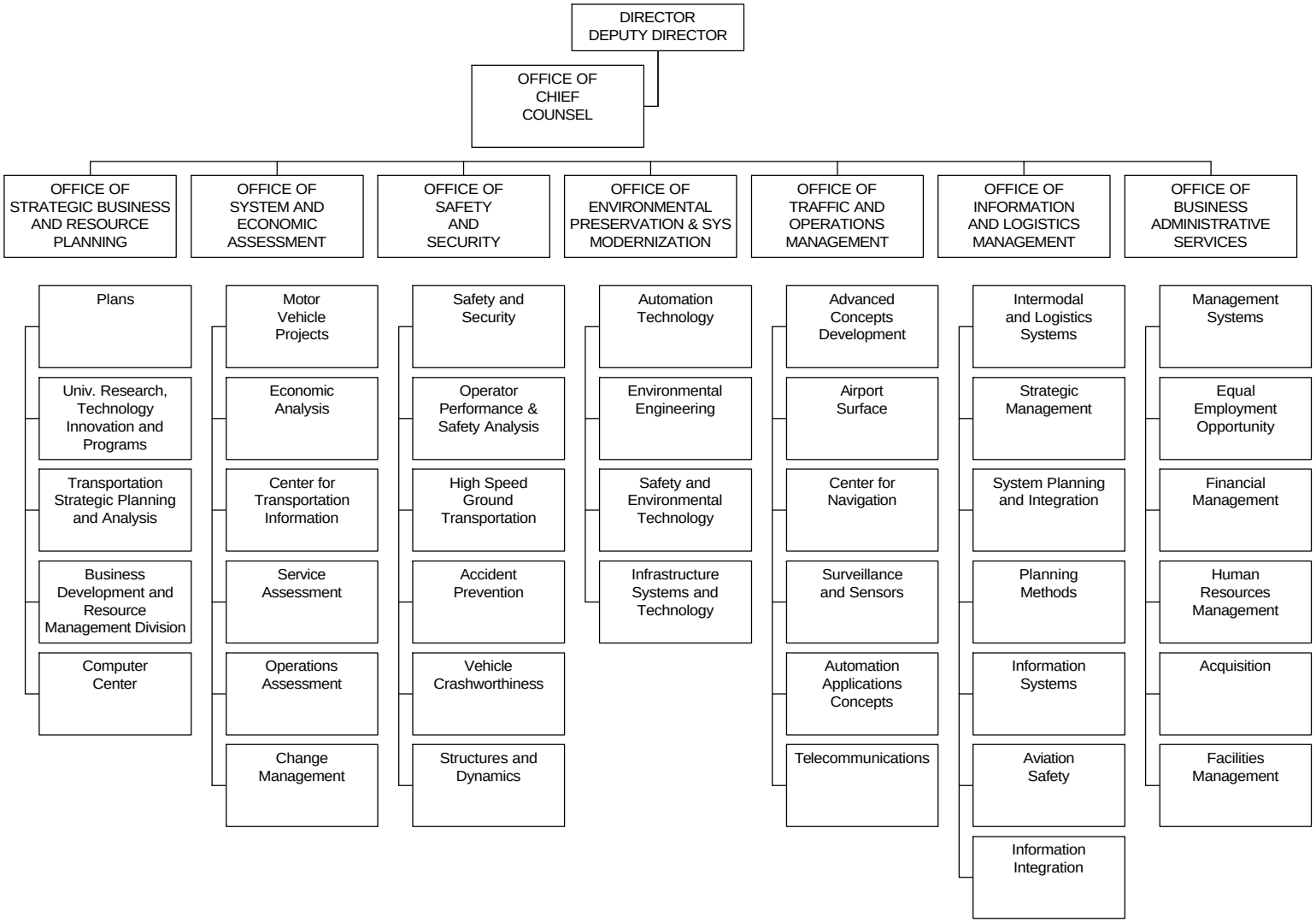
Parking: The Volpe Center will provide up to a maximum of 50 on-site parking spaces for Contractor personnel (reference Section H, paragraph titled "Parking") at the time of contract award. This allocation is subject to change at the discretion of the Government.

The following (Figures 1, 2, and 3, and 4) provides a macro-level organizational view of the Volpe Center and its alignment within RSPA and DOT.

Organizational Charts

Figure 1	Volpe Center
Figure 2	RSPA
Figure 3	Office of the Secretary
Figure 4	U.S. Dept. of Transportation

RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION
VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER



RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION

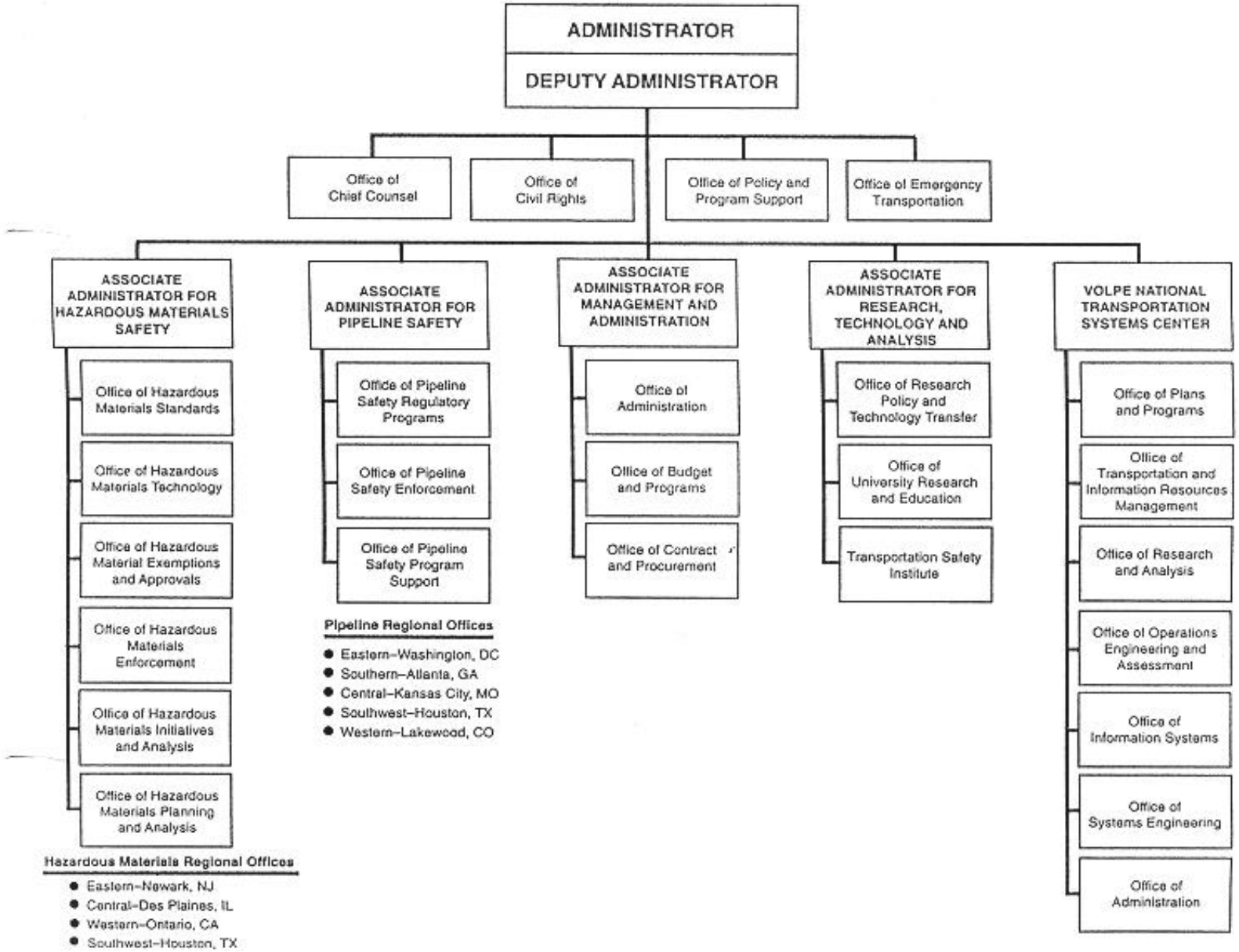


Figure 2

U.S. Department of Transportation

OFFICE OF THE SECRETARY

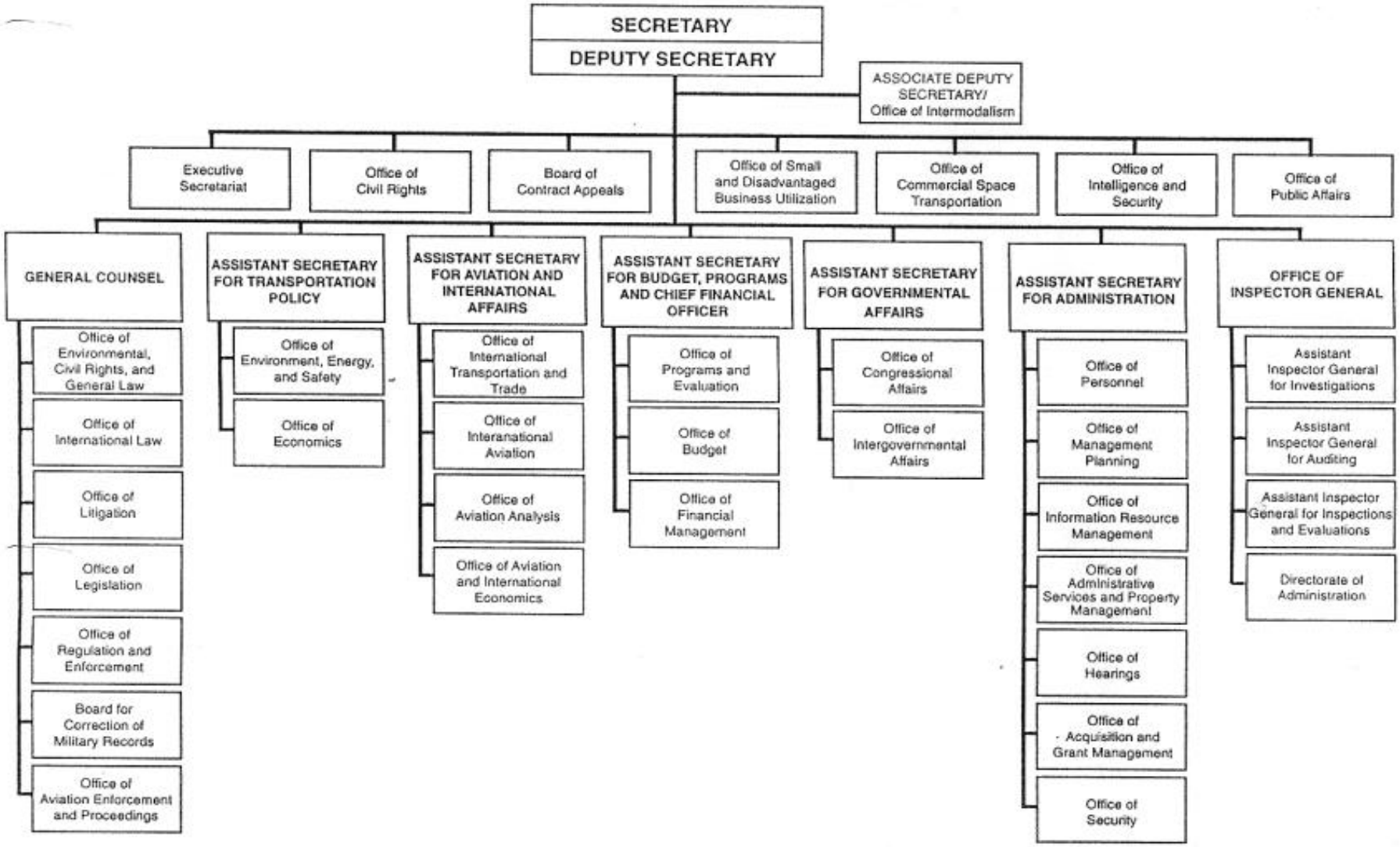
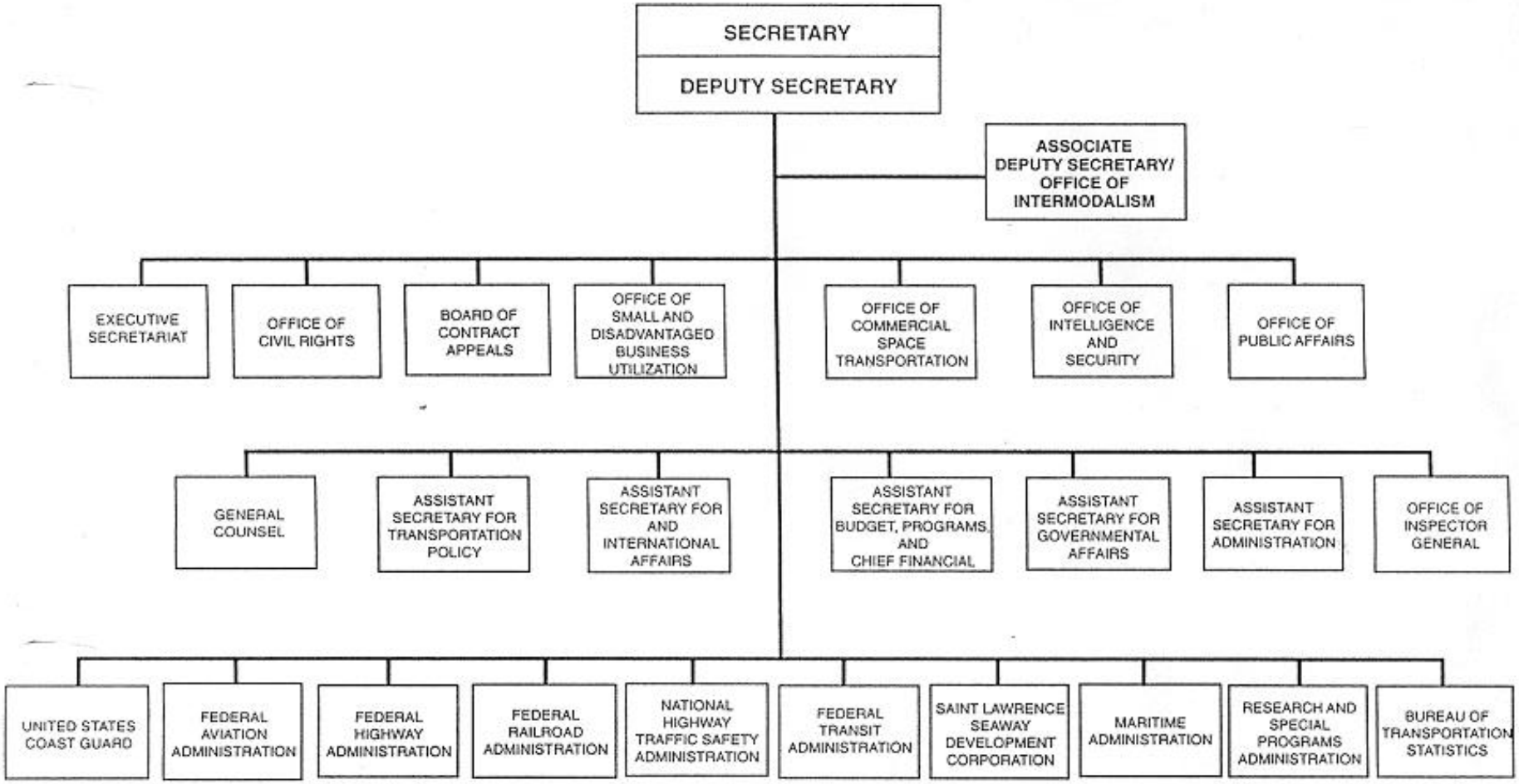


Figure 3

U.S. DEPARTMENT OF TRANSPORTATION



05/4/95
DOT-Chart-DOT Mac

Figure 4

ATTACHMENT J.3

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

IT FACILITY

ATTACHMENT J.3

IT Facility

Overview of Volpe Center Technical Environment:

General

The Volpe National Transportation Systems Center consists of six buildings in the Kendall Square area of Cambridge, Massachusetts. The main building is a 12-story tower with all other buildings either physically connected to the tower or within 500 feet.

Network Facilities

Cabling - The Volpe Center, with the exception of the contractor-leased space, has in place a fiber optic backbone connecting each building and floor to the main computer center in the basement of Building #3. Each floor is cabled to the Building #3 Computer Center with six pairs of 62.5 x 125 micron multimode fiber. The fiber is terminated in patch panels utilizing ST connectors. There is currently significant capacity for expansion in the current fiber backbone.

Hub Equipment - Hub equipment used at the Center is manufactured by Cabletron. Over 25 Cabletron hub units are installed in communications closets throughout the Center. The majority of equipment is MMAC series chassis with fiber and 10 base-T cards spanning several product generations. Hubs throughout most of the Volpe Center use the fiber backbone to connect to one of two central hubs in the Computer Center at 10 Mbps. The two central hubs, MMAC M8FNB units, are nodes on a 100 Mbps FDDI ring as are several servers and a server back-up unit.

Network Management Systems - The Volpe Center makes use of two network management applications to monitor and report on network activity. The first is Cabletron's Remote Lanview v B.01.01. The second is Cabletron's Spectrum product v 3.1, rev 0. Spectrum is running on a Sparc 4/80 with 96 Mb of RAM, SUN OS release 5.4 and Openwindows v 3.4.

Building #8 - Network access is currently provided to the contractor-leased space users through two bridged T1 channels. The first T1 provides access for users on the 8th floor, the second for users on the 7th and 9th floors. Bridges used in these connections are Cabletron NB-30 units.

Servers - The Volpe Center has approximately 50 file servers in use by Government employees and contractors. A combination of UNIX, NT v 3.5. and Novell v 4.1 servers are located at various locations throughout the Center. Approximately half of the servers are located in Building #3's Computer Center and the contractor-leased space communications room. Other servers are located in or near the departments they serve.

Printers - The Volpe Center makes use of approximately 100 network printers. Most printers in use are made by Hewlett Packard and are various makes, models, and ages.

Network Protocols - The Center's network has a high concentration of Novel Netware servers running the IPX/SPX protocol. There is also a significant amount of TCP/IP family protocols on the network to reach UNIX, NT, and DEC machines. Other protocols on the Volpe network include Netbeui, LAT, Vines, OSI, and Appletalk.

Electronic Mail - The Volpe Center makes use of Microsoft Mail v 3.2 for electronic mail communications. The mail system currently serves about 1240 users and is installed on three Dell PE590 host systems. Two of these systems are deployed in a mirrored fashion to provide redundancy and fault tolerance.

Internet - The Volpe Center has full access to the Internet through a relationship with the service provider BBN. T1 access to BBN is made through a Cisco 2500 router and a Digital Equipment Corporation Firewall running on a DEC Alphastation 200 4/166.

ADTN 2000 - Access to the FAA ADTN 2000 network is provided through redundant T1 connections to FAA sites in Burlington, Massachusetts, and Jamaica, New York. Routers used to connect to both sites are Cisco 4000 units provided by GSI.

IDN - Network access to the DOT's Intermodal Data Network (IDN) is made through the use of a 3Com Netbuilder II router and T1 communications channel.

ICC - Network access to the Interstate Commerce Commission (ICC) is made through the use of a Cisco 4000 and T1 communications channel.

TIMS - TIMS represents a separate network within the Volpe Center. A Cisco 4000 router provides communications between the TIMS network and the remainder of the Volpe network.

Computer Center Processing Environment

Processors - The current platform profile (total processing power of 1850 VUPs) consists of three enterprise servers, one mid-size server, and four specialized workstation servers. These processors (with the exception of the Console manager) are part of the OpenVMS Cluster and all have access to over 140 GB of disk storage. Other tape and printer devices and communication servers are also shared across the cluster. These servers can be enhanced as needed by adding processor boards to increase computer performance and expanding memory and disk capacity to improve I/O.

Storage Arrays - The two Hierarchical Storage Controllers (HSC) support clustered access to disks (dual-porting on important disks), and two magtape devices. The two HSJ40 and two HSZ40 RAID Array Controllers are housed in a StorageWorks Cabinet with redundant power and failover access to SCSI disks. The disks and tapes supported by the HSJ are accessed through a two channel Ci link (140 Mbps). Access from the AlphaServer 8409 to the HSZ supported disks is via a fast PCI link (133 Mbps).

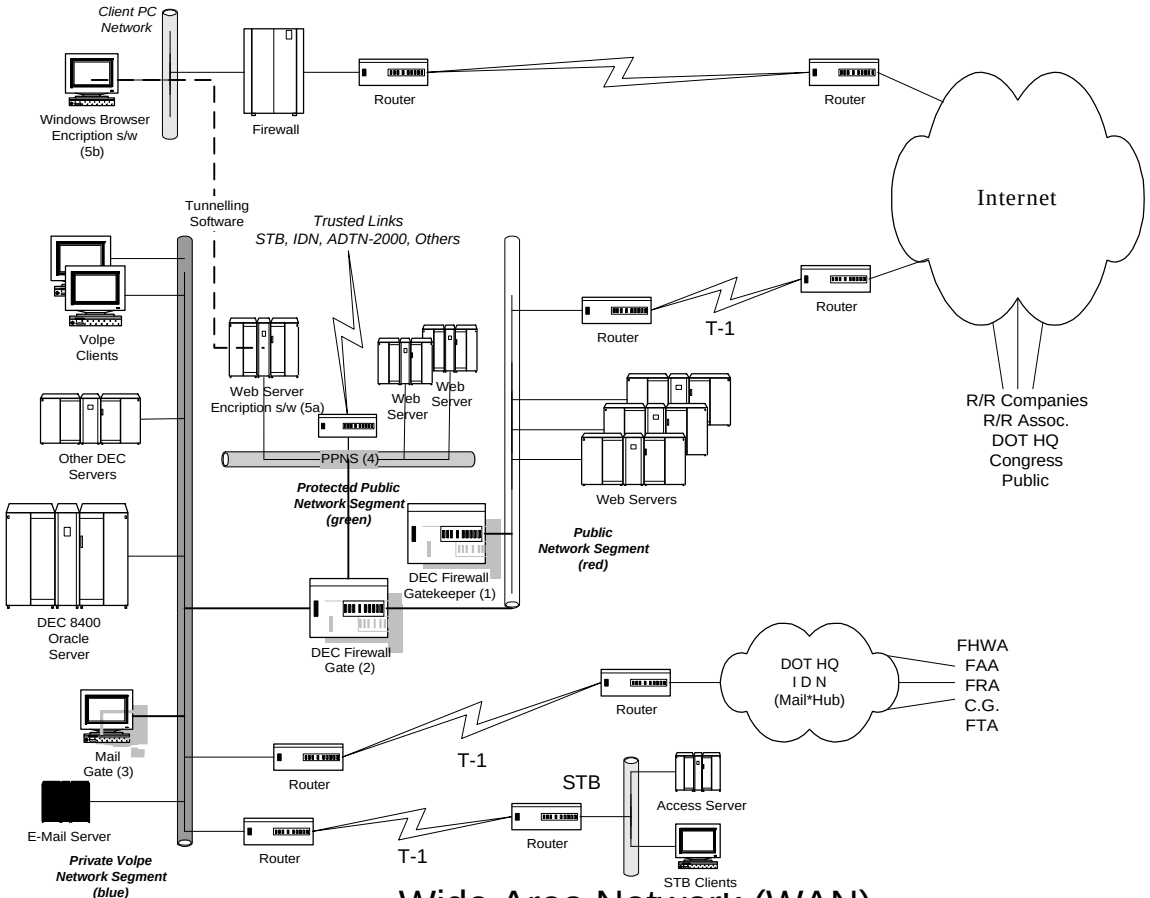
Configurations - The attached pages present a conceptual drawing of the clustered systems and storage arrays as well as a more detailed view of the data center, including processor VUPs, communication link speeds, and tape storage capacities currently in place.

Software - The OpenVMS operating system functions the same on both the 32 bit VAX and the 64 bit Alpha systems. OpenVMS Cluster software allows mixing of both VAX and Alpha systems in a highly integrated environment. Similar layered products software is available on the VAX and Alpha systems: Cobol, Fortran, Pascal, Basic, C, DECset, TCP/IP, DECnet, Polycenter Performance Data Collector, Polycenter Accounting Chargeback, Polycenter Performance Analyzer, Storage Library System, DECprint Supervisor and Printserver software, and Polycenter Software Distribution. Major third party software includes Oracle and System 1032 database systems, Holos EIS software, Openvision Secure MAX, and Applix Target Alert and Sentinel and Help Desk software.

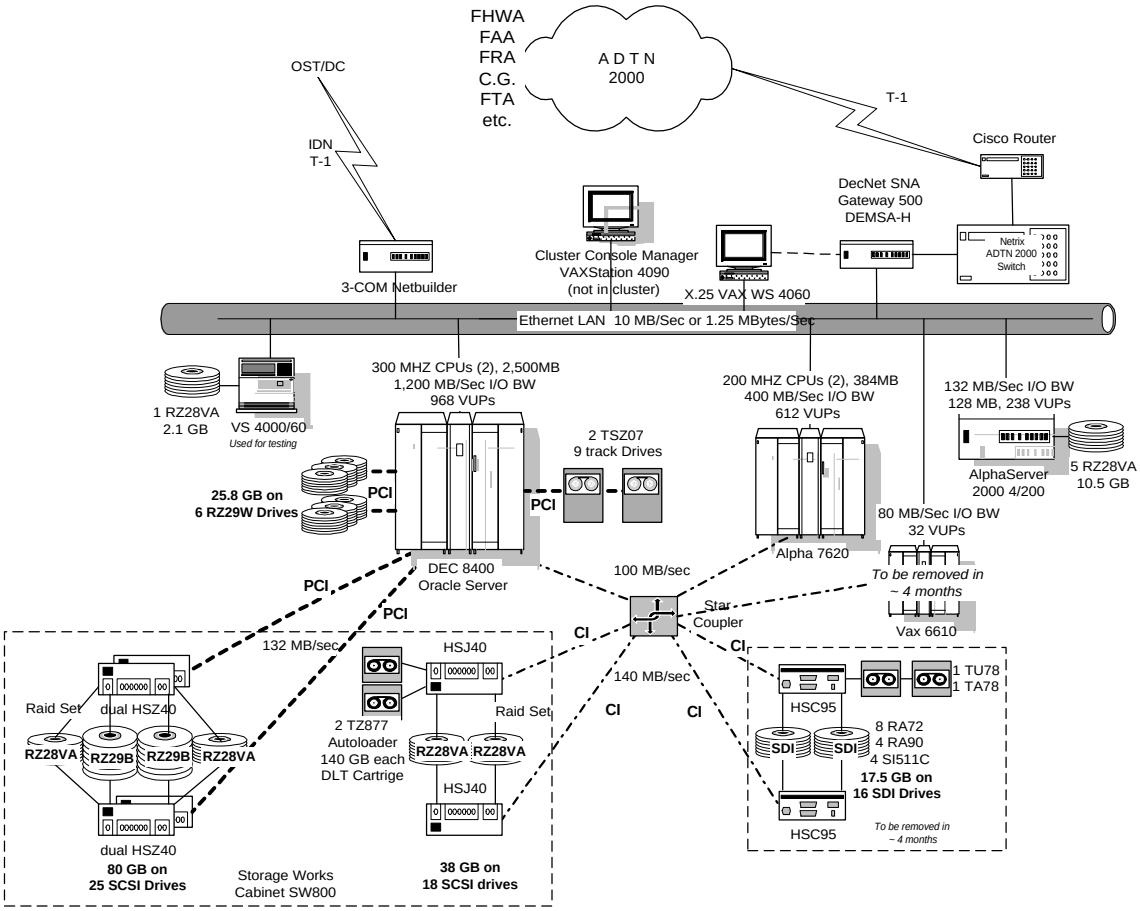
Firewall and Internet Servers - Internet access is provided using the Volpe Center's Internet service provider, BBN, a Cisco 2500 router and DEC Firewall. There are four 64 bit Alpha servers running the Digital UNIX operating system, Internet Electronic Locker Administrator, NAS Client 150, Open 3D, and Multimedia Services Run Time software.

Business Applications Systems

Legacy Cobol/S1032 host-based applications as well as client server Oracle-based applications support the Center's and its clients' business operations. The accounting, payroll, procurement, and associated business systems exchange data with counterpart application systems hosted on remote platforms. The data exchange with the counterpart applications is achieved through high speed network connections with direct and indirect application based file transfer facilities.



Wide Area Network (WAN)



Computer Center Configuration

ATTACHMENT J.4

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER NETWORK

ATTACHMENT J.4

VOLPE CENTER NETWORK

The Volpe Center Network extends over six buildings plus off-site contractor-leased space at 4 Cambridge Center (called Building #8) in a campus environment and provides access to local and remote computing resources for the Center's employees and contractors. The main building is a 12-story tower with all other buildings either physically connected to the tower or within 500 feet. There is currently no conduit access to Building #8.

As shown in Figures 1 and 2 respectively, the network currently consists of an FDDI/Ethernet backbone Local Area Network (LAN) that links to other networks through dedicated Wide Area Network (WAN) connections. The key elements of the Volpe Network are as follows:

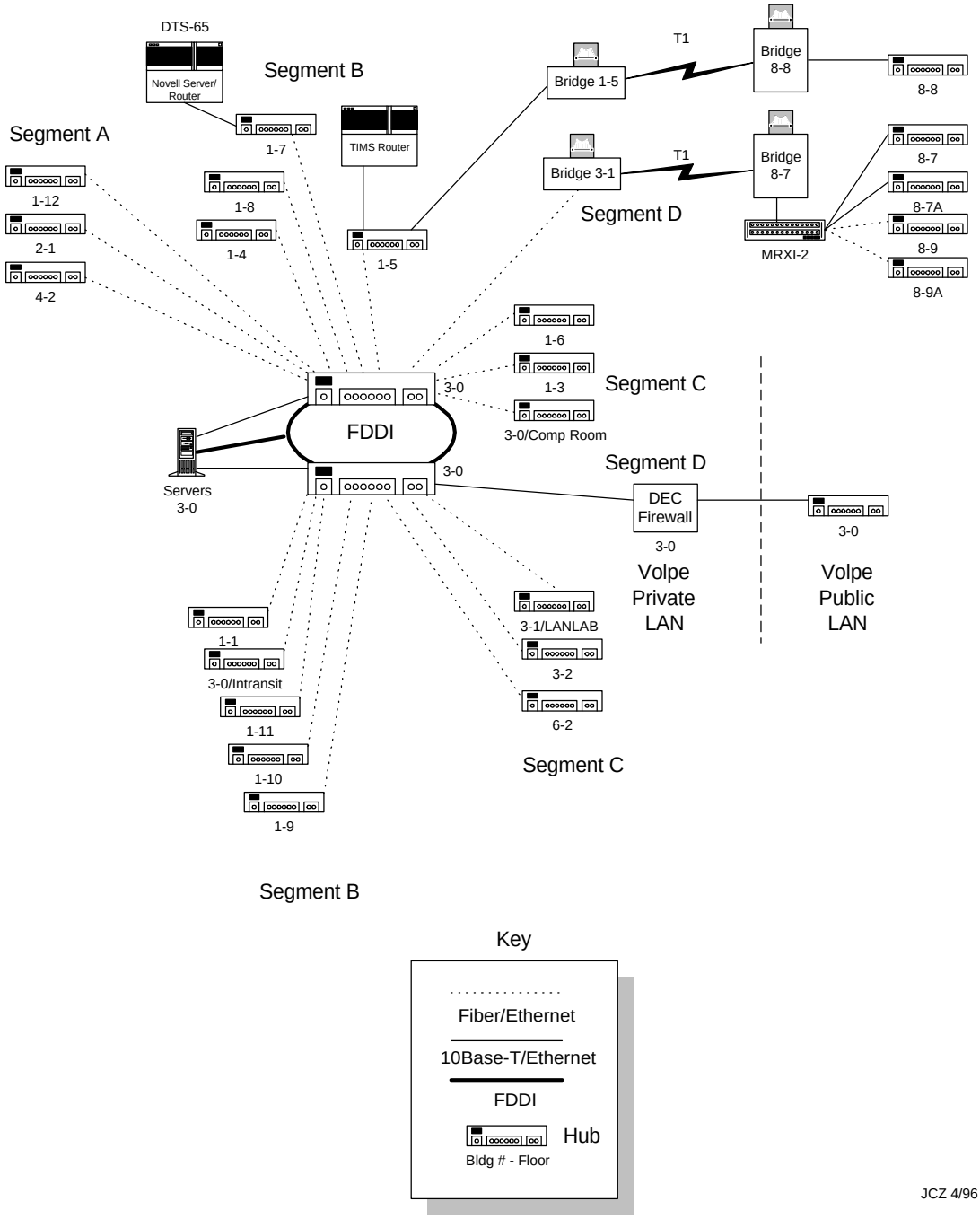
Cabling - The Volpe Center has in place a fiber optic (FDDI grade) backbone connecting each building and floor, except Building #8, to the Computer Center in the basement of Building #3. Each floor network wiring closet is cabled to the Building #3 Computer Center with six pairs of 62.5 x 125 micron multimode fiber. The fiber is terminated in patch panels utilizing ST connectors. The wiring from each closet to the desktop is twisted-pair category #3 and #5. Building #8 connects to the backbone with a T1 WAN link.

Hub Equipment - Hub equipment used at the Center is manufactured by Cabletron. Over 25 Cabletron hub units are installed in communications closets throughout the Center. The majority of equipment is MMAC series chassis with fiber and 10 base-T cards spanning several product generations. Hubs throughout most of the Volpe Center use the fiber backbone to connect to one of two central hubs in the Computer Center at 10 Mbps. The two central hubs, MMAC M8FNB units, are nodes on a 100 Mbps FDDI ring as are several servers and a server back-up unit.

Network Management Systems - The Volpe Center makes use of two network management applications to monitor and report on network activity. The first is Cabletron's Remote Lanview v B.01.01. The second is Cabletron's Spectrum product v 3.1, rev 0. Spectrum is running on a Sparc 4/80 with 96 Mb of RAM, SUN OS release 5.4 and Openwindows v 3.4.

Volpe National Transportation Systems Center

LAN Topology

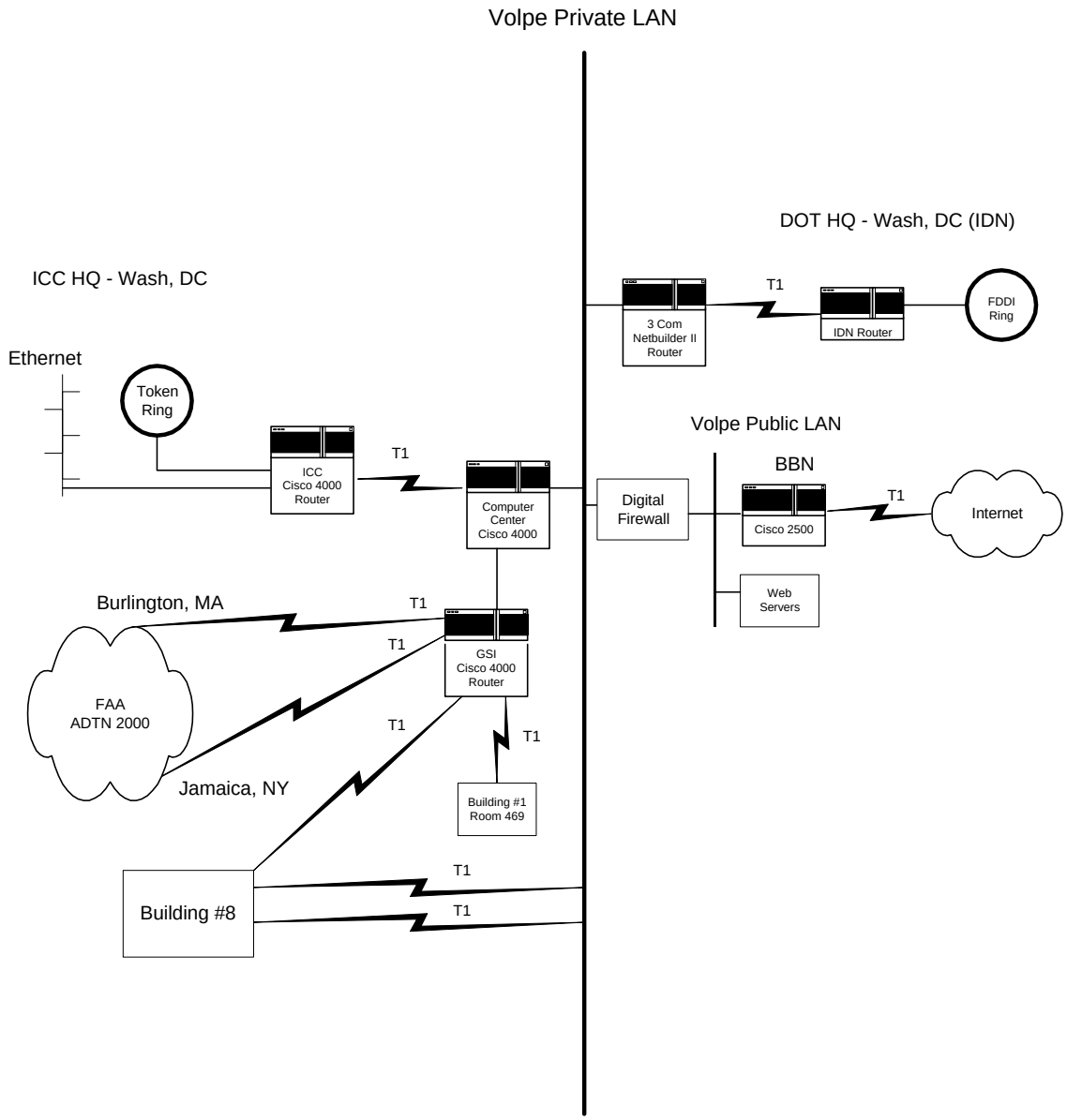


Key

JCZ 4/96

Volpe National Transportation Systems Center

WAN Topology



JCZ 4/96

Building #8 - Network access is provided to Building #8 users through two bridged T1 channels. The first T1 provides access for users on the eighth floor, the second for users on the seventh and ninth floors. Bridges used in these connections are Cabletron NB-30 units.

Servers - The Volpe Center has approximately 50 file servers in use by Government employees and contractors. A combination of UNIX, NT, and Novell servers are located at various locations throughout the Center. Approximately half of the servers are located in Building #3's Computer Center and Building #8's communications room. Other servers are located in or near the departments they serve.

Printers - The Volpe Center makes use of approximately 100 network printers. Most printers in use are made by Hewlett Packard and are various makes, models, and ages.

Network Protocols - The Center's network has a high concentration of Novel Netware servers running the IPX/SPX protocol. There is also a significant amount of TCP/IP family protocols on the network to reach UNIX, NT, and DEC machines. Other protocols on the Volpe network include Netbeui, LAT, Vines, OSI, and Appletalk.

Electronic Mail - As shown in Figure 3, the Volpe Center makes use of Microsoft Mail v 3.2 for electronic mail communications. The mail system currently serves about 1300 users and is installed on three Dell PE590 host systems. Two of these systems are deployed in a mirrored fashion to provide redundancy and fault tolerance. About 140 users also use Microsoft's Remote Mail.

Internet - The Volpe Center has full access to the Internet through a T1 circuit and a Cisco 2500 router provided by BBN, the Internet service provider. As shown in Figure 4, the connection is secured by a Digital Equipment Corporation firewall running on a cluster of three DEC Alphastations. As shown in Figure 4, the firewall breaks the Volpe network from a security point of view into three segments, each progressively with a higher level of security (red-public open, green-public protected, blue-private).

ADTN 2000 - Access to the FAA ADTN 2000 network is provided through redundant T1 connections to FAA sites in Burlington, Massachusetts, and Jamaica, New York. Routers used to connect to both sites are Cisco 4000 units provided by GSI.

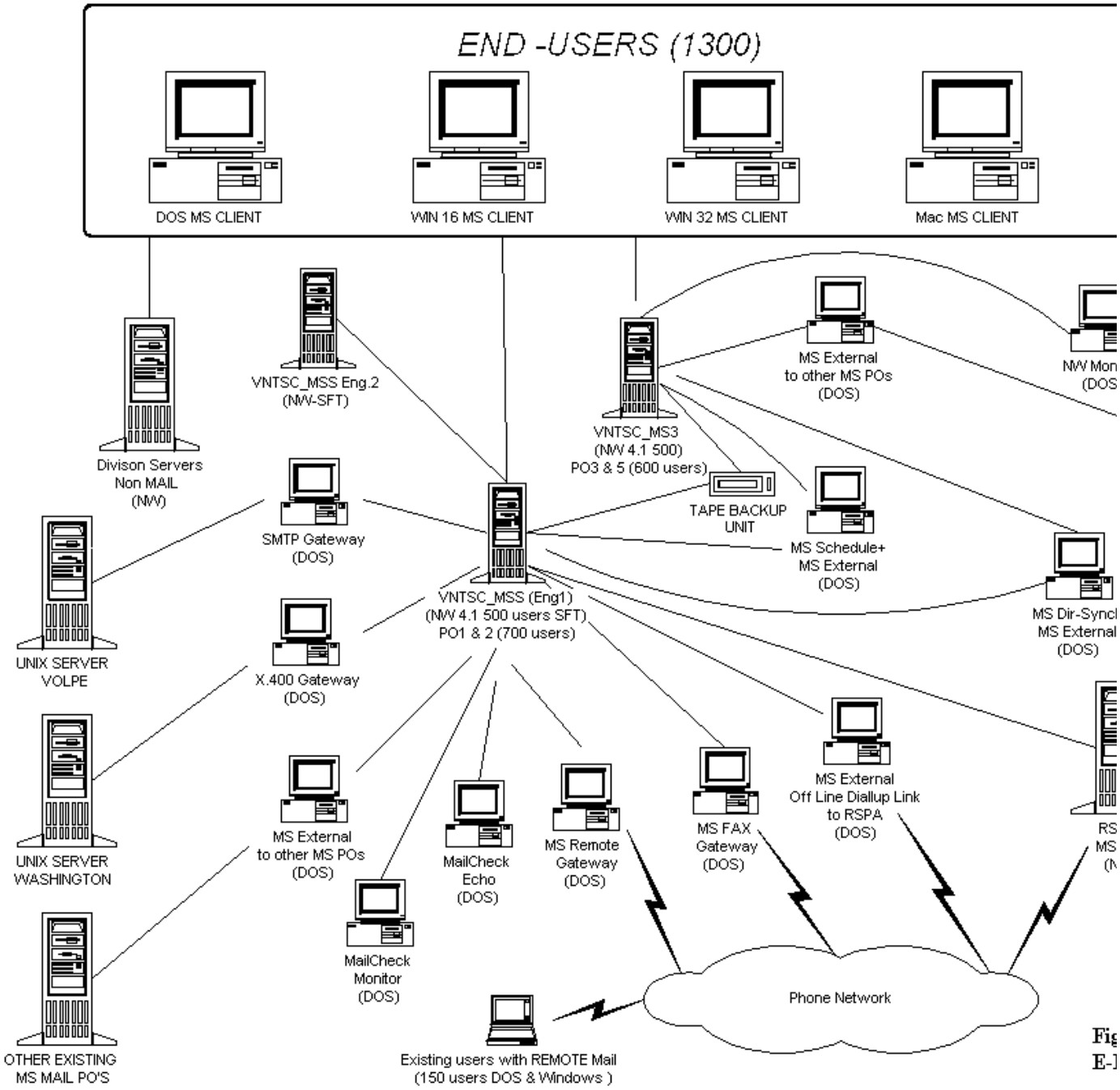
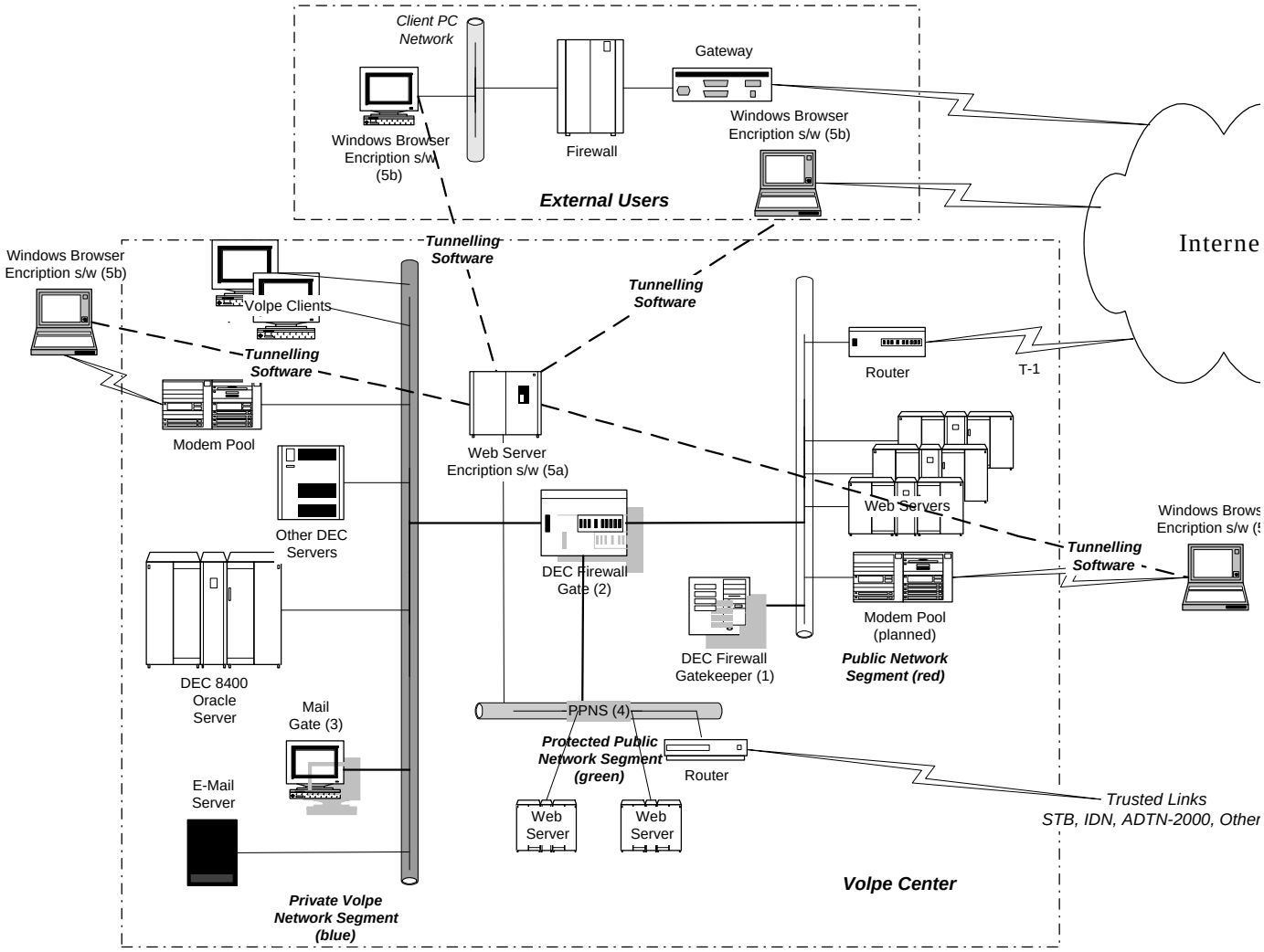

END -USERS (1300)
DOS MS CLIENT
WIN 16 MS CLIENT
WIN 32 MS CLIENT
Mac MS CLIENT
Divison Servers
Non MAIL
(NW)
VNTSC_MSS Eng.2
(NW-SFT)
VNTSC_MS3
(NW 4.1 500)
PO3 & 5 (600 users)
MS External
to other MS POs
(DOS)
TAPE BACKUP
UNIT
MS Schedule+
MS External
(DOS)
SMTP Gateway
(DOS)
VNTSC_MSS (Eng1)
(NW 4.1 500 users SFT)
PO1 & 2 (700 users)
UNIX SERVER
VOLPE
X.400 Gateway
(DOS)
UNIX SERVER
WASHINGTON
MS External
to other MS POs
(DOS)
MailCheck
Echo
(DOS)
MS Remote
Gateway
(DOS)
MS FAX
Gateway
(DOS)
MS External
Off Line Diallup Link
to RSPA
(DOS)
MailCheck
Monitor
(DOS)
Phone Network
OTHER EXISTING
MS MAIL PO'S
Existing users with REMOTE Mail
(150 users DOS & Windows)

Fig
E-



Dual Homed Firewall Architecture

IDN - Network access to the DOT's Intermodal Data Network (IDN) is made through the use of a 3Com Netbuilder II router and T1 communications channel.

ICC - Network access to the Interstate Commerce Commission (ICC) is made through the use of a Cisco 4000 and T1 communications channel.

TIMS - TIMS represents a separate network within the Volpe Center. A Cisco 4000 router provides communications between the TIMS network and the remainder of the Volpe network.

During the remainder of this year and next year, the current E-mail system will migrate to Microsoft's new Exchange Messaging system, and the network will begin deploying Ethernet switching technologies to meet the emerging requirements for high quality, higher speed transmissions.

As the hardware/software/communications requirements of the Volpe Center Network are both customer/sponsor and Volpe Center management driven, the Volpe Center Network hosts multi-protocol, multi-vendor network communications services and operating systems.

ATTACHMENT J.5

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

U.S. DEPARTMENT OF LABOR WAGE DETERMINATIONS

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

Allen L. Moss
Director

Division of
Wage Determination

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 94-2255
Revision No.: 4
Date of Last Revision: 03/07/1996

State(s): Massachusetts

Area: MASSACHUSETTS COUNTIES OF BRISTOL, ESSEX, MIDDLESEX, NORFOLK PLYMOUTH, SUFFOLK WORCESTER.
1/

** Fringe Benefits Required For All Occupations Included in This Wage Determination Follow the Occupational Listing **

OCCUPATION CODE AND TITLE		MINIMUM HOURLY WAGE
ADMINISTRATIVE SUPPORT AND CLERICAL:		
01011	Accounting Clerk I	$ 9.61
01012	Accounting Clerk II	$ 10.49
01013	Accounting Clerk III	$ 11.88
01014	Accounting Clerk IV	$ 13.96
01030	Court Reporter	$ 12.40
01050	Dispatcher, Motor Vehicle	$ 12.40
01060	Document Preparation Clerk	$ 10.89
01090	Duplicating Machine Operator	$ 10.89
01110	Film/Tape Librarian	$ 11.15
01115	General Clerk I	$ 8.18
01116	General Clerk II	$ 9.19
01117	General Clerk III	$ 10.89
01118	General Clerk IV	$ 12.63
01120	Housing Referral Assistant	$ 13.90
01131	Key Entry Operator I	$ 9.69
01132	Key Entry Operator II	$ 11.85
01191	Order Clerk I	$ 10.15
01192	Order Clerk II	$ 12.16
01220	Order Filler	$ 12.06
01261	Personnel Assistant (Employment) I	$ 10.43
01262	Personnel Assistant(Employment) II	$ 11.71
01263	Personnel Assistant (Employment) III	$ 12.78
01264	Personnel Assistant (Employment IV)	$ 15.16
01270	Production Control Clerk	$ 13.90
01290	Rental Clerk	$ 11.15
01300	Scheduler, Maintenance	$ 11.15
01311	Secretary I	$ 11.15
01312	Secretary II	$ 12.40
01313	Secretary III	$ 13.90
01314	Secretary IV	$ 16.12
01315	Secretary V	$ 18.97
01320	Service Order Dispatcher	$ 11.15
01341	Stenographer I	$ 10.15
01342	Stenographer II	$ 12.40
01400	Supply Technician	$ 16.12

01420	Survey Worker (Interviewer)	$ 12.40	
01460	Switchboard Operator-Receptionist		$ 10.28
01510	Test Examiner	$ 12.40	
01520	Test Proctor	$ 12.40	
01531	Travel Clerk I	$ 8.31	
01532	Travel Clerk II	$ 8.97	
01533	Travel Clerk III	$ 9.64	
01611	Word Processor I	$ 11.25	
01612	Word Processor II	$ 12.63	
01613	Word Processor III	$ 14.94	

AUTOMATIC DATA PROCESSING:

03010	Computer Data Librarian	$ 10.59	
03041	Computer Operator I	$ 10.57	
03042	Computer Operator II	$ 11.83	
03043	Computer Operator III		$ 14.31
03044	Computer Operator IV		$ 18.25
03045	Computer Operator V	$ 20.21	
03071	Computer Programmer I 2/	$ 13.88	
03072	Computer Programmer II 2/	$ 15.84	
03073	Computer Programmer III 2/	$ 18.79	
03074	Computer Programmer IV 2/	$ 22.66	
03101	Computer Systems Analyst I 2/	$ 18.48	
03102	Computer Systems Analyst II 2/	$ 22.95	
03103	Computer Systems Analyst III 2/	$ 26.92	
03160	Peripheral Equipment Operator	$ 10.59	

AUTOMOTIVE SERVICE:

05005	Automobile Body Repairer, Fiberglass	$ 17.15	
05010	Automotive Glass Installer	$ 15.69	
05040	Automotive Worker	$ 15.69	
05070	Electrician, Automotive	$ 16.44	
05100	Mobile Equipment Servicer	$ 14.22	
05130	Motor Equipment Metal Mechanic	$ 17.15	
05160	Motor Equipment Metal Worker	$ 15.69	
05190	Motor Vehicle Mechanic	$ 16.66	
05220	Motor Vehicle Mechanic Helper	$ 13.44	
05250	Motor Vehicle Upholstery Worker		$ 14.93
05280	Motor Vehicle Wrecker	$ 15.69	
05310	Painter, Automotive	$ 16.44	
05340	Radiator Repair Specialist	$ 15.69	
05370	Tire Repairer	$ 14.22	
05400	Transmission Repair Specialist	$ 17.15	

FOOD PREPARATION AND SERVICE:

07010	Baker	$ 10.93
07041	Cook I	$ 9.91
07042	Cook II	$ 10.93
07070	Dishwasher	$ 7.75
07100	Food Service Worker (Cafeteria Worker)	$ 7.75
07130	Meat Cutter	$ 10.93
07250	Waiter/Waitress	$ 8.23

FURNITURE MAINTENANCE AND REPAIR:

09010	Electrostatic Spray Painter	$ 16.44
09040	Furniture Handler	$ 12.70
09070	Furniture Refinisher	$ 16.44
09100	Furniture Refinisher Helper	$ 13.44
09110	Furniture Repairer, Minor	$ 14.93
09130	Upholsterer	$ 16.44

GENERAL SERVICES AND SUPPORT:

11030	Cleaner, Vehicles	$ 9.04
11060	Elevator Operator	$ 7.75
11090	Gardener	$ 9.91
11121	Housekeeping Aide I	$ 7.28
11122	Housekeeping Aide II	$ 7.75
11150	Janitor	$ 7.75
11180	Laborer	$ 10.61
11210	Laborer, Grounds Maintenance	$ 8.23
11240	Maid or Houseman	$ 7.28
11270	Pest Controller	$ 10.40
11300	Refuse Collector 3/	$ 7.75
11330	Tractor Operator	$ 9.37
11360	Window Cleaner	$ 8.32

HEALTH:

12010	Ambulance Driver	$ 12.01
12040	Emergency Medical Technician	$ 12.01
12071	Licensed Practical Nurse I	$ 13.90
12072	Licensed Practical Nurse II	$ 15.60
12073	Licensed Practical Nurse III	$ 17.45
12100	Medical Assistant	$ 8.34
12130	Medical Laboratory Technician	$ 8.34
12160	Medical Record Clerk	$ 8.34
12190	Medical Record Technician	$ 11.56
12221	Nursing Assistant I	$ 8.29
12222	Nursing Assistant II	$ 9.32
12223	Nursing Assistant III	$ 9.80
12224	Nursing Assistant IV	$ 11.41
12250	Pharmacy Technician	$ 10.40
12280	Phlebotomist	$ 8.34
12311	Registered Nurse I	$ 16.64
12312	Registered Nurse II	$ 22.79
12313	Registered Nurse II, Specialist	$ 22.79
12314	Registered Nurse III	$ 27.57
12315	Registered Nurse III, Anesthetist	$ 27.57
12316	Registered Nurse IV	$ 33.05

INFORMATION AND ARTS:

13002	Audiovisual Librarian	$ 16.12
13011	Exhibits Specialist I	$ 16.19
13012	Exhibits Specialist II	$ 20.58
13013	Exhibits Specialist III	$ 25.17
13041	Illustrator I	$ 16.19
13042	Illustrator II	$ 20.58
13043	Illustrator III	$ 25.17
13047	Librarian	$ 18.97

13050	Library Technician	$ 13.44	
13071	Photographer I	$ 12.36	
13072	Photographer II	$ 16.19	
13073	Photographer III	$ 20.58	
13074	Photographer IV	$ 25.17	
13075	Photographer V	$ 30.44	

LAUNDRY, DRY CLEANING, PRESSING:

15010	Assembler	$ 6.50	
15030	Counter Attendant	$ 6.50	
15040	Dry Cleaner	$ 8.31	
15070	Finisher, Flatwork, Machine	$ 6.50	
15090	Presser, Hand	$ 6.50	
15100	Presser, Machine, Dry Cleaning	$ 6.50	
15130	Presser, Machine, Shirts	$ 6.50	
15160	Presser, Machine, Wearing Apparel, Laundry	$ 6.50	
15190	Sewing Machine Operator	$ 8.97	
15220	Tailor	$ 9.64	
15250	Washer, Machine	$ 7.13	

MACHINE TOOL OPERATION AND REPAIR:

19010	Machine-tool Operator (Toolroom)		$ 16.44
19040	Tool and Die Maker	$ 19.66	

MATERIALS HANDLING AND PACKING:

21010	Fuel Distribution System Operator	$ 14.22	
21020	Material Coordinator	$ 14.51	
21030	Material Expediter	$ 14.51	
21040	Material Handling Laborer	$ 11.26	
21071	Forklift Operator	$ 13.06	
21080	Production Line Worker (Food Processing)	$ 12.52	
21100	Shipping/Receiving Clerk	$ 11.68	
21130	Shipping Packer	$ 11.68	
21140	Store Clerk I	$ 10.22	
21150	Stock Clerk (Shelf Stocker; Store Worker II)	$ 11.78	
21210	Tools and Parts Attendant	$ 12.52	
21400	Warehouse Specialist	$ 12.52	

MECHANICS AND MAINTENANCE AND REPAIR:

23010	Aircraft Mechanic	$ 17.15	
23040	Aircraft Mechanic Helper	$ 13.44	
23060	Aircraft Servicer	$ 14.93	
23070	Aircraft Worker	$ 15.69	
23100	Applicance Mechanic	$ 16.44	
23120	Bicycle Repairer	$ 14.22	
23125	Cable Splicer	$ 17.15	
23130	Carpenter, Maintenance	$ 16.44	
23140	Carpet Layer	$ 15.69	
23160	Electrician, Maintenance	$ 17.04	
23181	Electronics Technician, Maintenance I	$ 11.59	
23182	Electronics Technician, Maintenance II	$ 16.04	

23183	Electronics Technician, Maintenance II	$ 17.89	
23260	Fabric Worker	$ 14.93	
23290	Fire Alarm System Mechanic	$ 17.15	
23310	Fire Extinguisher Repairer	$ 14.22	
23340	Fuel Distribution System Mechanic	$ 17.15	
23370	General Maintenance Worker	$ 15.69	
23400	Heating, Refrigeration and Air Conditioning Mechanic	$ 17.15	
23430	Heavy Equipment Mechanic	$ 17.15	
23460	Instrument Mechanic	$ 17.15	
23500	Locksmith	$ 16.44	
23530	Machinery Maintenance Mechanic	$ 16.85	
23550	Machinist, Maintenance	$ 16.80	
23580	Maintenance Trades Helper	$ 13.44	
23640	Millwright	$ 17.15	
23700	Office Appliance Repairer	$ 16.44	
23740	Painter, Aircraft	$ 16.44	
23760	Painter, Maintenance	$ 16.44	
23790	Pipefitter, Maintenance	$ 17.04	
23800	Plumber, Maintenance		$ 16.44
23820	Pneudraulic Systems Mechanic	$ 17.15	
23850	Rigger	$ 17.15	
23870	Scale Mechanic	$ 15.69	
23890	Sheet-metal Worker, Maintenance	$ 17.15	
23910	Small Engine Mechanic	$ 15.69	
23930	Telecommunications Mechanic I	$ 17.15	
23940	Telecommunications Mechanic II		$ 17.80
23950	Telephone Lineman	$ 17.15	
23960	Welder, Combination, Maintenance	$ 17.15	
23965	Well Driller	$ 17.15	
23970	Woodcraft Worker	$ 17.15	
23980	Woodworker	$ 14.79	

PERSONAL NEEDS:

24570	Child Care Attendant	$ 11.54	
24600	Chore Aide	$ 7.28	
24630	Homemaker	$ 15.99	

PLANT AND SYSTEM OPERATION:

25010	Boiler Tender	$ 17.15	
25040	Sewage Plant Operator	$ 16.44	
25070	Stationary Engineer	$ 17.15	
25190	Ventilation Equipment Tender	$ 13.44	
25210	Water Treatment Plant Operator	$ 16.44	

PROTECTIVE SERVICE:

27004	Alarm Monitor	$ 12.60	
27010	Court Security Officer		$ 16.22
27040	Detention Officer	$ 16.22	
27070	Firefighter	$ 15.48	
27101	Guard I	$ 7.43	
27102	Guard II	$ 12.60	
27130	Police Officer	$ 16.97	

TECHNICAL:

29020	Archeological Technician	$ 20.58	
29030	Cartographic Technician	$ 20.58	
29035	Computer Based Training Specialist/Instructor	$ 18.48	
29040	Civil Engineering Technician	$ 20.58	
29061	Drafter I	$ 10.75	
29062	Drafter II	$ 12.36	
29063	Drafter III	$ 16.19	
29064	Drafter IV	$ 20.58	
29070	Embalmer	$ 14.14	
29081	Engineering Technician I	$ 11.40	
29082	Engineering Technician II	$ 12.80	
29083	Engineering Technician III	$ 15.45	
29084	Engineering Technician IV	$ 18.40	
29085	Engineering Technician V	$ 20.80	
29086	Engineering Technician VI	$ 25.78	
29090	Environmental Technician	$ 18.25	
29100	Flight Simulator/Instructor (Pilot)	$ 22.95	
29150	Graphic Artist	$ 18.48	
29210	Laboratory Technician		$ 14.31
29240	Mathematical Technician	$ 18.40	
29330	Mortician	$ 14.14	
29361	Paralegal/Legal Assistant I	$ 12.74	
29362	Paralegal/Legal Assistant II	$ 16.12	
29363	Paralegal/Legal Assistant III	$ 19.72	
29364	Paralegal/Legal Assistant IV	$ 23.86	
29390	Photooptics Technician	$ 18.40	
29480	Technical Writer	$ 22.66	
29620	Weather Observer, Senior 4/	$ 15.91	
29621	Weather Observer, Combined 4/ Upper Air and Surface Programs	$ 14.31	
29622	Weather Observer, Upper Air 4/	$ 14.31	

TRANSPORTATION/MOBILE EQUIPMENT OPERATION:

31030	Bus Driver	$ 15.35	
31100	Driver Messenger	$ 11.35	
31200	Heavy Equipment Operator	$ 17.49	
31260	Parking and Lot Attendant	$ 9.39	
31290	Shuttle Bus Driver	$ 12.01	
31300	Taxi Driver	$ 11.35	
31361	Truckdriver, Light Truck	$ 12.01	
31362	Truckdriver, Medium Truck	$ 15.35	
31363	Truckdriver, Heavy Truck	$ 15.03	
36364	Truckdriver, Tractor-Trailer	$ 16.00	

MISCELLANEOUS:

99005	Aircraft Quality Control Inspector	$ 17.80	
99020	Animal Caretaker	$ 8.81	
99030	Cashier	$ 9.42	
99040	Child Care Center Clerk	$ 12.85	
99050	Desk Clerk		$ 11.74
99260	Instructor	$ 18.84	
99300	Lifeguard	$ 10.28	
99350	Park Attendant (Aide)	$ 12.91	

99400	Photofinishing Worker (Photo Lab/Dark Room Technician)	$ 10.28
99500	Recreation Specialist	$ 15.99
99510	Recycling Worker	$ 9.37
99610	Sales Clerk	$ 10.28
99630	Sports Official	$ 10.28
99658	Survey Party Chief	$ 16.79
99659	Surveying Technician	$ 12.02
99660	Surveying Aide	$ 8.76
99690	Swimming Pool Operator	$ 10.93
99720	Vending Machine Attendant	$ 9.37
99730	Vending Machine Repairer	$ 10.93
99740	Vending Machine Repairer Helper	$ 9.37

**** Fringe Benefits Required For All Occupations Included In This Wage Determination ****

HEALTH & WELFARE: $0.90 per hour or $36.00 per week or $156.00 per month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/

This wage determination only applies to the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Rayham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellseley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster
Mendon, Milford, Southborough, Upton

2/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

3/

This rate does not apply to the following cities and towns:

Middlesex County: Arlington, Belmont, Burlington, Cambridge, Everett, Lexington, Malden, Medford, Melrose, Newton, Somerville, Stoneham, Waltham, Watertown, Winchester, Woburn

Norfolk County: Braintree, Canton, Dedham, Milton, Needham, Norwood, Quincy, Westwood, Weymouth

Suffolk County: Chelsea, Revere

4/

APPLICABLE TO WEATHER OBSERVERS ONLY - NIGHT PAY & SUNDAY PAY: If you work at night as a part of a regular tour of duty, you will earn a NIGHT DIFFERENTIAL and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract, (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $4.25 per week (or $.85 cents per day). However, in those instances where the uniforms furnished are made of “wash and wear” materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Sources of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
(Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for

review. (see section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the “Service Contract Act Directory of Occupations” (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J.6

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

JOB ORDER SYSTEM

ATTACHMENT J.6

JOB ORDER SYSTEM

A. Support Under the Institutional ADP Support Services Contract (IADPSS)

1. Introduction

The Computer Center/DTS-63 provides a wide range of in-house/on-site institutional support services in support of the Volpe National Transportation Systems Center's (Volpe Center) mission. Many of these services are provided through the Institutional ADP Support Services Contract (IADPSS) in which tasks are accomplished by the Contractor under a Job Order system managed and operated by the Volpe Computer Center.

2. Description of Service

The IADPSS focuses on four functional areas as well as a Contract Administration service. These areas are Administrative/MIS Applications, Facility Operations, Systems/Planning, and LAN Administration.

The Administrative/MIS Applications portion provides programming and analysis services in support of the design, development, implementation, and on-going maintenance and production of Volpe's Administrative and Management Information Systems. It also provides support to associated World Wide Web (WWW) and Internet tasks.

The Facility Operations portion provides services in support of Volpe's computer operations activities which include the operation of Volpe's mainframe computer facilities, the operation of dedicated special purpose systems, hardware maintenance, data/entry preparation, ADP Security, and a wide range of user services.

The Systems/Planning portion provides services in four major areas: short and long range planning, system and software maintenance support for the Volpe Computer Center managed facilities, system performance measurement and evaluation, and special studies.

The LAN Administration portion provides services in support of the Volpe Local Area Network (LAN) which includes on-going administration, monitoring and maintenance of the backbone LAN throughout the Volpe complex, administration of the Volpe's LAN's bridges, T1 links, communications services, hardware and software administration of the Center's institutional and dedicated special purpose LAN Servers, Workstations, and peripheral equipment, and special studies.

The Contract Administration portion provides services in support of related administrative contract functions and to ensure a uniform operation consistent with Volpe's ADP Job Order System and Volpe's financial and management information systems.

3. Task Characteristics

Support activities are primarily task oriented. Most of these are ongoing level-of-effort-type activities, some may be relatively small tasks of short duration, some may be system software maintenance tasks for an entire fiscal year while others may be extensive projects involving many, if not all, of the traditional components of the system development life cycle.

4. Special Subcontractor Support

The contract allows specialized support through subcontracting and/or other special off-site corporate resources. This support must be of a special nature in which unique and/or specialized state-of-the-art skills are required, or there is a need to provide short term, quick response support.

5. Charge-Back System

The rate structure (hourly charge) for each labor category is based on projected fiscal year operating costs along with anticipated utilization of resources by Center personnel during the fiscal year. Rates are reviewed quarterly and are subject to revision as actual utilization and operating costs materialize during the fiscal year. The rates for special subcontractor support are actual costs plus an accelerator rate based on fiscal year operating costs.

B. The Job Order System

1. Initiation of Task

"Contact persons" on the Contractor's staff will be identified as the primary point of contact for each major user organization of the IADPSS (Figure 1). This individual is a senior level management employee who is thoroughly familiar with the contract scope and special provisions so he/she can appropriately advise users on the full range of capabilities available under the contract. When necessary, the contact person can seek the guidance and/or participation of the Contracting Officer's Technical Representative (COTR).

Initially, the requestor (initiator), can contact either the COTR or the contact person assigned to his/her organization, stating the need for institutional support services. A meeting between the initiator and a task leader from the Contractor's staff will then be arranged. The purpose of this meeting is to discuss the problem to be analyzed or addressed and to develop the clearest possible understanding and mutual agreement on what exactly the end product requirements are. The skills needed to support the task, what completion timetable the initiator has in mind, and the availability of resources are also discussed. At this time, the initiator should provide all the pertinent documentation and material to the task leader along with the proper funding information (Accounting Job Order Number) for the initiation of the task. In some instances, the initiator may supply sufficient information about the task so that work can commence immediately. At other times, the IADPSS Contractor may be asked to develop the task specifications based on information supplied by the initiator. If the job is of sufficient complexity, or cannot be well defined initially, a "problem definition phase" will be initiated.

In either case, a Job Request Form (Figures 2 and 3) is initiated by the Contractor and returned to the initiator for authorization as defined under Volpe Center Announcement #95-27 dated 8/31/95 (Figure 4). Once authorization has been received, a Job Number is assigned to the task, and the completed form is forwarded to the Volpe Center accounting office for certification and commitment of funds. The Job Number and associated information is then entered into the User Accountability System (UAS) to establish a record against which utilization will be reported. This report, along with other month-end reports, is distributed to all appropriate Offices. Figure 5 illustrates the steps involved in setting up and monitoring a Job Order. Figure 6 illustrates the interaction between the Job Order and the UAS and the relationship to the Volpe Center's Financial Management System.

During the "problem definition phase," the Contractor will develop a task specification package which should include (when appropriate):

(a) Identification of a task leader from the Contractor's staff

(b) A task definition (a detailed statement of the work to be done.

(c) Deliverable end items

(d) Milestone objectives and schedules

(e) Computer and personnel resources requirements and scheduling

(f) Documentation and reporting requirements

(g) Completion date

The proposed specification package, as developed by the Contractor, is then submitted to the initiator for review and approval. The Contractor will be required to redevelop any portion of the package as required by the initiator.

A minimum level of documentation is provided for each task upon completion. Due to the wide variety of customers served from the Volpe Center, there is no one set of guidelines that is specified to govern documentation. FIPS PUB 38 is used on occasion but used sparingly. DOD-STD-2167, 2167A or MIL-STD-498 are recommended as the basis for documentation requirements.

Specific task deliverables (e.g., software, studies, reports, documentation to other standards) and schedules are delineated in the work order issued. All deliverables are submitted to the task initiator.

Upon completion of the task definition phase, the initiator must once again receive authorization to proceed in accordance with Volpe Center Announcement #95-27 dated 8/31/95 for the support services estimated to do the job. Once proper authorization has been received and the funds certified, work on the task, as specified in the initial phase, may begin. The new information is then entered into the UAS to update the original job order. If the initiator does not receive authorization for the job as estimated, the job order is closed.

2. Support of Task

Once the task is underway, the Contractor (task leader and/or contact person) will maintain contact with the initiator to keep him aware of the progress and status of the task. This is done through periodic meetings with the initiator and in writing by progress reports to the initiator with copies to the COTR. These progress reports are submitted at intervals as requested by the initiator through the Job Order. Unless otherwise specified in the Job Order, these reports contain in narrative form the accomplishments of the time period involved along with the planned work for the following period, a description of any problem areas encountered, and a status of project activity and funding. When appropriate, the Contractor will hold technical discussions with the initiator to review intermediate results and clarify any problems which may arise.

If during the support of a task, the task objectives and/or estimates change significantly, the Contractor must develop and submit for approval the new task specification/ requirements. The procedures in such a case are the same as those set forth in developing a new task specification.

CURRENT POINTS OF CONTACT
Volpe Center User

DTS-63	Carmine Caso
DTS-63	Charles Pandil
DTS-63	Mark Plecinoga
DTS-63	Jean Roy
DTS-63	Evangel Kostojohn
DTS-2	Frank Tung
DTS-82	Daniel Flaherty
DTS-84	Elisabeth Gordon
DTS-85	David Scali
DTS-87	Dennis Sullivan
DTS-1 thru 7	Various Users

Figure 1

UAS JOB ORDER TYPE STATUS REV. NO.

V N T S C
UAS
FORM A

ACCOUNTING CERTIFICATION
NAME
DATE

INITIATOR
NAME (LAST, FIRST, MI) ORG.

ACCOUNTING JOB ORDER
-NUMBER- -ORG-

PPA ORG.

START DATE EST. DATE OF COMPLETION

USER COMMENT: DATE:
FORM STATUS: DATE:
UAS COMMENT: ID #:

JOB TITLE

ACCEPTED BY ACCEPTED DATE
USER OF ENTRY DATE OF ENTRY
USER OF CHANGE DATE OF CHANGE

TOTAL COMMITMENT TO DATE

CONTRACTOR LABOR
TASK NUMBER
GROUP NUMBER
TASK LEADER

REGULAR LABOR

CATEG.	RATE	HOURS	COST
TOTAL REGULAR			

OVERTIME
TRAVEL/TRAIN.
TOTAL LABOR

TOTAL JOB COST

AUTHORIZATION SIGNATURES

INITIATOR	DATE
PROGRAM MANAGER	DATE
BRANCH CHIEF	DATE
DIVISION CHIEF	DATE
DEPUTY DIRECTOR	DATE
	DATE
	DATE
CONTRACTOR REPRESENTATIVE	DATE

UAS MANAGER

FIGURE 2

FORM_A.DRW

NOTE: THIS FORM IS GENERATED ON-LINE USING THE FORMS MODULE OF THE UAS ACCOUNTABILITY SYSTEM. THIS MODULE IS ACCESSIBLE BY THE TECHNICAL SUPPORT SERVICES OFFICE PERSONNEL (INCLUDING CONTRACTOR PERSONNEL) WHO HAVE BEEN AUTHORIZED BY THE UAS SYSTEMS MANAGERS. USERS MAY COMPLETE A HARD COPY OF THE FORM AND SUBMIT IT TO AN APPROPRIATE BRANCH CONTROL ANALYST REPRESENTATIVE FOR PROCESSING.

BLOCKS ACROSS	BLOCK DESCRIPTION
1 UAS JOB	THESE FOUR ELEMENTS ARE TO BE COMPLETED BY THE APPROPRIATE BRANCH CONTROL ANALYST.
2 ACCOUNTING CERTIFICATION PURPOSES).	TO BE COMPLETED BY ACCOUNTING OFFICE (JOB ESTIMATE FOR COMMITMENT
3 INITIATOR	ENTER THE FIRST PART OF THE INITIATOR'S LAST NAME AND THE SYSTEM WILL FILL IN THE REST. THE INITIATOR'S NAME MUST CURRENTLY RESIDE ON THE PERSONNEL FILE.
4 ACCOUNTING JOB ORDER	ENTER THE ACCOUNTING JOB ORDER NUMBER AND THE SYSTEM WILL FILL THE REST. THE ACCOUNTING JOB ORDER NUMBER MUST CURRENTLY RESIDE ON HE ACCOUNTING JOB ORDER FILE.
5 START DATE/EST COMP DATE	ENTER THE DAY THE PROJECT IS TO START (MM/DD/YY). ENTER THE DAY THE PROJECT IS TO BE COMPLETED (MM/DD/YY).
6 USER COMMENT	DATA WHICH CAN BE ENTERED FOR TRACKING PURPOSES.
7 JOB TITLE	ENTER THE TITLE OF THE JOB (MAXIMUM OF 72 CHARACTERS).
8 ACCEPTED BY	THIS AREA IS FILLED IN BY THE COMPUTER SOFTWARE.
9 AUTHORIZATION SIGNATURES	THOSE SIGNATURES REQUIRED ACCORDING TO THE VOLPE CENTER DIRECTIVE DETAILING DELEGATIONS OF AUTHORITY.
10 CONTRACTOR LABOR	FOR CONTRACTOR INFORMATION AND TRACKING.
11 REGULAR LABOR CATEGORIES.	ENTER CONTRACTOR LABOR CODES AND COST ESTIMATES. MAXIMUM OF SIX
12 OVERTIME	IF OVERTIME IS AUTHORIZED ENTER HOURS AND COST.
13 TRAVEL/TRAINING	IF TRAVEL OR TRAINING IS AUTHORIZED ENTER CODE AND COST.
14 TOTAL LABOR	THIS FIELD IS COMPUTED BY THE SYSTEM ADDING ALL LABOR FIELDS (LABOR/OVERTIME/TRAVEL).
15 TOTAL JOB COST	THIS FIELD IS SYSTEM GENERATED.

Figure 3

SUMMARY OF VOLPE CENTER ANNOUNCEMENT #95-27 DATED 8/31/95

The authorizing signatures required for Institutional ADP Support Services are in accordance with Volpe Center Order 1100.1A Chg 62 and are as follows:

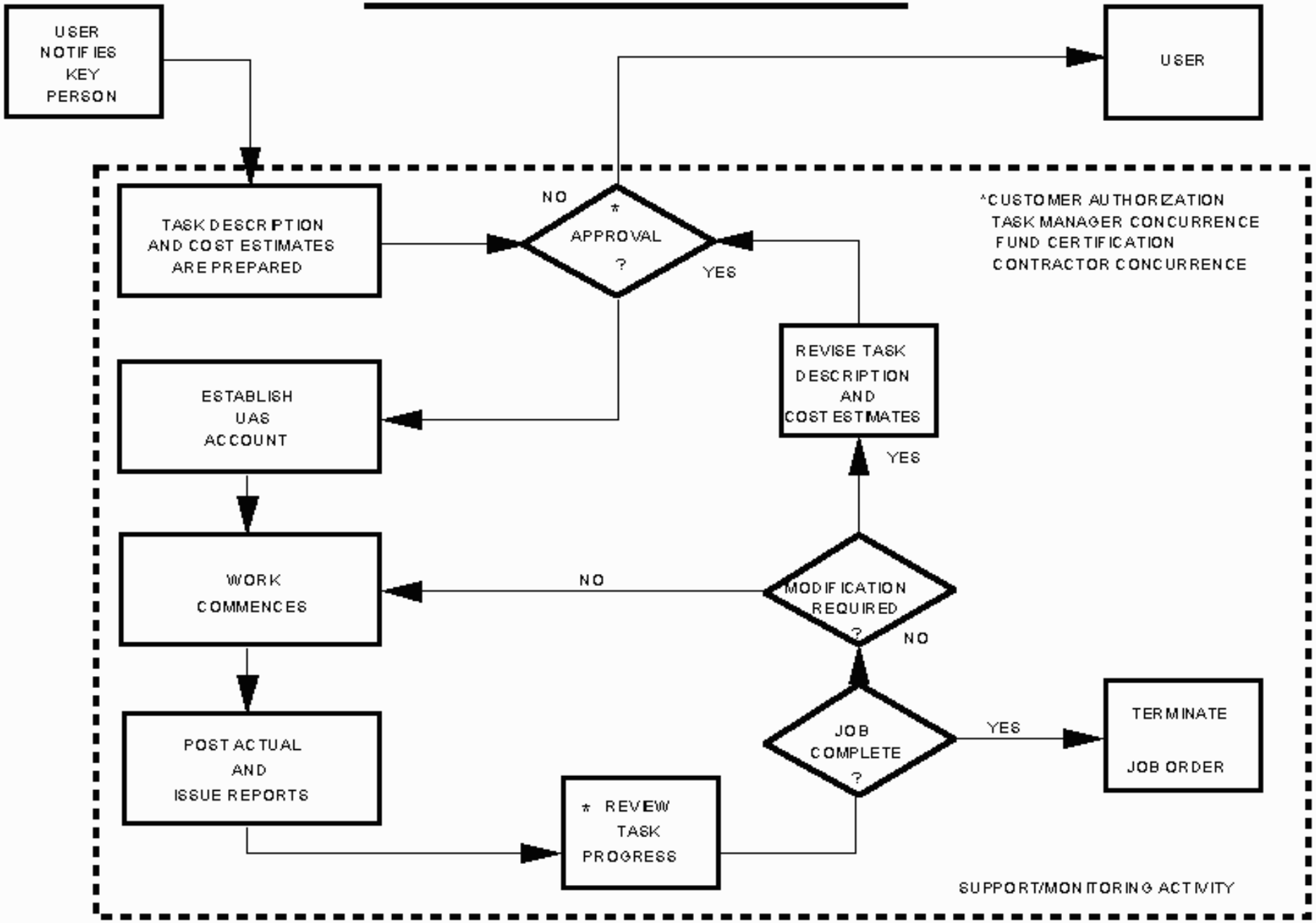
UPPER LIMITS OF AUTHORITY*

Type of Transaction	Deputy Director	Office Directors & Deputies	Division Chiefs & Chiefs of Staff
Approval of Work Requests for In-House Services:			
To $100,000			X
Over $100,000 to $500,000		X	
GT $500,000	X		

* All requests for the expenditure of resources against a project require concurrence by the cognizant task manager.

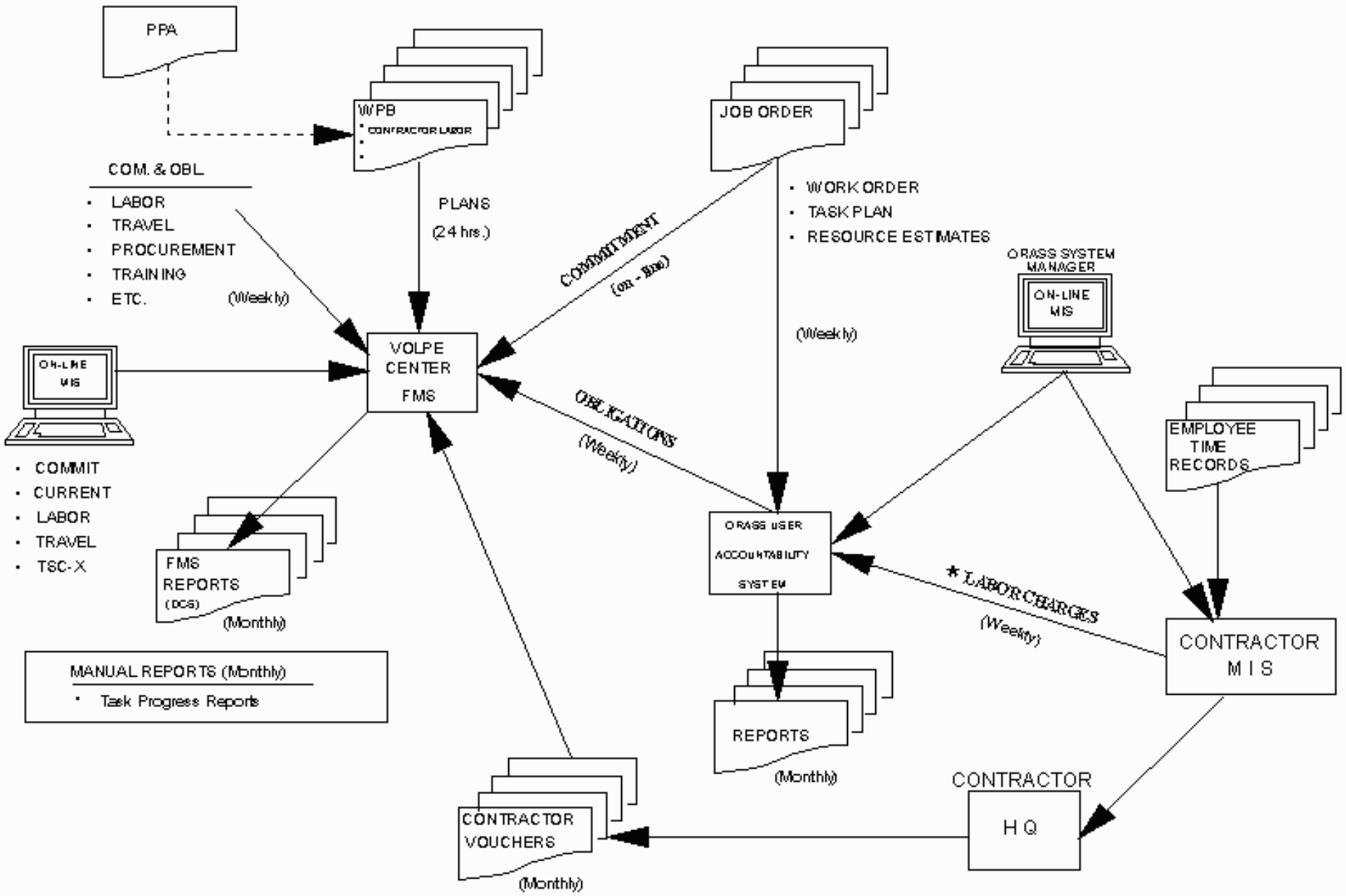
Figure 4

JOB ORDER AND MONITORING SYSTEM



JIM1.DRW

ORASS JOB ORDER AND COST TRACKING



★ THE CONTRACTOR RAW DATA FILE IS COPIED INTO THE ORASS SYSTEM AREA.
THE FILE IS VALIDATED WITH THE CONTRACTOR REPORTING THE NUMBER OF RECORDS AND THE TOTAL NUMBER OF HOURS, BEFORE IT IS ACCEPTED FOR PROCESSING.

DTS-25
JH-02/DRW

ATTACHMENT J.7

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

USER ACCOUNTABILITY SYSTEM OVERVIEW

ATTACHMENT J.7

USER ACCOUNTABILITY SYSTEM OVERVIEW

A. User Accountability System

1. Introduction

In order to support the process of managing the Volpe Center and administering institutional support services and resources, an automated system known as the User Accountability System (UAS) was developed. The objective of the system is threefold. First of all, it provides users with weekly reports reflecting (1) current (weekly, month-to-date, and year-to-date) task estimates/ commitments, and (2) current utilization/obligations (actuals). Secondly, the system provides the COTR with data essential to monitoring the IADPSS Contract. The system also generates reports used by the Contractor's management staff to manage activity at the task level. Finally, the system provides for automatic generation and input of charges into the Center's Financial Management System. Appendix A depicts the overall structure of the UAS and its relationship to the Center's Financial Management System.

2. Input to UAS

The UAS is dependent upon two main sources of input; namely, Job Order Forms, and Contractor Labor Charges.

a. Job Request Form (Appendix B)

This form is the originating source document for a task. It delineates the essential identification elements of the task, along with the time and cost estimates for Contractor personnel. This form is also used to revise, modify, or delete a task once it has been established. The controlling element is the Job Number. Figure 7 identifies the format used in formatting the Job Number. This form is also used as the official document for commitment of program funds by the Accounting Office once the appropriate authorization has been attained. The information from these forms is entered into the UAS to create or update a job order record. The detailed specifications and description of the task are provided by the Task Initiator or the Contractor Task Leader.

b. Contractor Labor Charges

Each week the IADPSS Contractor provides the Volpe Computer Center with a breakdown of professional hours used in support of each task. This information is entered into the UAS where the professional time and cost figures are updated for each task according to a pre-established rate structure.

3. Responsibility

The UAS is run weekly. The system update is scheduled for close of business (COB) each Tuesday. (Close of business Wednesday is the latest this update can take place.) It is the Contractor's responsibility to provide the UAS Systems Manager with a labor file on a timely basis. During the run, files and reports are produced for the Accounting Office to update the Center's financial management systems. These files and reports must be turned over to the Volpe Center's accounting office on Thursday of each week.

4. Output

The UAS provides reports on a weekly basis. As a rule, weekly closings are on Wednesday of each week and monthly closings are as of the last Saturday of each month. Closings generate the only official UAS reports and data. Unofficial UAS reports and data are generated by the preliminary runs and serve as an aid in the function of monitoring project activity.

There are multiple reports generated by the UAS. The distribution of these reports varies with user requirements. An overview of UAS reports available to users is depicted in Attachment J.8.

FORMAT OF THE UAS JOB ORDER NUMBER

```
      A      |      XXXX      |      B      |
   ALPHA     |   NUMERIC      |   ALPHA     |
            /                /              /
           /              R /              /
          /               E /              /
         /               B /           K /
       R /              M /            S /
      E /              U /            A /
     S /              N /            T /
    U /                /            B /
     /              B /            U /
    /              O /            S /
   /              J /              /
  /                /              /
```

WHERE

A - **JOB NUMBER PREFIX IS AN ALPHA CODE DESIGNATING THE FUNDING SOURCE, AND IN SOME CASES THE RESPONSIBLE FUNCTIONAL AREA. (See Figure 8)**

XXXX - **NUMERIC JOB NUMBER ASSIGNED BY THE RESPONSIBLE MONITOR OR CONTRACTOR.**

B - ALPHA CODE USED TO DESIGNATE SUBTASKS WHERE APPROPRIATE.

Figure 7

JOB NUMBER
PREFIX

Fund Source	**Job Order Prefix**		**Functional Area**
	Labor, Travel, Training	Machine, ODCs	
Direct	Q	A	All
Indirect	B N	D	Admin Apps All Others
Process Account	C L P S	N/A	Contract Admin Lan Support Operations Systems / Planning

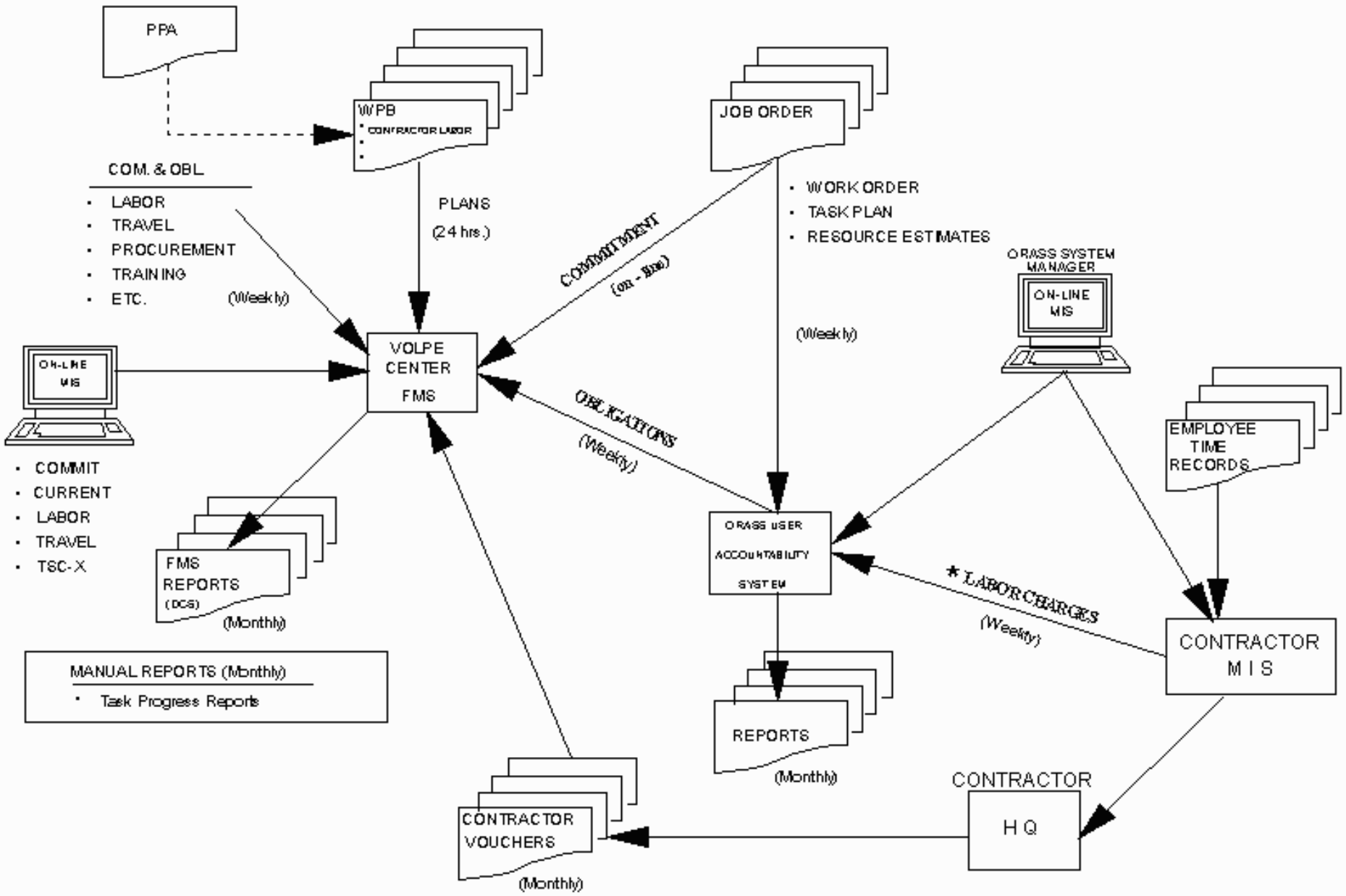
Figure 8

APPENDIX A

USER ACCOUNTABILITY SYSTEM

STRUCTURE AND FLOW

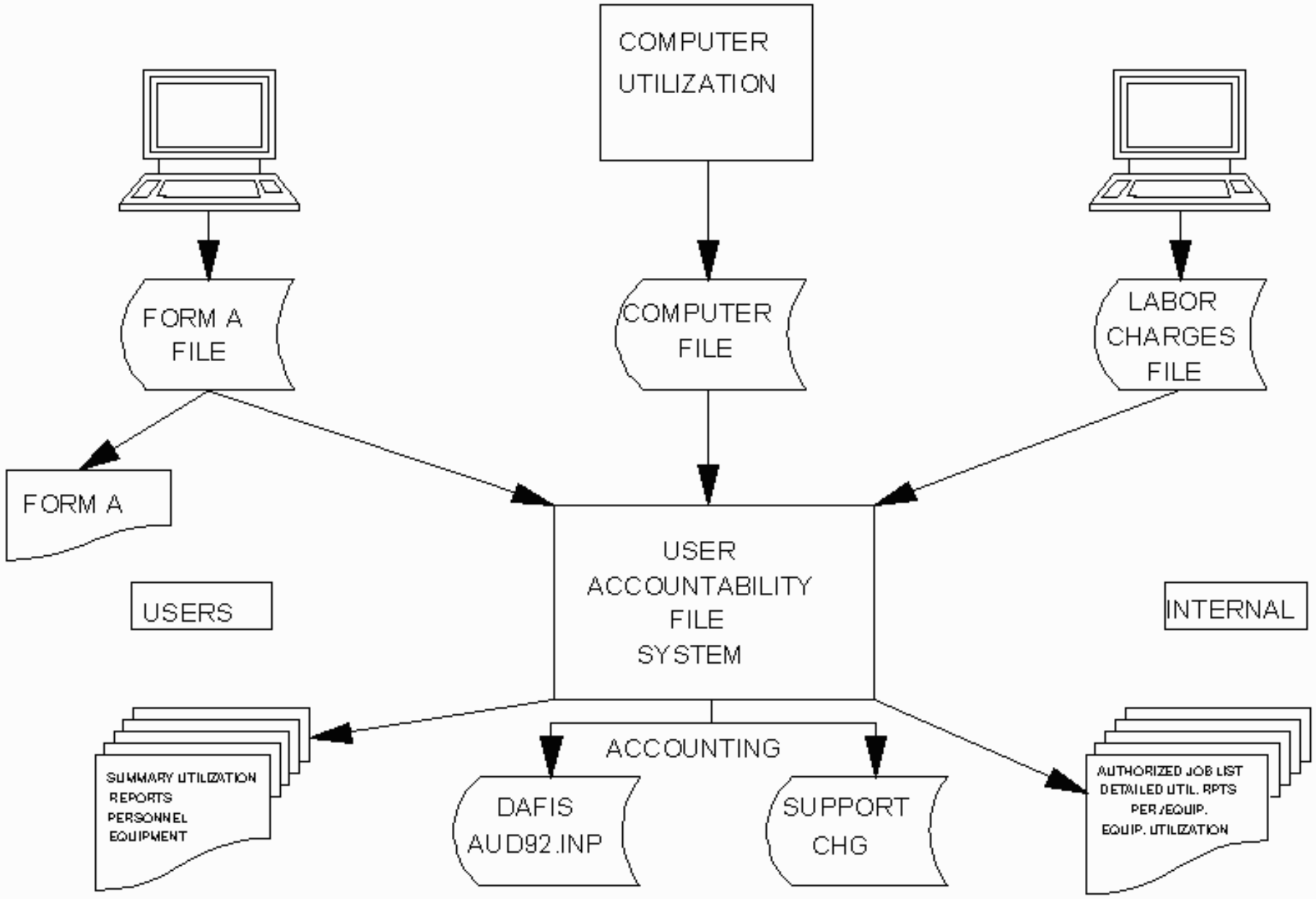
ORASS JOB ORDER AND COST TRACKING



★ THE CONTRACTOR RAW DATA FILE IS COPIED INTO THE ORASS SYSTEM AREA.
THE FILE IS VALIDATED WITH THE CONTRACTOR REPORTING THE NUMBER OF RECORDS AND THE TOTAL NUMBER OF HOURS, BEFORE IT IS ACCEPTED FOR PROCESSING.

DTS-25
JH-02/DRW

USER ACCOUNTABILITY SYSTEM



APPENDIX B

JOB REQUEST FORM

UAS JOB ORDER TYPE STATUS REV. NO.

V N T S C
UAS
FORM A

ACCOUNTING CERTIFICATION
NAME
DATE

INITIATOR
NAME (LAST, FIRST, MI) ORG.

ACCOUNTING JOB ORDER
-NUMBER- -ORG-

PPA ORG.

START DATE EST. DATE OF COMPLETION

USER COMMENT: DATE:
FORM STATUS: DATE:
UAS COMMENT: ID #:

JOB TITLE

ACCEPTED BY ACCEPTED DATE
USER OF ENTRY DATE OF ENTRY
USER OF CHANGE DATE OF CHANGE

TOTAL COMMITMENT TO DATE

CONTRACTOR LABOR
TASK NUMBER
GROUP NUMBER
TASK LEADER

REGULAR LABOR

CATEG.	RATE	HOURS	COST
TOTAL REGULAR			

OVERTIME
TRAVEL/TRAIN.
TOTAL LABOR

TOTAL JOB COST

AUTHORIZATION SIGNATURES

INITIATOR	DATE
PROGRAM MANAGER	DATE
BRANCH CHIEF	DATE
DIVISION CHIEF	DATE
DEPUTY DIRECTOR	DATE
	DATE
	DATE
CONTRACTOR REPRESENTATIVE	DATE

UAS MANAGER

FIGURE 2

FORM_A.DRW

ATTACHMENT J.8

USER ACCOUNTABILITY SYSTEM REPORTS

ATTACHMENT J.8

USER ACCOUNTABILITY SYSTEM REPORTS

Introduction

There are a number of reports produced for the administration and monitoring of the operation/performance of the contract. This section contains examples of reports generated by the User Accountability System. The distribution of these reports varies with requirements. The reports are designed to satisfy the specific needs of functional areas and to provide current technical and financial information to Volpe Center Division Chiefs, Initiators, and the Contracting Officer's Technical Representative. Figure 9 provides a listing of the reports.

Appendix A (UAS Reports 1-6) contains examples of the UAS reports. These are current UAS reports. These reports are self-explanatory with the main points of interest being:

The control element is the Job Number(ISS #)

Identification information is taken primarily directly from the Job Request Form

The Accounting Job Order Number is the reference point back to the Volpe Center main accounting system

REPORT LISTING

ISS SUMMARY: Labor Accounts

ISS SUMMARY: Machine Accounts

ISS SUMMARY: Pending Form-A List

Machine Job Status Report

Labor Job Status Report

Accounting Batch-93 Data Input

Figure 9

Appendix A

UAS Reports

UAS Report 1	ISS SUMMARY: Labor Accounts
UAS Report 2	ISS SUMMARY: Machine Accounts
UAS Report 3	ISS SUMMARY: Pending Form-A List
UAS Report 4	Machine Job Status Report
UAS Report 5	Labor Job Status Report
UAS Report 6	Accounting Batch-93 Data Input

Report Run Date: JAN-07-1997 | US DOT Volpe Center | Week Closing Date: JAN-04-1997

Computer Center

ISS ADP User Accountability

ISS SUMMARY: Labor Accounts

ISS #	Initiator	Org	Job Title	S	WPB	PPA	Committed	Current Obl.	FY Utilization	Job Balance
B7010A	CASO, CARMINE J	63	MANAGEMENT SUPPORT	A	G7604	Y6000	191,300.00	2,124.00	36,394.50	154,905.50
B7020Z	CASO, CARMINE J	63	PRODUCTION AND MAI	A	G7601	Y6000	325,800.00	7,922.00	143,108.20	182,691.80
B7021Z	CASO, CARMINE J	63	PRODUCTION AND MAI	A	G7601	Y6000	150,100.00	1,584.00	41,349.40	108,750.60
B7030Z	CASO, CARMINE J	63	NEW WORK	A	G7602	Y6000	442,000.00	3,589.00	39,628.00	402,372.00
B7041Z	CASO, CARMINE J	63	FISCAL YEAR END CL	A	G7601	Y6000	54,000.00	0.00	40,166.40	13,833.60
B7050Z	CASO, CARMINE J	63	ACQUISITIONS POOL	A	G7910	Y9010	373,000.00	4,752.00	61,829.90	311,170.10
Total For PREFIX: B							1,536,200.00	19,971.00	362,476.40	
C7000A	CASO, CARMINE J	63	CONTRACT ADMINISTR	A	C7352A	XB730	475,000.00	7,477.00	125,011.90	349,988.10
C7020A	CASO, CARMINE J	63	LOCAL TRAVEL	A	C7352A	XB730	2,000.00	0.00	0.00	2,000.00
C7030A	CASO, CARMINE J	63	ISSBUS	A	C7352A	XB730	50,000.00	0.00	3,001.60	46,998.40
Total For PREFIX: C							527,000.00	7,477.00	128,013.50	
L7000A	KOSTOJOHN, EVAN	63	PC / NETWORK SUPPO	A	C7352A	XB730	1,460,000.00	22,979.00	377,276.80	1,082,723.20
Total For PREFIX: L							1,460,000.00	22,979.00	377,276.80	
N7000A	PANDIL, CHARLES	63	ADP SECURITY	A	G7605	Y6000	128,500.00	0.00	31,372.00	97,128.00
N7001A	KOVATCH, GEORGE	22	SBIR DATA ENTRY SU	A	G7914	Y2000	8,000.00	0.00	926.00	7,074.00
N7002A	TUNG, FRANK F C	11	AUTO TIMESHEET SYS	A	G7186	Y1900	7,000.00	560.00	8,841.60	-1,841.60
N7005A				H	G7602	Y6000	0.00	0.00	0.00	0.00
Total For PREFIX: N							143,500.00	560.00	41,139.60	
P7000A	PANDIL, CHARLES	63	OPERATIONS VAX SUP	A	C7352A	XB730	480,000.00	5,352.00	106,566.45	373,433.55
P7000X	PANDIL, CHARLES	63	OPERATIONS BRANCH	A	C7352A	XB730	230,000.00	3,919.00	54,678.40	175,321.60
Total For PREFIX: P							710,000.00	9,271.00	161,244.85	
Q3336A	HATHAWAY, WILLI	38	TAPE PROCESSING FO	A	U3048	TT331	2,500.00	0.00	0.00	1,700.64
Q4003A	THOMPSON, WILLI	52	NATIONAL FLIGHT DA	A	A4146	FA4G8	2,000.00	0.00	62.00	1,038.00
Q5001A	FLEMING, GREGG	75	HIGHWAY NOISE MEAS	A	H5005	HW527	15,000.00	0.00	94.00	963.99

Report Run Date: JAN-07-1997 | US DOT Volpe Center | Week Closing Date: JAN-04-1997

Computer Center
ISS ADP User Accountability
ISS SUMMARY: Labor Accounts

ISS #	Initiator	Org	Job Title	S	WPB	PPA	Committed	Current Obl.	FY Utilization	Job Balance
Q5006A	FLEMING, GREGG	75	NOISE MEASUREMENTS	A	A5011	FA553	125,000.00	0.00	1,880.00	1,269.49
Q5014A	HALLOCK, JAMES	67	EXEMPTIONS	A	A5331	FA5S8	18,300.00	312.00	4,472.00	1,433.00
Q5018A	PANDIL, CHARLES	63	ICC PROJECT (TRAVE	A	N5040	VR543	1,364.62	0.00	0.00	1,364.62
Q5021A	PANDIL, CHARLES	63	DATA COMMUNICATION	A	N5040	VR543	19,335.00	0.00	0.00	8,209.48
Q5030A	PLECINOGA, MARK	63	FAA LMR SYSTEMS SU	A	A5043	FA5L2	30,000.00	0.00	4,332.00	13,096.00
Q6000A	HALLOCK, JAMES	67	SIRS DOCUMENTS	A	A6091	FA6P7	5,600.00	0.00	52.00	2,898.00
Q6002A	HALLOCK, JAMES	67	POLICY	A	A6063	FA675	38,300.00	0.00	15,977.00	0.50
Q6004A	SWIERZBIN, ANTH	67	FAA IMAGING SUPPOR	A	A6064	FA6P6	49,500.00	0.00	3,680.00	1,690.70
Q6007A	PLECINOGA, MARK	63	HAZMAT REGISTRATIO	A	P6003	RS665	230,000.00	0.00	54,834.00	-4,200.25
Q6008A	MCGANN, KATHLEE	57	DTS-57 SECURITY SU	A	A6047	FA666	180.00	0.00	0.00	111.00
Q6009A	PLECINOGA, MARK	63	HAZMAT TECHNICAL S	A	P6008	RS619	94,000.00	1,040.00	22,880.00	6,005.00
Q6010A	FLEMING, GREGG	75	NOISE LAB SUPPORT	A	A6011	FA653	100,000.00	1,128.00	29,163.50	63,687.01
Q6011A	CASO, CARMINE J	63	WWW SUPPORT TO AIR	A	A6185	FA651	8,500.00	0.00	360.00	345.40
Q6015A	PLECINOGA, MARK	63	REGISTRATION IMAGI	A	P6003	RS665	100,000.00	0.00	34,371.60	-9,368.90
Q6016A	FLANAGAN, AMY C	44	CD ROM WWW SUPPORT	A	H6048	HW60A	103,100.00	99.00	7,684.00	2,813.80
Q6017A	MITCHELL, CYNTH	44	NTCIP WWW SUPPORT	A	H6041	HW60A	20,000.00	0.00	0.00	16,138.89
Q6018A	MITCHELL, CYNTH	44	NAHSC WWW SUPPORT	A	H6043	HW60A	30,000.00	90.00	4,321.00	5,497.20
Q6025A	PLECINOGA, MARK	63	HAZMAT WEB SUPPORT	A	P6008	RS619	3,000.00	444.00	864.00	1,922.00
Q6026A	REAMER, MICHAEL	57	ADTN 2000 SUPPORT	A	A6001	FA624	5,000.00	0.00	0.00	4,638.20
Q6030A	HASSLER, FRANK	30	INTERNET OPERATION	A	D6209	VG697	30,000.00	420.00	3,610.00	-627.40
Q6032A	LINDENBAUM, CHA	66	USPS WEB SUPPORT	A	N6096	VR663	12,000.00	1,728.00	4,617.00	2,276.39
Q6033A	RUDMAN, LEON M	44	OHIM WEB SITE	A	H6077	HW60J	25,000.00	0.00	17,831.00	4.00
Q6034A	MACCALOUS, SARA	49	BTS-PRODUCTS SUPPO	A	K6004	KB601	13,500.00	0.00	400.00	131.46
Q6036A	PANDIL, CHARLES	63	RSPA 96 AIS SECURI	A	P6012	RS602	22,000.00	0.00	7,084.00	10,648.00
Q6037A	BLOOD, BERNARD	24	WWW RSPA/RTA	A	P6034	RS677	14,000.00	0.00	300.00	26.81
Q6038A	PLECINOGA, MARK	63	LMR SUPPORT	A	A6043	FA6L2	4,200.00	0.00	0.00	4,200.00
Q6039A	BLOOD, BERNARD	24	NSTC WWW SUPPORT	A	P6034	RS677	3,000.00	0.00	0.00	2,768.00
Q6040A	FLANAGAN, AMY C	44	I-95 WWW PROJECT	A	H6069	HW60H	2,000.00	216.00	708.00	413.60
Q7000A	MACCALOUS, SARA	49	WWW BTS PRODUCTS M	A	K7004	KB701	25,000.00	360.00	7,278.00	17,722.00
Q7001A	MACCALOUS, SARA	49	WWW BTS PRODUCTS N	A	K7004	KB701	45,000.00	620.00	15,788.00	29,212.00
Q7002A	MURRAY, LYNN C	1	RSPA/RTA WWW SUPPO	A	P7038	RS777	25,000.00	0.00	6,204.00	18,796.00
Q7003A	BLOOD, BERNARD	24	WWW SUPPORT TO VOL	A	P7034	RS777	700.00	0.00	700.00	0.00
Q7004A	LESUEUR, OLIVE	39	USAF LOGISTICS WWW	A	D7034	VG723	5,000.00	0.00	2,090.00	2,910.00
Q7005A	HALLOCK, JAMES	67	POLICY	A	A7063	FA775	70,000.00	728.00	4,511.00	65,489.00
Q7006A	HALLOCK, JAMES	67	EXEMPTIONS	A	A7331	FA7S8	25,000.00	0.00	0.00	25,000.00
Q7007A	MITCHELL, CYNTH	44	FHWA HOME PAGE	A	H7106	HW70E	10,000.00	450.00	6,630.00	3,370.00
Q7008A	CASO, CARMINE J	63	FY'97 WWW SUPPORT	A	A7100	FA751	5,000.00	0.00	0.00	5,000.00
Q7009A	RUDMAN, LEON M	44	OHIM WEB SITE SUPP	A	H7077	HW70J	25,000.00	216.00	798.00	24,202.00
Q7010A	FLEMING, GREGG	75	NOISE LAB SUPPORT	A	A7011	FA753	25,000.00	0.00	0.00	25,000.00

Report Run Date: JAN-07-1997 | US DOT Volpe Center | Week Closing Date: JAN-04-1997

Computer Center
ISS ADP User Accountability
ISS SUMMARY: Labor Accounts

ISS #	Initiator	Org	Job Title	S	WPB	PPA	Committed	Current Obl.	FY Utilization	Job Balance
Q7011A				H	T7040	OS705	0.00	240.00	480.00	-480.00
Total For PREFIX: Q							1,387,079.62	8,091.00	264,056.10	
S7001A	ROY, JEAN R	63	SYSTEMS PLANNING	A	C7352A	XB730	380,000.00	4,893.20	86,203.80	293,796.20
S7002A	ROY, JEAN R	63	SYSTEMS PROGRAMMIN	A	C7352A	XB730	240,000.00	4,057.20	61,355.70	178,644.30
S7100A	PLECINOGA, MARK	63	WWW SUPPORT	A	C7352A	XB730	30,000.00	1,610.00	17,290.00	12,710.00
S7101A	PLECINOGA, MARK	63	HAZMAT IMAGING SUP	A	C7352A	XB730	10,000.00	3,736.00	3,736.00	6,264.00
S7102A	PLECINOGA, MARK	63	HAZMAT REGISTRATIO	A	C7352A	XB730	10,000.00	4,491.50	4,491.50	5,508.50
Total For PREFIX: S							670,000.00	18,787.90	173,077.00	
Total For Report							6,433,779.62	87,136.90	1,507,284.25	

Report Run Date: JAN-07-1997 | US DOT Volpe Center | Week Closing Date: JAN-04-1997

Computer Center

ISS ADP User Accountability

ISS SUMMARY: Machine Accounts

ISS #	Initiator	Org	Job Title	MC	S	WPB	PPA	Committed	Current Obl.	FY Utilization	Job Balance
A3311A	NIENHAUS, DAVID	42	TAPE PROCESSING	V3	A	A3077	FA3L4	2,000	0	0	1,200
A3314A	NICHOLAS, DOROT	49	OFFSITE TAPE COPY	V3	A	U3029	TM383	2,000	0	0	1,070
A6018A	PLECINOGA, MARK	63	HAZMAT REGISTRATIO	V4	A	P6003	RS665	100,000	0	0	25,000
A6019A	PLECINOGA, MARK	63	HMIS FACILITY MANA	V4	A	P6008	RS619	313,000	0	0	73,000
A6036A	PLECINOGA, MARK	63	L M R SERVER	V2	A	A6043	FA6L2	2,500	0	0	2,500
A7000A	KOZIOL, JOSEPH	73	WWW SERVER SUPPORT	V6	A	S7007	HS721	3,000	0	3,000	0
A7001A	RUDMAN, LEON M	44	1QT PORTION CTI1 S	V6	A	H7077	HW70J	375	0	375	0
Total For PREFIX: A								422,875	0	3,375	
D7000A	CONNOLLY, JAMES	25	CABLETRON EQUIPMEN	V1	A	C7111A	XA710	7,510	0	7,510	0
D7001A	PANDIL, CHARLES	63	COMPUTER OPERATION	V5	A	G7603	Y6000	503,800	0	503,800	0
D7002A	KOSTOJOHN, EVAN	63	PC/NETWORK SUPPORT	V1	A	G7607	Y6000	875,605	0	875,605	0
D7003A	CONNOLLY, JAMES	25	PC/NETWORK SUPPORT	V1	A	C7111A	XA710	240,400	0	240,400	0
D7004A	O'CONNOR, DAVID	872	PC/NETWORK SUPPORT	V1	A	C7282A	XD710	59,600	0	59,600	0
D7005A	KOSTOJOHN, EVAN	63	LAN EQUIPMENT PURC	V2	A	G7607	Y6000	20,000	0	20,000	0
Total For PREFIX: D								1,706,915	0	1,706,915	
Total For Report								2,129,790	0	1,710,290	

Report Run Date: JAN-07-1997

US DOT Volpe Center Computer Center
ISS ADP User Accountability

ISS SUMMARY: Pending Form-A List

Week Closing Date: JAN-04-1997

ISS #	S	Rev	Initiator	Org	Job Title	WBP	PPA	Amount	Entered
B7020P	A	0	CASO, CARMINE J	63	SMALL PURCHASES	G7601	Y6000	1.00	11/06/96
B7020Q	A	0	CASO, CARMINE J	63	PC DGS/CTMS	G7601	Y6000	1.00	11/06/96
B7020U	A	0	CASO, CARMINE J	63	SPACE	G7601	Y6000	0.00	11/06/96
B7020X	A	0	CASO, CARMINE J	63	PRIM PRS CAS	G7601	Y6000	1.00	11/06/96
B7021B	A	0	CASO, CARMINE J	63	ACQUISITIONS SUPPORT	G7601	Y6000	1.00	11/06/96
B7030A	A	0	CASO, CARMINE J	63		G7602	Y6000	0.00	11/06/96
B7030C	A	0	CASO, CARMINE J	63	OBJECT CLASS CHANGE PROJE	G7602	Y6000	1.00	11/06/96
B7030E	A	0	CASO, CARMINE J	63	SOLICIT/AOCCOM DOC ON WWW	G7602	Y6000	1.00	11/06/96
B7030F	A	0	CASO, CARMINE J	63	RECRUIT/GREENTREE/SECURIT	G7602	Y6000	25,000.00	11/06/96
B7030G	A	0	CASO, CARMINE J	63		G7602	Y6000	1.00	11/06/96
B7030H	A	0	CASO, CARMINE J	63		G7602	Y6000	1.00	11/06/96
B7030I	A	0	CASO, CARMINE J	63		G7602	Y6000	1.00	11/06/96
B7030J	A	0	CASO, CARMINE J	63		G7602	Y6000	1.00	11/06/96
B7030K	A	0	CASO, CARMINE J	63	CENTERWIDE MIGRATION OF A	G7602	Y6000	100,000.00	11/06/96
B7030L	A	0	CASO, CARMINE J	63	WORLD WIDE WEB	G7602	Y6000	40,000.00	11/13/96
B7030M	A	0	CASO, CARMINE J	63	COTS TRAVEL	G7602	Y6000	30,000.00	11/13/96
B7030N	A	0	CASO, CARMINE J	63	IPPS	G7602	Y6000	30,000.00	11/15/96
B7030P	A	0	CASO, CARMINE J	63	MODIFICATION TO COST DIST	G7602	Y6000	12,000.00	12/06/96
B7030Q	A	0	CASO, CARMINE J	63	LABOR SYSTEM MODIFICATION	G7602	Y6000	5,000.00	12/20/96
B7030R	A	0	CASO, CARMINE J	63	MODIFICATION TO FUND CERT	G7602	Y6000	4,500.00	12/20/96
B7030S	A	0	CASO, CARMINE J	63	TECH ASSESSMENT OF ARCHIV	G7602	Y6000	20,000.00	12/20/96
B7050A	A	0	CASO, CARMINE J	63	SOLICITATIONS AND ACCOMPA	G7910	Y9010	40,000.00	12/06/96
B7050C	A	0	CASO, CARMINE J	63	EVALUATE/IMPLEMENT PROCUR	G7910	Y9010	40,000.00	12/06/96
B7050D	A	0	CASO, CARMINE J	63	PRIM ON-LINE INQUIRY SYST	G7910	Y9010	20,000.00	12/06/96
B7050E	A	0	CASO, CARMINE J	63	USER MANUALS DOCUMENTATIO	G7910	Y9010	18,000.00	12/06/96
N7005A	A	0	MURRAY, LYNN C	1	VOLPE GENERAL WWW SUPPORT	G7602	Y6000	1.00	11/07/96
Q7011A	A	0	MCTAGUE, THERESA B	22	SBIR WWW SUPPORT	T7040	OS705		

US DOT Volpe Center
ISS ADP User Accountability
Machine Job Status Report

ISS Job Order	S	Initiator	Title	MC	ISS Estimate	Week Usage	Month Usage	FY-to-Date Utilization	Job-to-Date Utilization	Balance
A3311A	A	NIENHAUS, DAVID	TAPE PROCESSING	V3	2,000	0	0	0	800	1,200
A3314A	A	NICHOLAS, DOROT	OFFSITE TAPE COPY	V3	2,000	0	0	0	930	1,070
A6018A	A	PLECINOGA, MARK	HAZMAT REGISTRATION FA	V4	100,000	0	0	0	75,000	25,000
A6019A	A	PLECINOGA, MARK	HMIS FACILITY MANAGEME	V4	313,000	0	0	0	240,000	73,000
A6036A	A	PLECINOGA, MARK	L M R SERVER	V2	2,500	0	0	0	0	2,500
A7000A	A	KOZIOL, JOSEPH	WWW SERVER SUPPORT FY'	V6	3,000	0	0	3,000	3,000	0
A7001A	A	RUDMAN, LEON M	1QT PORTION CTI1 SERVE	V6	375	0	0	375	375	0
Total For PREFIX: A						0	0	3,375	320,105	
D7000A	A	CONNOLLY, JAMES	CABLETRON EQUIPMENT FO	V1	7,510	0	0	7,510	7,510	0
D7001A	A	PANDIL, CHARLES	COMPUTER OPERATIONS	V5	503,800	0	0	503,800	503,800	0
D7002A	A	KOSTOJOHN, EVAN	PC/NETWORK SUPPORT	V1	875,605	0	0	875,605	875,605	0
D7003A	A	CONNOLLY, JAMES	PC/NETWORK SUPPORT (UN	V1	240,400	0	0	240,400	240,400	0
D7004A	A	O'CONNOR, DAVID	PC/NETWORK SUPPORT (CA	V1	59,600	0	0	59,600	59,600	0
D7005A	A	KOSTOJOHN, EVAN	LAN EQUIPMENT PURCHASE	V2	20,000	0	0	20,000	20,000	0
Total For PREFIX: D						0	0	1,706,915	1,706,915	
Total For Report						0	0	1,710,290	2,027,020	

US DOT Volpe Center
ISS ADP User Accountability

Labor Job Status Report

ISS Job Number B7010A MANAGEMENT SUPPORT
Status: A
Initiator / Org CASO, CARMINE J / 63
Job Order / PPA G7604 / Y6000
Type: M

	ISS Estimate	Week Hours	Week Usage	Month Hours	Month Usage	FYTD Hours	FY-to-Date Utilization	JTD Job-to-Date Hours	Utilization	Balance
R	191,300.00	39.0	2,124.00	39.0	2,124.00	740.5	36,394.50	740.5	36,394.50	154,905.50

ISS Job Number B7020A PERSONNEL
Status: A
Initiator / Org CASO, CARMINE J / 63
Job Order / PPA G7601 / Y6000
Type: S

	ISS Estimate	Week Hours	Week Usage	Month Hours	Month Usage	FYTD Hours	FY-to-Date Utilization	JTD Job-to-Date Hours	Utilization	Balance
R	8,000.00	0.0	0.00	0.0	0.00	10.5	588.00	10.5	588.00	7,412.00

ISS Job Number B7020B TRAINING
Status: A
Initiator / Org CASO, CARMINE J / 63
Job Order / PPA G7601 / Y6000
Type: S

	ISS Estimate	Week Hours	Week Usage	Month Hours	Month Usage	FYTD Hours	FY-to-Date Utilization	JTD Job-to-Date Hours	Utilization	Balance
R	6,000.00	0.0	0.00	0.0	0.00	28.5	1,596.00	28.5	1,596.00	4,404.00

ISS Job Number B7020C MINORITY
Status: A
Initiator / Org CASO, CARMINE J / 63
Job Order / PPA G7601 / Y6000
Type: S

	ISS Estimate	Week Hours	Week Usage	Month Hours	Month Usage	FYTD Hours	FY-to-Date Utilization	JTD Job-to-Date Hours	Utilization	Balance
R	10,000.00	0.0	0.00	0.0	0.00	6.0	384.00	6.0	384.00	9,616.00

Accounting Input File: BATCH_93_OUT.COAD

```
9301046C397600255KC7352B             ADP97  010497001
DISTBB00274020]
9301046B4                XB  70100299ADP B    7010002
DISTBB000212400
9301046B4                XB  70200299ADP B    7020002
DISTBB000792200
9301046B4                XB  70210299ADP B    7021002
DISTBB000158400
9301046B4                XB  70300299ADP B    7030002
DISTBB000358900
9301046B4                XB  70500299ADP B    7050002
DISTBB000475200
9301046B4                XQ  50140299ADP Q    5014002
DISTBB000031200
9301046B4                XQ  60090299ADP Q    6009002
DISTBB000104000
9301046B4                XQ  60100299ADP Q    6010002
DISTBB000112800
9301046B4                XQ  60160299ADP Q    6016002
DISTBB000009900
9301046B4                XQ  60180299ADP Q    6018002
DISTBB000009000
9301046B4                XQ  60250299ADP Q    6025002
DISTBB000044400
9301046B4                XQ  60320299ADP Q    6032002
DISTBB000172800
9301046B4                XQ  60400299ADP Q    6040002
DISTBB000021600
9301046B4                XQ  70000299ADP Q    7000002
DISTBB000036000
9301046B4                XQ  70010299ADP Q    7001002
DISTBB000062000
9301046B4                XQ  70050299ADP Q    7005002
DISTBB000072800
9301046B4                XQ  70070299ADP Q    7007002
DISTBB000045000
9301046B4                XQ  70090299ADP Q    7009002
DISTBB000021600
```

ATTACHMENT J.9

COMPUTER CENTER

OFFICE OF INFORMATION SYSTEMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

GOVERNMENT-FURNISHED PERSONAL COMPUTERS AND PRINTERS

ATTACHMENT J.9

GOVERNMENT-FURNISHED PERSONAL COMPUTERS AND PRINTERS

This section lists the personal computers (PCs), printers and other ADP equipment provided by the Government that are not project specific. This list does not include equipment that is project specific and that is furnished to the Contractor in the performance of project tasks.

65	IBM Compatible PCs
12	Printers (Laser and DOT Matrix)
2	Paper Shredders
1	Scanner
1	Laptop

ATTACHMENT J.10

DD254

DD 254 INFORMATION

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

1. CLEARANCE AND SAFEGUARDING

a. Facility Clearance Required -
b. Level of safeguarding required - SECRET

2. THIS SPECIFICATION IS FOR: (x and complete as applicable)

a. Prime Contract Number -
b. Subcontractor Number
X c. Solicitation or other number - DTRS57-97-R-00019

3. THIS SPECIFICATION IS (x and complete as applicable)

X a. Original (Complete date in all cases) - 970513

b. Revised -

c. Final -

4. Is this a follow-on contract? - YES - Contract No. DTRS57-92-C-00085

5. Is this a final DD Form 254? - NO

6. Contractor:

7. SUBCONTRACTOR

8. ACTUAL PERFORMANCE - DOT/RSPA/Volpe Center
55 Broadway, Kendall Square
Cambridge, MA 02142

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT - Institutional ADP Support Services.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:

a. Communications Security (COMSEC) Information	No
b. Restricted Data	No
c. Critical Nuclear Weapon Design Information	No
d. Formerly Restricted Data	No
e. Intelligence Information:	
(1) sensitive compartmented Information	No
(2) non-SCI	Yes
f. Special Access Information	No
g. NATO Information	No
h. Foreign Government Information	No
i. Limited Dissemination Information	No
j. For Official Use Only Information	Yes
k Other (specify)	

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

a. Have Access to Classified Information Only at Another Contractor's Facility or a Government Activity	No
b. Receive Classified Documents Only	No
c. Receive and Generate Classified Material	No
d. Fabricate, Modify, or Store Classified Hardware	No
e. Perform Services Only	No
f. Have Access to U.S. Classified Information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories	No
g. Be Authorized To Use the Services of Defense Technical Information Center (DTIC) or Other Secondary Distribution Center	No
h. Require a COMSEC Account	No
i. Have TEMPEST Requirements	No
j. Have Operations Security (OPSEC) Requirements	No
k. Be Authorized to Use the Defense Courier Service	No
l. Other (Specify)	No

AIS Classified processing will be involved.

12. PUBLIC RELEASE. - DOT/RSPA/Volpe Center
Security Officer

13. SECURITY GUIDANCE.

Computer Security Positions will have access to classified information from computers accredited at the SECRET level.

14. ADDITIONAL SECURITY REQUIREMENTS. - NO

15. INSPECTIONS. - YES
DOT/RSPA/Volpe Center
. Security Officer

16. a. TYPED NAME OF CERTIFYING OFFICIAL -Anthony J. Flaherty

b. TITLE - Contracting Officer

c. TELEPHONE - (617)494-2673