AWARD/CONTRACT

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

2. CONTRACT (Proc. Inst. Ident.) NO. DTRS57-97-C-00095

3. EFFECTIVE DATE See Block 20C.

4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 25-0094

5. ISSUED BY CODE

DOT/RSPA/Volpe National Transportation
Systems Center
Kendall Square, DTS-853
Cambridge, MA 02142

6. ADMINISTERED BY (If other than Item 5) CODE

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

EG&G Dynatrend, Inc.
45 William Street
Wellesley, MA 02181

CODE FACILITY CODE

8. DELIVERY

☐ FOB ORIGIN ☐ OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

N/A

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

11. SHIP TO/MARK FOR CODE

See Sections E and F

12. PAYMENT WILL BE MADE BY CODE

DOT/RSPA/Volpe National
Transportation Systems Center (DTS-823)
Kendall Sq., 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

I C7111A 251E (Zero Funding)

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	SEE SECTION B - Item B.3	TOTAL ESTIMATED COST:			$37,195,181
		TOTAL FIXED FEE:			$ 1,822,564
	(Initial contract award based on phase-in period and base years 1 and 2 for a total amount of $14,958,359)				
		15G. TOTAL AMOUNT OF CONTRACT ▶			$39,017,745

16. TABLE OF CONTENTS

(V)	SEC.	DESCRIPTION	PAGE(S)	(V)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
X	A	SOLICITATION/CONTRACT FORM	6	X	I	CONTRACT CLAUSES	9
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	1			PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
X	C	DESCRIPTION/SPECS./WORK STATEMENT	33	X	J	LIST OF ATTACHMENTS	1
X	D	PACKAGING AND MARKING	1			PART IV - REPRESENTATIONS AND INSTRUCTIONS	
X	E	INSPECTION AND ACCEPTANCE	3		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE	3		L	INSTRS., CONDS. AND NOTICES TO OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	2				
X	H	SPECIAL CONTRACT REQUIREMENTS	21			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 ____, 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

Eileen Norcott
Contracting Officer

19B. NAME OF CONTRACTOR

BY (Signature of person authorized to sign)

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA

BY Eileen Norcott (Signature of Contracting Officer)

20C. DATE SIGNED 24 SEP 97

SECTION A

SOLICITATION/CONTRACT FORM AND TABLE OF CONTENTS

This solicitation/contract consists of the following:

SECTION A. SOLICITATION, OFFER AND AWARD FORM AND TABLE OF CONTENTS

SECTION B. SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 Scope of Work

B.2 Contract Type

B.3 Total Estimated Costs and Fixed Fee

SECTION C. STATEMENT OF WORK

C.1 Summary Work Statement

C.2 General Requirements

C.3 Operations Research Analysis/Detailed Work and Staffing Requirements

C.4 Contract Administration/Detailed Work and Staffing Requirements

C.5 Deliverables and Reporting/Documentation Requirements

SECTION D. PACKAGING AND MARKING

D.1 Preservation and Packaging

D.2 Marking Requirements

D.3 Payment of Postage Fees (Nov 1987)

SECTION E. INSPECTION AND ACCEPTANCE

E.1 52.252-2 Clauses Incorporated by Reference (Jun 1988)

E.2 Places of Delivery/Inspection and Acceptance

SECTION F. DELIVERABLES OR PERFORMANCE

F.1 52.252-2 Clauses Incorporated by Reference(Jun 1988)

F.2 Period of Performance

F.3 Phase-in Period

F.4 Delivery Schedule

F.5 Place of Performance

SECTION G. CONTRACT ADMINISTRATION DATA

G.1 Responsibility for Contract Administration

G.2 Allotment

G.3 Overtime Authorization

SECTION H. SPECIAL CONTRACT REQUIREMENTS

H.1 Ceilings

H.2 Productive Direct Labor Hours

H.3 Security

H.4 Position Sensitivity Designations

H.5 Adjustment of Staffing Level or Skill Mix of Support Function

H.6 Fee Determination

H.7 Fee Adjustment Provision

H.8 Wage Rates

H.9 New Wage Determination Adjustment Provision

H.10 Off-Site Space

H.11 Parking

H.12 Severance Costs

H.13 Exclusion from Future Government Contracts

H.14 Performance of Work on Government Premises

H.15 Safety and Accident Prevention

H.16 Hours of Work

H.17 Legal Holidays

H.18 Handling of Data/Software

H.19 Government-Furnished Equipment and Services

H.20 Government-Controlled Property

H.21 Option to Extend the Term of the Contract

H.22 Additional Insurance Requirements

H.23 Insurance - Work on a Government Installation

H.24 Accounting System/Billing

H.25 Other Organizations

H.26 Travel

H.27 Submission of Vouchers for Reimbursement

H.28 Government Rights in "Restricted Rights Software" Acquired by the Contractor for Delivery to the Government

H.29 Massachusetts Sales Tax Exemption

H.30 Voucher Review

H.31 Supervision

H.32 Permits and Licenses

H.33 Standards of Employee Conduct

H.34 Continuity of Services

H.35 Other Contracts

H.36 Conflict of Interest

H-37 GPO Printing Requirement

H-38 Non-Personal Services

H-39 Phase-in Cost Ceiling

SECTION I. CONTRACT CLAUSES

I.1 52.252-2 - Clauses Incorporated by Reference (JUN 1988)

I.2 FAR 52.222-42 - Statement of Equivalent Rates for Federal Hire (MAY 1989)

I.3 TAR 1252.215-70 - Key Personnel and/or Facilities (OCT 1994)

I.4 TAR 1252.237-72 - Prohibition on Advertising (JAN 1996)

I.5 FAR 52.204-1 - Approval of Contract (DEC 1989)

I.6 FAR 52.222-35 - Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 1984) (Deviation)

I.7 FAR 52.252-6 - Authorized Deviations in Clauses (APR 1984)

I.8 FAR 52.244-6 - Subcontracts for Commercial Items and Commercial Components (OCT 1995)

I.9 FAR 52.215-42 - Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data - Modifications (JAN 1997)

SECTION J. LIST OF ATTACHMENTS

J.1 Volpe Center Overview

J.2 IT Facility

J.3 Volpe Center Network

J.4 U.S. Department of Labor Wage Determinations

J.5 Job Order System

J.6 User Accountability System Overview

J.7 Instructions and Procedures for the Contractor

J.8 User Accountability System Reports

J.9 Description of Major Projects

J.10 Individual Indirect Rate Ceilings

J.11 Key Personnel

J.12 Subcontracting Plan dated 8/19/97

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 "term" form of a cost-plus-fixed-fee (CPFF) contract as defined in paragraph 16.306(d)(2) of the Federal Acquisition Regulation (FAR).

B.3 TOTAL ESTIMATED COSTS AND FIXED FEE

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

	Phase-In Period	**Base Year 1**	**Base Year 2**
Total Estimated Cost	$ 0	$ "Redacted"	$ "Redacted"
Fixed Fee	$ 0	$ "Redacted"	$ "Redacted"
Total CPFF	$ 0	$ "Redacted"	$ "Redacted"

Option Period 1	**Option Period 2**	**Option Period 3**
$ "Redacted"	$ "Redacted"	$ "Redacted"
$ "Redacted"	$ "Redacted"	$ "Redacted"
$ "Redacted"	$ "Redacted"	$ "Redacted"

Each option period is of 12 month duration, if exercised, and commences immediately upon expiration of the previous period of contract performance.

SECTION C

STATEMENT OF WORK

TABLE OF CONTENTS

C.1 SUMMARY WORK STATEMENT C-1

C.2 GENERAL REQUIREMENTS C-3

C.3 OPERATIONS RESEARCH ANALYSIS/DETAILED WORK AND STAFFING REQUIREMENTS C-5
- C.3.1 OPERATIONS RESEARCH ANALYSIS/WORK REQUIREMENTS C-5
- C.3.2 STAFFING REQUIREMENTS C-11

C.4 CONTRACT ADMINISTRATION/DETAILED WORK AND STAFFING REQUIREMENTS C-18
- C.4.1 CONTRACT ADMINISTRATION/WORK REQUIREMENTS .. C-18
- C.4.2 CONTRACT ADMINISTRATION/STAFFING REQUIREMENTS C-20

C.5 DELIVERABLES AND REPORTING/DOCUMENTATION REQUIREMENTS C-25

C.1 SUMMARY WORK STATEMENT

(a) BACKGROUND/INTRODUCTION

The Volpe National Transportation Systems Center (Volpe Center) is a Department of Transportation (DOT) research and analysis organization which, as a National Transportation Center, serves the Department and other Federal agencies needing technical assistance with the transportation/logistics-related components of their missions. The Volpe Center, a component of the Research and Special Programs Administration (RSPA), supports the research and operational needs of the Office of the Secretary (OST) and the other operating administrations within the Department. In addition, the Volpe Center provides similar support to other Government agencies, including the Department of Defense, the Department of Energy, the Environmental Protection Agency and the U.S. Postal Service in transportation, logistics, and related areas.

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 (reference Section J, Attachments J.1, J.2 and J.3) The Center's 1100 person on-site staff consists of about 550 Federal employees augmented by an equal number of contractor technical specialists.

The intent of this solicitation is to provide on-site direct technical support to the Operational Research Analysis programmatic requirements of all elements of the Volpe Center. This support is presently provided under the Operations Research Analysis functional area of the Technical Support Services Contract (DTRS-57-92-C-00077). The present contract has a base period of performance of 24 months with options to extend three additional 12-months periods. The Technical Support Services Contract commenced on November 1, 1992 and is now in its third 12-month option period. The Information Systems (IS) support currently being provided under the Technical Support Services Contract will be acquired through a separate competitive solicitation.

(b) CONTRACTOR PHASE-IN

This contract provides for a phase-in period to assure a smooth transition and to facilitate uninterrupted support to the Volpe Center. During the phase-in period, the Contractor shall perform those tasks necessary to enable the Contractor to achieve full performance on the first day of the base period. The Government-accepted phase-in plan shall be incorporated into the contract.

(c) PERIOD OF PERFORMANCE

This solicitation will result in an award for a base period of 24 months with options to extend for three additional 12-month periods.

(d) SCOPE OF WORK

The objective of this effort is to provide Operations Research Analysis support to the programmatic requirements of all elements of the Volpe Center. Services will be accomplished by the Contractor operating under a Job Order System (see Section J, Attachment J.5) managed and operated by the Technical Support Services Office.

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:

PART I. OPERATIONS RESEARCH ANALYSIS (ORA)

Provide 65 direct labor years (as defined in paragraph H.2) per year to support transportation research, planning, operations assessment and enhancement projects in such areas as: strategic planning and organizational analysis; transportation demand, capacity and flow analysis; economic and regulatory analysis; safety, security and risk assessment; human performance research and evaluation; systems and logistics operations and assessment; and information and statistical analysis. Included in the 65 labor years are up to 5 labor years of engineering skills which may be required to support multidisciplinary teams in any of the above areas. Support under this ORA contract, currently provided under the Technical Support Services Contract, shall be provided in accordance with the detailed work and staffing requirements as specified under C.3.

PART II. CONTRACT ADMINISTRATION

Provide 5 direct labor years (as defined in paragraph H.2) of Contract Administration Services to support a wide range of related administrative contract functions and to ensure a uniform operation consistent with the Center's Job Order System and the Center's financial and management information systems. Support shall be provided in accordance with the detailed work and staffing requirements as specified under C.4.

(e) STAFFING LEVEL/MIX ADJUSTMENT

The Contracting Officer shall have the unilateral right to increase or decrease the total productive direct labor hours by a maximum of 20 percent above or below the base rate established for the previous year of performance and/or to modify the labor skill mix for any or each year of performance. These adjustments will be in conformance with the special contract provisions specified in Section H, paragraph H.5.

C.2 GENERAL REQUIREMENTS

(a) THE JOB ORDER SYSTEM

All work assigned and performed under this contract shall be subject to job order specifications issued under the Volpe Center's 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 Request Forms and supporting documentation in accordance with the Job Order System and the User Accountability System (Section J, Attachments J.5 and J.6). The Contractor shall be responsible for the coordination of these documents through the Volpe Center's approval and fund certification process as required.

(b) DOCUMENTATION AND PROJECT GUIDELINES

Documentation and project deliverables shall be provided in accordance with job order specification. Most frequently, a tailoring of DOD-STD-2167 or 2167A or the current standard MIL-STD-498 will be used as the basis for documentation requirements. Details involving guidelines and project deliverables are provided under Sections E and F.

(c) OFF-SITE SPACE

The Contractor may be required to establish other operations either because of Volpe Center space limitation or because of specific project requirements. The Contractor may be required to operate a Washington, DC, office in space provided either by the Government and/or leased by the Contractor. If off-site space is required in Cambridge, the space must be within a short walking distance of the Volpe Center. If space is required in Washington, the space must be in close proximity to the NASSIF Building and the FAA FOB10A facility (800 Independence Avenue). When an off-site operation (off-site of the Volpe Center premises in Cambridge, MA) is needed, the Contractor shall ensure that the operation is fully integrated into the Volpe Center's mode of operation in terms of the Center's user/customer interfaces, procedures for task initiation, progress reporting, cost/resource reporting and accountability.

(d) SPECIALIZED SUPPORT

Because of the wide range of skills and because of the nature of 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) TEAMS

On some projects, the Contractor shall be expected to form a project team with the appropriate blend of skills and expertise to effectively accomplish a full range of project requirements.

(f) CONTACT PERSONNEL

The Contractor shall identify as "contacts" on its staff, persons who will serve as the primary points of contact for major Volpe Center user organizations at the Volpe Center Directorate level. This Contractor employee will be a senior-level technical employee who shall be thoroughly familiar with operating procedures, contract scope, and contract special provisions, so that he/she can appropriately advise the Volpe Center users on the full range of capabilities available under this contract. When necessary, that individual shall seek the guidance and the participation of the Contracting Officer's Technical Representative (COTR).

C.3 OPERATIONS RESEARCH ANALYSIS/DETAILED WORK AND STAFFING REQUIREMENTS

C.3.1 OPERATIONS RESEARCH ANALYSIS/WORK REQUIREMENTS

In support of this functional area, the Contractor shall maintain the necessary staffing level and labor mix to meet the requirements set forth and to be flexible enough to respond to shifts in program emphasis and direction. The Contractor shall maintain an ongoing internal training/awareness program which will ensure staff currency with emerging technology developments and will provide staff opportunities for improvement of skills.

Task assignments will include a wide range of transportation and logistics-related research, analysis and assessment and applications efforts in the following areas:

- Strategic Planning and Organizational Analysis
- Transportation Demand, Capacity, and Flow Analysis
- Economic and Regulatory Analysis
- Safety, Security, and Risk Analysis
- Human Performance Research and Evaluation
- Systems and Logistics Operations and Assessment

The following briefly describes the services to be provided by the Contractor in support of these areas. The descriptions outline general work requirements typical in each area, not specific actual tasks. Work in each area will not be limited to that described in each section. Also included are general descriptions for two crosscutting areas, Information and Statistical Analysis, and Engineering Support. Skills from these two areas may be required to augment those applied to the several areas as outlined below:

(a) Strategic Planning and Organizational Analysis

The Contractor shall support projects involving the development of strategic plans for transportation organizations. Efforts may include performing environmental scans, supporting outreach activities to customers and stakeholders, and developing an assessment of the market and other institutional forces which drive the organization's mission and functions. Efforts may also require identifying existing formal and informal organizational structures, information flows, systems, and processes within an organization through the conduct of specialized studies, reviews and analyses. Projects may require assessment of effectiveness and suitability of systems, particularly of new and emerging systems, knowledge and application of best practices and of metrics for measuring system and process effectiveness.

Analysts will often include functional experts with knowledge of strategic planning, structured analysis techniques, data flow diagramming, organizational effectiveness analysis, organizational performance measurement, enterprise analyses, change management, information flow analyses, functional description development, and Integrated Definition (IDEF) modeling.

(b) Transportation Demand, Capacity, and Flow Analysis

The Contractor shall assess current transportation services and the adequacy of the existing transportation system and infrastructure against current and anticipated demand. Analyses conducted may involve passenger and freight flows in all modes of transportation, associated impacts on the environment and energy, and possible approaches for reducing system congestion and/or enhancing capacity. The work may require assessment of the application of emerging Intelligent Transportation Systems (ITS)information and telecommunications technologies. Assessment techniques may also require the use of various automated simulation and modeling methods, and other mathematical and statistical structuring techniques as deemed appropriate in estimating requirements.

Such assessments will require multidisciplinary teams that will include specialists in specific functional areas, such as systems analysis, network optimization, routing and scheduling, economics and benefit/cost analysis, with an understanding of the application of computers to addressing transportation demand and capacity issues. Assignments may require a knowledge of Government and private sector transportation demand and related systems models.

(c) Economic and Regulatory Analysis

The Contractor shall perform a variety of economic analyses such as analysis and evaluation of alternative transportation investments, estimation of demand for transportation services in selected markets, analysis and evaluation of transportation user charges, benefit/ cost analysis and capital budgeting for systems and infrastructure renewal, transportation operator and supply industry analysis, and financial planning and resource allocation.

The Contractor shall also perform a variety of analyses of policy alternatives and impacts. These may include analyses on the impact of proposed public policy options or regulatory changes on private and public carriers, users, the transportation supply industry, and governments, and identification of impacted groups and assessment of benefits and costs accruing to each group. The work may also include analysis of public policy options, and their impact on domestic intermodal competition, international competitiveness, and environmental quality.

This area will require functional specialists in the areas of economics, industry analysis, financial planning and budgeting, benefit/cost analysis, and policy and regulatory analysis.

(d) Safety, Security, and Risk Analysis

The Contractor shall perform a variety of safety and risk analyses such as accident and fatality probability analysis, hazardous materials transport risk analysis, schedule and cost risk analysis, and assessment of the impact of substance abuse on safety and transit operations. The Contractor will develop specialized data bases to support analysis of transportation system performance and means of improvement, and analyze the relationship of accident rates to transportation system characteristics, and other factors. Work may also include the assessment of the security and vulnerability of transportation facilities and information systems, of threat management methods at the facility and system levels, and the development of countermeasure strategies, safety and security procedures and training programs.

The work in this area will require specialists in transportation safety and security, risk assessment, routing and network optimization, statistical analysis, and information security.

(e) Human Performance Research and Evaluation

The Contractor shall support a variety of transportation human factors projects. The areas covered includes research and evaluation projects in aviation flight deck and air traffic control human factors; advanced rail vehicle design; acceptance of commercial passenger vehicles; operator fatigue, workload and work scheduling; maritime human factors; and the impact of drugs, alcohol and the aging process on operator performance. The Contractor may be responsible for experiments to determine system and operator performance to various levels of statistical confidence. This will involve establishing test objectives and measures of performance, designing and conducting experiments to obtain required data, and analyzing data to characterize operator and/or system performance. These systems evaluations and applied and basic research projects will require skills in experimental psychology, industrial engineering, experimental design, physiological psychology, cognition, organizational behavior, ergonomics, and statistical analysis.

These behavioral science capabilities may be augmented with other skills in practices and procedures, and advanced transportation technologies, particularly civil aviation, railroads, highway vehicles, maritime systems and recreational boating. The work settings for these efforts may include the Volpe Center's Center for Transportation Research, field studies at aviation, maritime and rail facilities as well as in-flight field studies.

(f) Systems and Logistics Operations and Assessment

The Contractor shall assess and select appropriate technologies available to improve current transportation and logistics operations including maintenance, supply, scheduling and distribution systems. The selection process may include technology forecasting, technology assessments, and benefit/cost studies, and a knowledge of existing logistics practices and software. The Contractor shall define new or modified operating concepts that satisfy requirements and enhance performance, and conduct impact assessments on new or modified concepts and modules to validate and verify compatibility and satisfaction of defined requirements. Perform delay analysis; and, arrival and trip time variability analyses. Design and test new or enhanced logistics processes to improve effectiveness and efficiency.

Work in this area will require specialists skilled in statistical analyses, econometric analyses, modeling and simulation, physical distribution systems functional experts, linear and non-linear programming, queuing theory, and network theory and analyses.

In support of all areas as outlined above the Contractor shall provide skills in the areas of (g) Information and Statistical Analysis, and, if and when required,(h) Engineering Support, as described below:

(g) Information and Statistical Analysis

The Contractor shall analyze comprehensive or selected material within a rationalized data base to gain a thorough technical understanding of the subject area and the particular field of interest expressed in the task assignment. Such analysis may involve more than one discipline, and require the use of multidisciplinary teams of analysts; may involve decision and risk analysis; and may also involve numeric, parametric, and statistical operations and transformations to restructure sets of data into usable form.

Functional specialists working in any of the above areas will be expected to provide technical information and analysis support. Assigned projects will required that staff identify all relevant and reasonable sources of information/data which can contribute to a comprehensive data base in a specified subject area. Such sources may consist of documents or other data bases in the public or private domains, or institutions, groups or individuals with relevant knowledge, information and expertise in the subject area. Assigned projects will also require that staff rationalize the information/data and establish/augment the subject data base by means of classification, collation, codification, indexing, cross-referencing, structuring, filing, storage etc. The resulting rationalized data base may consist of individual documents, groups or files of records, or computer-based files. The information must be easily and readily accessible for call, search, extraction, retrieval, and use, and the methodologies must be defined and established, along with techniques for data base updating and maintenance.

(h) <u>Engineering Support</u>

The Contractor shall provide, if and when needed, skills in several engineering disciplines to support a variety of analytical engineering efforts across the broad range of activities as described above. Typically, engineering skills and expertise, if required, will be part of multidisciplinary project teams. These skills include, but are not limited to:

Electronics Engineer
Mechanical Engineer
Civil Engineer
Electrical Engineer
Industrial Engineer
Marine Engineer
Engineering Psychologist
Telecommunications Specialist
Guidance and Control Specialist
Chemical Engineer
Environmental Engineer
Network Engineer
Software Engineer
Computer Engineer
Navigation Specialist
Security Specialist

C.3.2 STAFFING REQUIREMENTS

(a) REQUIREMENTS

In support of this functional area, the Contractor shall maintain the necessary staffing level and mix of skills and expertise to meet the ongoing requirements as outlined in the areas above and to be flexible enough to respond to requirements from new program initiatives and shifts in program emphasis.

Within this functional area, the Contractor shall be required to support a broad range of tasks ranging from an analysis of the capacity of the Nation's airport system to an assessment of the logistics practices of a client agency. In addition to the skills necessary to perform the typical work requirements as outlined in the section above all technical employees must possess skill in research, data analysis, and communications. Most of the products developed by the Contractor staff will be written reports, briefings and white papers or contributions to reports developed by a Volpe project team. Therefore, skill in structuring and writing technical reports and other documents must be common to all technical Contractor staff members.

The following sections indicate initial staffing levels, and a summary of personnel requirements for all positions.

(b) STAFFING LEVEL/OPERATIONS RESEARCH ANALYSIS

Labor Category	CY1	CY2	CY3	CY4	CY5
ORA Technology Specialist	5.0	5.0	5.0	5.0	5.0
ORA Senior Specialist	14.0	14.0	14.0	14.0	14.0
ORA Senior Analyst	14.0	14.0	14.0	14.0	14.0
ORA Analyst	25.0	25.0	25.0	25.0	25.0
ORA Junior Analyst	2.0	2.0	2.0	2.0	2.0
Total	60.0	60.0	60.0	60.0	60.0

* Level of Effort is expressed in labor years per year where one labor year equals 2087 hours of productive direct labor (as defined in paragraph H.2)

A profile of current project support activity is provided under Section J, Attachment J.9.

(c) PERSONNEL REQUIREMENTS/OPERATIONS RESEARCH ANALYSIS

LABOR CATEGORY: **ORA Technology Specialist**	
EDUCATION	EXPERIENCE
Master's degree (or equivalent*) preferably in a discipline closely related to the field of specialization	A minimum of 12 years of progressively more responsible ORA experience in contract-related areas. Extensive background and experience with major responsibilities in overseeing the application of ORA techniques, methodologies, and specialized analyses to transportation and related projects. Experience must include a minimum of 5 years of intensive training/experience in a specialized field which might be essential to the formation of a complete project team. Examples of some specialty areas might include (but are not limited to): ! travel demand modeling and simulation; network optimization ! economic modeling ! technology forecasting ! logistics systems ! subject matter specialists (engineering psychologist, statistical analyst, aircraft pilot, air traffic controller, economist, strategic planner, transportation planner, environmental assessment analyst, environmental response/impact analyst, security analyst, telecommunications analyst, information systems specialist.)

LABOR CATEGORY: **ORA Senior Specialist**	
EDUCATION	EXPERIENCE
Master's degree (or equivalent*) preferably in a discipline closely related to the field of specialization: Operations Research, Economics, Logistics, Statistics, Human Factors, Civil or Industrial Engineering, Organization Development	Minimum of 12 years of progressively more responsible transportation ORA experience in contract-related areas. Extensive demonstrated background and experience with major responsibility in the use of ORA techniques in transportation and related or logistics systems, including, but not limited to, the use of mathematical structuring, statistics, demand analysis and modeling, network and queuing theory, risk assessment, simulation methods, heuristics system design, and decision support system technology. Experience must include a minimum of 5 years of demonstrated project/task management responsibilities in, but not limited to, the following areas: ! transportation planning, economics, policy and regulatory research and analysis ! systems design for demand modeling, networking, statistical analysis ! transportation operations and logistics management, and the application of computer systems to defense transportation ! system design and analysis for vehicle tracking and monitoring flow analysis, and location optimizing systems ! development and implementation of human performance evaluations and experiments ! evaluation and assessment of complex inventory, supply, scheduling and distribution logistics software ! design, development, and implementation of complex organization renewal strategies, and performance measures

LABOR CATEGORY: **ORA Senior Analyst**	
EDUCATION	EXPERIENCE
Master's degree (or equivalent*) preferably in a discipline closely related to the field of specialization: Operations Research, Economics, Logistics, Statistics, Human Factors, Civil or Industrial Engineering, organization Development	A minimum of 10 years of progressively more responsible transportation ORA experience in contract-related areas. Must possess demonstrated in-depth expertise in the technical discipline and in the use and application of state-of-the-art and advanced techniques to the analysis of complex multi-element systems and problems involved the subject discipline(s). In addition, a minimum of 7 years of experience is needed in, but is not limited to, the following areas: ! knowledge of state-of-the-art tools in organizational development and enterprise analyses ! transportation planning, economics, demand, policy and regulatory analysis ! human factors analysis for aviation, maritime, and ground system operators and support crews ! statistical analysis of safety data and risk assessment; use of large scale statistical programs such as SAS ! design, development, and implementation of expert systems, and a familiarity with the programming languages used in expert system development

LABOR CATEGORY: **ORA Analyst**	
EDUCATION	EXPERIENCE
Bachelor's degree (or equivalent**) preferably in a discipline closely related to the field of specialization: Operations Research, Economics, Logistics, Statistics, Human Factors, Civil or Industrial Engineering	A minimum of 7 years of applicable transportation ORA experience in, but not limited to, the following areas: ! simulation and modeling methods and mathematical structuring techniques for transportation networks and logistics systems ! economic forecasting, travel demand estimating, policy and regulatory research and analysis ! statistical analysis, risk assessment ! human performance research and experiment design ! development of multi-modal data bases; design of graphic analyses of data using geographic data bases and information systems ! developing information requirements for management of transportation enterprises ! assessment/ benchmarking of logistics software systems ! conducting complex multi-discipline information analyses in support on a research and development technical staff

LABOR CATEGORY: **ORA Junior Analyst**	
EDUCATION	EXPERIENCE
Bachelor's degree (or equivalent**) preferably in a discipline closely related to the field of specialization: Operations Research, Economics, Logistics, Statistics, Human Factors, Civil or Industrial Engineering	A minimum of 4 years of demonstrated working knowledge in an appropriate technical discipline, as well as experience in the conduct of studies and analyses requiring application of such knowledge. Must also possess working knowledge of the use and application of appropriate automated techniques of achievement of optimal analytic results. Must be capable of performing in-depth single discipline analyses through the examination of existing information, the development of new information, and the documentation and presentation of findings.

(d) STAFFING LEVEL*/ ENGINEERING SUPPORT

Labor Category	**CY1**	**CY2**	**CY3**	**CY4**	**CY5**
Senior Project Engineer	1	1	1	1	1
Senior Engineer	2	2	2	2	2
Engineer	2	2	2	2	2
Total	5	5	5	5	5

* Level of Effort is expressed in labor years per year where one labor year equals 2087 hours of productive direct labor (as defined in paragraph H.2)

(e) PERSONNEL REQUIREMENTS / ENGINEERING SUPPORT

LABOR CATEGORY: **Senior Project Engineer**	
EDUCATION	EXPERIENCE
Ph.D. degree (or equivalent*) preferably in an engineering discipline closely related to project requirements	A minimum of 12 years of progressively increasing responsibilities in directly related project areas. Experience must include 5 years of specialized engineering experience involving major project management responsibilities. Experience must include all phases of engineering support, including problem formulation/ specification, system design, data collection, systems engineering and analysis, problem resolution, and documentation of results.

LABOR CATEGORY: **Senior Engineer**	
EDUCATION	EXPERIENCE
Master’s degree (or equivalent*) preferably in an engineering discipline closely related to project requirements	A minimum of 12 years of progressively increasing responsibilities in directly related areas. Experience must include 5 years of specialized engineering. Experience must include all phases of engineering support, including problem formulation/ specification, system design, data collection, systems engineering and analysis, problem resolution, and documentation of results.

LABOR CATEGORY: **Engineer**	
EDUCATION	EXPERIENCE
Master's degree (or equivalent*) preferably in an engineering discipline closely related to project requirements	A minimum of 10 years of progressively increasing responsibilities in directly related areas. Experience must include several phases typical of engineering support projects; e.g., problem formulation/ specification, system design, data collection, systems design, engineering and analysis, and documentation of results.

* Two years of intensive involvement in areas directly relating to this contract may be substitute for 1 year of education at the graduate degree level. Assume 2 years of education at the graduate degree level for a Master's degree and an additional 3 years of education at the graduate degree level for a Ph.D. degree.

** In lieu of the Bachelor's degree requirements, the contractor may offer candidates with special or market-scarce skills qualifications for consideration on a case-by-base basis by the Contracting Officer or designated representative.

C.4 CONTRACT ADMINISTRATION/DETAILED WORK AND STAFFING REQUIREMENTS

C.4.1 CONTRACT ADMINISTRATION/WORK 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 a task job order, with appropriate supporting documentation, authorization and fund certification. The Contractor shall maintain a complete central file of all approved task job orders issued which shall be made available for Government review whenever requested.

(b) The Contractor shall ensure that charges against approved work orders do not exceed authorized funding levels. The Contractor will issues appropriate notification to the Volpe Center Task Job Order initiators on all tasks approaching 75 percent funding limits.

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

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

(e) The Contractor shall support the Technical Support Services Office 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, to be submitted to the COTR, focusing on:

1. Contract plans vs. actual
2. Plan cost recovery vs. actual
3. Run-out projects for both contract and cost recovery purposes
4. New requirements with plans/recommendations

(g) The Contractor shall manage an internal space/communication function to (1) ensure proper utilization of Government-furnished space and communications facilities, (2) ensure availability of accurate information on Contractor space/communications requirements, and (3) support the Volpe Center 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 off-site space
- Subcontracting for specialized skills
- Security clearances and agreements
- Travel and overtime arrangements

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

- Subcontracting
- Travel
- Off-site operations
- Overtime
- Support of tasks during the approval cycle
- Protection of classified 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 develop and maintain a primary skills inventory that identifies, for each member of their staff, education, primary areas of expertise, and years of experience.

(m) The Contractor shall maintain an ongoing internal training/awareness program which will ensure staff currency with internal operating processes and procedures.

(n) The Contractor shall support the operation, maintenance and enhancements of the Job Order System and User Accountability Systems for the Technical Support Services contract.

(o) The Contractor shall provide monthly reports indicating the extent and focus of subcontractor activity on the Operations Research Analysis Contract.

C.4.2 CONTRACT ADMINISTRATION/STAFFING REQUIREMENTS

(a) GENERAL REQUIREMENTS

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

- Job Order initiation and controls
- Funds control and accountability
- Operating procedures
- Documentation standards

The Project Manager will interface with the Volpe Center CO and the COTR, and the Center management and will provide overall coordination and management of the Operations Research Analysis area, including Engineering 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 ensure a uniform operation consistent with Volpe Center financial management systems and the Center's Task Job Order System.

Support staff must be experienced in business/administrative management and should have experience in the use of IS tools (DBM languages, Excel, Lotus 123, WordPerfect, etc.) in the control and reporting of project costs. COBOL and System 1022/1032 experience will also be required to support the operation of existing MIS software.

(b) STAFFING LEVEL*/CONTRACT ADMINISTRATION

Labor Category	**CY1**	**CY2**	**CY3**	**CY4**	**CY5**
Project Manager	0.9	0.9	0.9	0.9	0.9
Sr. Project Control Administrator	0.9	0.9	0.9	0.9	0.9
Project Control Administrator	0.9	0.9	0.9	0.9	0.9
Proj. Control Programmer/Analyst	0.9	0.9	0.9	0.9	0.9
Job Control Specialist	1.4	1.4	1.4	1.4	1.4
Total	5.0	5.0	5.0	5.0	5.0

* Level of effort is expressed in labor years where one labor year equals 2087 hours of productive labor (as defined in paragraph H.2).

(c) PERSONNEL REQUIREMENTS/CONTRACT ADMINISTRATION

LABOR CATEGORY: **Project Manager**	
EDUCATION	EXPERIENCE
Master's degree (or equivalent*) preferably in a discipline closely related to the field of specialization: Operations Research, Economics, Logistics, Statistics, Human Factors, Civil or Industrial Engineering, Organization Development	A minimum of 5 years of experience in managing a support services contract of this type and magnitude. In addition, a minimum of 12 years of progressively more responsible ORA experience in contact-related areas. Extensive demonstrated background and experience with major responsibility in the use of ORA techniques in transportation and related or logistics systems, including but not limited to the use of mathematical structuring, statistics, demand analysis and modeling, network and queuing theory, risk assessment, simulation methods, heuristics system design, and decision support system technology. Experience must include a minimum of 5 years of demonstrated project/task management responsibilities in a broad range of transportation and logistics-related research, analysis, and assessment efforts.

LABOR CATEGORY: **Senior Project Control Administrator**	
EDUCATION	EXPERIENCE
Bachelor's degree	A minimum of 8 years of experience in commercial and government contracting and contract administration. At least 3 years of financial analysis experience. Requires demonstrated experience with the FAR preparation and evaluation of cost estimates, Requests for Proposal (RFPs). Experience in preparation of Software License Agreements, office leases, and Vendor Procurement Agreements highly desirable.

LABOR CATEGORY: **Project Control Administrator**	
EDUCATION	EXPERIENCE
Bachelor's degree	A minimum of 5 years of 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: **Project Control Programmer/Analyst**	
EDUCATION	EXPERIENCE
Bachelor's degree	A minimum of 4 years of IS experience involving the design, development, and implementation of administrative and/or management information systems (preferably involving project and funds control). Requires a knowledge of FORTRAN and COBOL. Experience with a data base management technique/language (preferably System 1022/1032) is highly desirable.

LABOR CATEGORY: **Job Control Specialist**	
EDUCATION	EXPERIENCE
Bachelor’s degree or an Associate’s degree plus applicable formal or on-the-job training.	Must have demonstrated ability to handle and process work orders: obtaining initiator/management approvals, obtaining accounting certification, performing on-line data entry, establishing accounts, and reporting activity against those accounts; performing quality control functions and preparing summary status reports on accounts.

C.5 DELIVERABLES AND REPORTING/DOCUMENTATION REQUIREMENTS

(a) CONTRACT FUNDING AND LABOR REPORT

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

(1) Direct labor hours and direct labor cost by: functional area, major organizational unit within each functional area, labor category, and fund source (direct, indirect or Technical Support Services Office)

(2) Summaries by functional area of support

(3) Summary of total plan vs. actual contract cost (direct 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

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) USER ACCOUNTABILITY SYSTEM INPUT FILES

The Technical Support Services Office will manage the operation of an automated Operations Research Analysis Support Services User Accountability System (UAS) (see Section J, Attachment J.6) for the identification and reporting of all resources planned and expended against job orders issued under the Job Order System. This system provides the primary tracking and reporting mechanisms for the control of 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 task issued under the Job Order System. The progress reports must include the following:

(1) Resource Allocation and Expenditures:

- Planned labor hours/labor category/month
- Actual-to-date labor hours/labor category/month
- Actual-to-date labor hours/employee and labor category/month
- Funding information including: Commitments, Obligations FY-to-date, obligations job-to-date.

In addition, at the request of the COTR or the technical initiator, the following will be provided on a task basis:

(2) A brief description of task objectives

(3) Highlights of current activities and current or potential problems

(4) Items of special interest as requested by the COTR and/or the task initiator (e.g. assessment of unsatisfied demand)

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.

(d) SUBCONTRACTOR ACTIVITY REPORTS

Monthly subcontractor activity reports shall be submitted by the Contractor to the COTR indicating the extent and focus of subcontractor activity on the Operations Research Analysis Support Services contract. These reports shall identify the following information for each instance of a subcontractor working on a task on this contract:

! Name of Employee
! Employee's Company
! Employee's Branch
! Name of Task
! Task Number
! PPA Number
! Initiator's Name
! Initiator's Organization

This data shall be provided in four separate report formats. Each report shall provide the data listed above sorted in the following ways: by PPA, by subcontract company, by initiator organization, and by name of employee. These reports do not replace or negate requirements for submission of other contractor reports required by other sections of this contract.

(e) TASK SPECIFICATIONS

Task specifications (including changes in specifications to existing work orders) shall be developed by the Contractor for each task issued under the Job Order System. The task specification will follow the guidelines of the Job Order System. These guidelines may be modified by the COTR and/or the task initiator (for a specific task). A 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.

(f) TASK DELIVERABLES

The desired level of documentation will be determined by the task initiator. Most frequently, a tailoring of DOD-STD-2167 or 2167A or the current standard MIL-STD-498 will be used as the basis for documentation requirements. Specific task deliverables e.g., software, studies, reports, and documentation to other standards, and schedules shall be delineated in the work order issued. Unless otherwise directed, all deliverables will be submitted to the task initiator.

(g) SPECIAL PROCEDURES, STUDIES AND REPORTS

At the request of the Contracting Office and/or the COTR, 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 (a queue)

(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)

(h) JOB ORDER FILE

The Contractor shall maintain, on the Government's behalf a job order file on all tasks issued under the Job Order System. The 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 Office and/or COTR shall have access to that file when requested. A copy of all tasks issued under the Job Order System during the period of performance of the contract shall be turned over to the Government at the expiration of the contract.

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

SECTION D

PACKAGING AND MARKING

D.1 PRESERVATION AND PACKAGING

Preservation, packing, and packaging of any item/items delivered under this contract shall be in accordance with good commercial practices to assure delivery at destination.

D.2 MARKING REQUIREMENTS

Each package shall be marked with the contract number, the name of the contractor, and address of the contractor on the outside of the packing container for identification purposes.

D.3 PAYMENT OF POSTAGE FEES (NOV 1987)

All postage and fees related to submitting information, including forms, reports, and proposals to the Contracting Officer, the Contracting Officer's Technical Representative, or the Technical Initiator shall be paid for by the Contractor.

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 give in full text. Upon request, the Contracting Officer will make their full text available.

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 PLACES OF DELIVERY/INSPECTION AND ACCEPTANCE

The points of delivery at the Volpe Center set forth below are hereby designated as the places for final inspection and acceptance:

DELIVERABLES	PLACE OF DELIVERY
(a) Contract Funding & Labor Report	! One copy of the full report shall be submitted to the Contracting Officer's Technical Representative (COTR), DTS-25. ! A copy of the transmittal letter, along with the Cost Summary portion of the report, shall be submitted to the Contracting Officer (CO), DTS-853.
(b) User Accountability System (UAS) Input File	! UAS System Manager, DTS-25

(c) Monthly Progress Report	!	COTR (DTS-25), Job Order Initiator (various Divisions throughout the Volpe Center), transmittal to CO (DTS-853).
(d) Subcontractor Activity Reports	!	COTR, DTS-25
(e) Task Specifications	!	Volpe Center Job Order Initiator (various Divisions throughout the Volpe Center)
	!	The COTR and/or the CO shall have access to all task specifications contained in each project file maintained by the Contractor whenever the Government makes a request.
(f) Task Deliverables	!	Job Order Initiator
	!	The COTR and/or the CO will have access through the project file (maintained by the Contractor).
(g) Special Procedures, studies and Reports/ Documentation	!	CO and/or COTR as directed.
(h) Job Order Files	!	CO and/or COTR as directed.

The COTR is responsible for acceptance of work under this contract.

SECTION F

DELIVERABLES 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.

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

This contract shall be for a base period of 2 years, commencing on or about November 1, 1997, with renewal options at the election of the Government for three additional 12-month periods. The Government anticipates that the period of performance for this contract will be 60 months plus any phase-in period.

F.3 PHASE-IN PERIOD

The Phase-In period shall be 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, shall be subject to the work order specifications issued under the Volpe Center Job Order System. Schedules for deliverables identified in Sections C and E are as follows:

	DELIVERABLES	SCHEDULE
(a)	Contract Funding & Labor 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)	Subcontractor Activity Reports	Monthly. Within 5 working days following the monthly UAS closing.
(e)	Task Specifications	As specified in each Job Order.
(f)	Task Deliverables	As specified in each Job Order.
(g)	Special Procedures, Studies and Reports/ Documentation	As directed by the CO and/or COTR
(h)	Job Order Files	As directed by the CO and/or COTR

F.5 PLACE OF PERFORMANCE

Services under this contract shall be accomplished at the U.S. DOT/RSPA/Volpe National Transportation Systems Center, 55 Broadway, Cambridge, Massachusetts, and other subordinate locations in Massachusetts and Washington, DC. During the performance of this contract, services may be performed at various other domestic or overseas locations as designated in task/job orders.

SECTION G

CONTRACT ADMINISTRATION DATA

G.1. 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 may be designated by the Contracting Officer. The duties of an Administrative Contracting Officer (ACO) include but are not limited to: analyzing and making recommendations on Contractor's proposals, offers, or quotations upon request of the Contracting Officer; and approving Contractor's invoices in accordance with the terms of the contract.

Contracting Officer's Technical Representative: A Contracting Officer's Technical Representative (COTR) is designated by the Contracting Officer. The responsibilities of the COTR include but are not limited to: inspecting and monitoring the Contractor's work; determining the adequacy of performance by the contractor in accordance with the terms and conditions of this contract; acting as the Government's representative in charge of work at the site to ensure compliance with contract requirements insofar as the work is concerned; and advising the Contracting Officer of any factors which may cause delay in performance of the work. The COTR or the technical initiators do not have the authority to make new assignments of work or to issue directions that cause an increase or decrease in the price of this contract or otherwise affect any other contract terms.

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

U.S. Department of Transportation/Volpe Center
55 Broadway
Cambridge, MA 02142

G.2 ALLOTMENT

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:

(1) Amount Allotted - ___$0 (Zero ____

(2) Allocation Covers - Contract Effective Date to 10/31/97.

(3) Period of Performance - Contract Effective Date to 10/31/97. (Phase-in)

The total amount allotted to this contract is $0 (Zero) ___.

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 request for overtime which would have an impact on estimated job cost must be further supported by an authorized modification to the job order.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

TABLE OF CONTENTS

H.1 CEILINGS H-1

H.2 PRODUCTIVE DIRECT LABOR HOURS H-1

H.3 SECURITY H-2

H.4 POSITION SENSITIVITY DESIGNATIONS H-2

H.5 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX OF SUPPORT FUNCTION H-2

H.6 FEE DETERMINATION H-3

H.7 FEE ADJUSTMENT PROVISION H-4

H.8 WAGE RATES H-5

H.9 NEW WAGE DETERMINATION ADJUSTMENT PROVISION H-6

H.10 OFF-SITE SPACE H-7

H.11 PARKING H-7

H.12 SEVERANCE COSTS H-7

H.13 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS H-8

H.14 PERFORMANCE OF WORK ON GOVERNMENT PREMISES H-10

H.15 SAFETY AND ACCIDENT PREVENTION H-11

H.16 HOURS OF WORK H-11

H.17 LEGAL HOLIDAYS H-12

H.18 HANDLING OF DATA/SOFTWARE H-12

H.19 GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES H-14

H.20 GOVERNMENT-CONTROLLED PROPERTY H-15

H.21 OPTION TO EXTEND THE TERM OF THE CONTRACT..... H-15

H.22 ADDITIONAL INSURANCE REQUIREMENTS H-16

H.23 INSURANCE - WORK ON A GOVERNMENT INSTALLATION..... H-17

H.24 ACCOUNTING SYSTEM/BILLING..... H-17

H.25 OTHER ORGANIZATIONS H-17

H.26 TRAVEL..... H-17

H.27 SUBMISSION OF VOUCHERS FOR REIMBURSEMENT..... H-18

H.28 GOVERNMENT RIGHTS IN "RESTRICTED RIGHTS SOFTWARE" ACQUIRED BY THE CONTRACTOR FOR DELIVERY TO THE GOVERNMENT..... H-18

H.29 MASSACHUSETTS SALES TAX EXEMPTION..... H-18

H.30 VOUCHER REVIEW..... H-18

H.31 SUPERVISION..... H-19

H.32 PERMITS AND LICENSES..... H-19

H.33 STANDARDS OF EMPLOYEE CONDUCT..... H-19

H.34 CONTINUITY OF SERVICES..... H-19

H.35 OTHER CONTRACTS H-19

H.36 CONFLICT OF INTEREST..... H-20

H.37 GPO PRINTING REQUIREMENT..... H-21

H.38 NON-PERSONAL SERVICES..... H-21

H.39 PHASE-IN COST CEILING..... H-21

H.1 CEILINGS

(a) For the purpose of performance of this contract, the Contractor's allowable and reimbursable indirect expenses will be limited to the following individual indirect rate ceilings: See Attachment J.10.

(b) Billing rates are expected to be charges at actual costs up to these cited ceilings. In the event that final indirect rates are lower than ceiling rates, the final rates shall apply. This provision in no way alters the provision of the clause entitled “Limitation of Funds.”

(c) The Contractor shall include a ceiling on each indirect rate offered in each cost reimbursement subcontract estimated to cost over $1 million (including fee) entered into under this contract. These ceiling(s) shall be listed above under paragraph (a). Each such subcontract will provide for adjustment of the indirect rate ceilings on account of a DOL Wage Determination on the same basis as the adjustment made in the prime contract.

H.2 PRODUCTIVE DIRECT LABOR HOURS

For purposes of this contract, a labor year shall consist of 2,087 productive direct labor hours. "Productive direct labor hours" are those hours expended by contractor personnel in performing work under the scope of this contract and called for in job orders issued under the Volpe Center Job Order System. This does not include sick leave, vacation, holidays, jury duty, military leave, or any other kind of administrative leave other than that which is granted to the Volpe Center employees under special circumstances, e.g., extreme weather conditions. "Productive direct labor hours" also includes hours expended by the Contractor on matters related to contract management/administration (see C.4 of the Statement of Work or as specifically authorized in job orders).

H.3 SECURITY

Portions of the work under Section C.3 will require contract personnel with security clearances at Confidential or Secret levels, and in some instances, Top Secret. Cleared personnel must be available at the phase-in of the contract. The Contractor must also possess a Top 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 clearance from the Defense Investigative Service and for ensuring compliance by its employees and subcontractors(s) with the security regulations of the Government installation or contractor (or subcontractor) facility where work is to be performed.

H.4 POSITION SENSITIVITY DESIGNATIONS

The Contractor shall comply with the following Position Sensitivity Designations as defined under DOT 1630.2A (MAY 1988)

Labor Category	Sensitivity Level
ORA Technology Specialist	3
ORA Senior Specialist	3
ORA Senior Analyst	3
ORA Analyst	3
Senior Project Engineer	3
Senior Engineer	3
Project Manager	3
Engineer	2
ORA Junior Analyst	2
Project Control Administrator	2
Project Control Programmer/Analyst	2
Senior Project Control Administrator	2
Job Control Specialist	2

H.5 ADJUSTMENT OF STAFFING LEVEL OR SKILL MIX OF SUPPORT FUNCTIONS

The staffing requirements described in Section C herein 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 by a maximum of 20 percent above or below the base rate established for the previous year of performance and/or to modify the labor skill mix for any or

each year of performance. If such an adjustment is executed by the Government, the estimated cost of the contract shall be revised using the rates for the offered labor categories as established in the Contractor's final Best and Final Offer proposal or as subsequently adjusted under the provisions of the contract.

Notwithstanding any increase or decrease under this or any other provision of the contract, including but not limited to the changes and termination provisions, no increase will be made in the Overhead and the G&A ceiling rates established and made part of this contract. Additional or reduced fixed 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 by the Contractor using the rates for the offered labor categories established during subcontract negotiations or as subsequently adjusted under provisions of this contract. Notwithstanding any adjustment under this or any other provision of the contract or subcontract, including but not limited to the changes and termination provisions, no increase shall 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 part of the subcontract(s).

The Government will provide the Contractor with advance written notice at least 30 calendar days prior to the Contracting Officer's issuance of a modification for such increase (decrease) and/or skill mix adjustment. The Contractor will provide the Government with its cost proposal and staffing plan within 30 calendar days after receipt of such notice.

H.6 FEE DETERMINATION

This is a term form CPFF contract and in accordance with FAR 16.306(d)(2), the fixed fee shall be payable at the expiration of the stated time period of performance; i.e., the end of each contract year. However, provisional payment of fixed fee may be permitted as follows: One twelfth of the annual fixed fee may be payable at monthly intervals of the stated time period of performance (one year); subject to 15% retainage withheld from each payment up to the maximum reserve stipulated in FAR Clause 52.216-8 contained in Section I.

If the performance is considered satisfactory by the Government, the fixed fee for the contract shall be computed in accordance with the fee adjustment formula in H.7.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 categories expended on the contract.

H.7 FEE ADJUSTMENT PROVISION

Notwithstanding any other provision regarding fixed fee, a downward adjustment in fixed 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 Operations Research Analysis, Engineering Support, and Contract Administration Staffing Requirements as defined under C.3.2 and C.4.2. 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 60 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 under C.3.2 and C.4.2 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:

ORA Technology Specialist
ORA Senior Specialist
ORA Senior Analyst
ORA Analyst
Senior Project Engineer
Senior Engineer
Engineer
Project Manager
Project Control Administrator
Project Control Programmer/Analyst
Senior Project Control Administrator
All other Labor Categories

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.

H.8 WAGE RATES

This contract is subject to the Service Contract Act of 1965 (PL 89-286), as amended. The Department of Labor (DOL) Wage Determination Nos. 94-2255, Revision No. 4, dated 3/7/1996 and 94-2103, Revision No. 8, dated 12/8/1995, are hereby incorporated into this contract (see Section J.4). The Wage Determination is the attachment referred to in the clause of the contract entitled "Service Contract Act of 1965, As Amended". Any required new or revised Wage Determination issued by DOL and received by DOT/Volpe Center shall be incorporated by modification into this contract and shall be applicable to this contract as provided in the aforementioned clause.

H.9 NEW WAGE DETERMINATION ADJUSTMENT PROVISION

(a) 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 in Paragraph b, to the extent of allocation of fringe benefits, the Overhead and/or G&A ceiling rates shall all 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 will 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 above stated.

(b) In the event that, during the term of this contract or any extensions 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 rate 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.

(c) 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.

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

H.10 OFF-SITE SPACE

The Government shall have the right to direct the Contractor to lease or otherwise provide necessary space for some component of its staff and/or functions. In exercising this right, the Government will provide guidance relative to location of said space (Reference Section C.2 (c)). The contractor will be reimbursed by the Government for the actual cost of space procured which has been approved by the Contracting Officer.

H.11 PARKING

The Government will provide up to a maximum of 30 on-site parking spaces at the Volpe Center for Operations Research Analysis Contractor personnel at the time of contract award. This allocation is subject to change at the discretion of the Government and without adjustment to the contract cost. The Government shall not reimburse the Contractor either directly or indirectly for any costs associated with off-site parking provided to its employees.

H.12 SEVERANCE COSTS

Any applicable severance or separation costs shall not be recovered as direct contract costs under this contract.

H.13 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS

(a) Work under this contract may provide the Contractor with access to advance information about future Government procurement, 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 Contractors'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 procurement, 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 Government Contractor shall be excluded from competition for, or award of, any Government contracts to which, in the course of performance of this contract, the Contractor has received procurement information before such information has been made generally available to other persons or firms.

(2) The Government Contractor shall be excluded from competition for, or award of, any Government contract for which the contractor actually assists in the development of the Solicitation Specifications, Statement of Work, or Government Cost Estimates.

(3) The Government 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 Government 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 a 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 or controlling interest.

The term also includes the corporate offices 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 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 Government acceptance of all work performed hereunder.

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

(g) This clause shall be incorporated into any subcontracts awarded under this contract unless the Contracting Officer determines otherwise.

(h) The Center expects to recompete the Multiple Contractor Resource Base Contracts (OMNI). These are a set of multiple awarded task order contracts designed to support projects which are similar to the subject Operations Research Analysis Support Services contract. The recompetition of these OMNI procurements may overlap the subject procurement with award being made some months after award of the Operations Research Support Services contract. The success of the OMNI program depends on the Government's ability to maintain a level playing field among contractors participating in the OMNI program. Therefore, there is a significant potential for unfair advantage on the part of the Contractor due to its day-to-day involvement in the Volpe Center's technical programs. Accordingly, the Contractor shall be precluded from participating either as a prime or subcontractor on the Multiple Contractor Resource Base contract (OMNI) awards. Further the on-site Operations Research Analysis Support Services contractor will be expected to maintain an operation which ensures appropriate separation between its on-site activity and any OMNI-related activities that its subcontractors may be engaged in.

H.14 PERFORMANCE OF WORK ON GOVERNMENT PREMISES

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 to include the following:

(a) All Contractor personnel shall, at all times, conspicuously display a distinctive badge provided by DOT/Volpe Center, identifying such personnel as employees of the Contractor, and shall observe and otherwise be subject to such security regulations as are in effect for the particular premises involved. Contractor personnel assigned to off-site (other than the Volpe Center) Government-furnished space will comply with the security regulations of the Government installation where work is performed.

(b) 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 COTR.

(c) Performance of work on Government premises shall be confined to the area(s) specified by the Contracting Officer or the COTR.

H.15 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 in effect on the date of the contract; and (b) take such additional precautions as the Contracting Officer may reasonably require for safety and accident prevention purposes. 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.16 HOURS OF WORK

Contractor and subcontractor employees performing work under this contract on Volpe Center premises shall adhere to the Volpe Center's established business hours except as may be required by this contract to accomplish the performance of the work, or except as may be required by the Technical Initiator.

When Government employees are, by executive order or by official closing of the Volpe National Transportation Systems Center, excused from duty without loss of pay, Contractor employees who are assigned for duty at the Volpe National Transportation Systems Center will be similarly excused if they are ready, willing and able to work. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost. Reimbursement shall be on a direct cost basis and shall be considered productive direct labor. This in no way relieves the Contractor of its responsibility for continuing performance of critical requirements. In these cases, special instructions will be issued to the Contractor by the Contracting Officer or designated representative.

Contractor employees assigned to off-site (other than the Volpe Center) Government-provided space will follow the policy governing the Department of Transportation Federal employees where work is being performed.

H.17 LEGAL HOLIDAYS

Federal holidays observed by the Federal Government are listed below:

New Year's Day
Martin Luther King Day
Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day
And any other day designated by Federal statute and any other day designated by a President's proclamation

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.18 HANDLING OF DATA/SOFTWARE

(a) In performance of this contract, the Contractor and any of its subcontractors 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 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 subcontractor(s) 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 the 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 agreement 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 thereto. 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 requirement to maintain confidentiality of data and information, as required above, to the end that they will be disciplined in the absolute necessity to refrain from 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 Official Use Only") received in connection with the work under this contract.

(d) The Contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use or 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 requirements for individual subcontracts in the event that (1) the Contractor considers the application of the prohibition of this provision to be inappropriate and unnecessary in the case of a particular subcontract; (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 unreasonably 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 the 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 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 other sources 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.19 GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES

Except as specified 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's Technical Initiator.

(a) Office Equipment

The Volpe Center will make available to Contractor personnel the following items: desks, chairs, tables, bookcases, blackboards, wastebaskets, typewriters, 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. Office equipment shall be provided for both on-site and off-site locations as currently defined.

(b) 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.

H.20 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.21 OPTION TO EXTEND THE TERM OF THE CONTRACT

This contract may be extended for three additional 12-month periods, at the option of the Government, by the Contracting Officer giving written notice to the Contractor at least 30 calendar days prior to the expiration of this contract (reference Section I, FAR clauses 52.217-8 and FAR 52.217-9), provided that the Contracting Officer shall have given preliminary notice of the Government's intention to extend at least 60 days before this contract is to expire. Such a preliminary notice will not be deemed to commit the Government to an extension. However, the total duration of this contract, including the exercise of the options under this clause, but excluding the phase-in period, shall not exceed 5 years.

H.22 ADDITIONAL INSURANCE REQUIREMENTS

The following is in addition to Section I:

CONTRACT CLAUSE FAR 52.228-7, INSURANCE--LIABILITY TO THIRD PERSONS (March 1996)

(a) The contractor shall secure, pay the premiums for, and keep in force until the expiration of this contract and any renewal thereof, adequate insurance as provided below. Such insurance is to specifically include liability assumed by the Contractor under this contract.

(1) Workman's compensation insurance as required by law of the State.

(2) Comprehensive bodily injury liability insurance with limits of not less than $500,000 for each accident.

(3) Property damage liability with a limit of not less than $100,000 for each accident.

(4) Automotive bodily injury liability insurance with limits of not less than $200,000 for each person and $500,000 for each accident, and property damage liability insurance with a limit of not less than $40,000 for each accident.

(b) Each policy of insurance shall contain an endorsement that any cancellation or material change in the coverage adversely affecting the Government's interest shall not be effective unless the insurer or the Contractor gives written notice of cancellation or change to the Contracting Officer at least 30 calendar days prior to the aforementioned actions. When the coverage is provided by self-insurance, the contractor shall not change or decrease the coverage without the Contracting Officer's prior approval (see FAR 28.308(c)).

(c) A certificate of each policy of insurance shall be furnished to the Contracting Officer within 10 days after notice of award certifying, among other things, that the policy contains the aforesaid endorsement. The insurance companies providing the above insurance shall be satisfactory to the Government. Notices of policy changes shall be furnished by the Contracting Officer.

H.23 INSURANCE - WORK ON A GOVERNMENT INSTALLATION

In accordance with FAR 52.228-5, Insurance - Work on a Government Installation, in Section I, insurance of the following types and minimum amounts shall be procured and maintained during the entire period of performance under this contract.

(a) Workman's Compensation and Employees Liability Insurance - as specified by applicable statute, but not less than $100,000.

(b) General Liability Insurance - Bodily Injury Liability - $500,000 per occurrence.

(c) Automobile Liability Insurance - $400,000 per person, $500,000 per occurrence bodily injury, $20,000 per occurrence property damage.

H.24 ACCOUNTING SYSTEM/BILLING

The Contractor shall maintain a job order cost 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 for 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 Section J, Attachment J.7 - Billing Instructions).

H.25 OTHER ORGANIZATIONS

The Contractor agrees to comply with the procedures and policies of other organizations while on their property in the performance of the work called for by this contract.

H.26 TRAVEL

Travel directly related to the performance of work in accordance with the Statement of Work shall not be allowed unless authorized under a Job Order.

H.27 SUBMISSION OF VOUCHERS FOR REIMBURSEMENT

All vouchers are to be submitted to the Payment Office designated in Block 12 on page 1 of the contract, Standard Form . The Contractor shall submit copies of its first and final voucher to its cognizant Government Audit Agency.

H.28 GOVERNMENT RIGHTS IN "RESTRICTED RIGHTS SOFTWARE" ACQUIRED BY THE CONTRACTOR FOR DELIVERY TO THE GOVERNMENT

The Contractor shall assure that the Government obtains at least the rights set forth in the "Restricted Rights Notice (JUN 1987)" included in this contract's "Rights in Data - General (JUN 1987) (Alternates I, II, III)" Clause, FAR 52.227-14, in any software which is "restricted computer software" (as that term is used in the "Rights in Data - General (JUN 1987)" clause of this contract), and which is acquired by the Contractor for delivery to the Volpe Center under this contract.

Further, the contractor shall assure that the Government obtains at least the rights set forth in FAR 52.227-19, "Commercial Computer Software-Restricted Rights (JUN 1987)," in any software which is "commercial computer software" as defined in that clause and which is acquired by the contractor for delivery to the Volpe Center under this contract.

H.29 MASSACHUSETTS SALES TAX EXEMPTION

The Volpe National Transportation Systems Center, as part of the Department of Transportation, an agency of the United States, is an exempt purchaser under Chapter 14 of the Acts of 1966, Commonwealth of Massachusetts and has been issued a certificate of Exemption (No. E-042-467-417). Accordingly, all purchases of tangible personal property by this organization are exempt from taxation under said Act.

H.30 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.

H.31 SUPERVISION

The Contractor shall provide at all times the quantity and quality of supervision necessary for the effective and efficient management of the operation. All supervisors shall have an intimate knowledge of the various tasks, equipment, and materials so as to be able to properly train and direct the workers in their individual tasks and to maintain and control an effective operation.

H.32 PERMITS AND LICENSES

The Contractor at its own expense will obtain and maintain the necessary permits, franchises, licenses, and other authorities required for the services to be performed under this contract.

H.33 STANDARDS OF EMPLOYEE CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

H.34 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 Government's ongoing requirements under this contract.

H.35 OTHER CONTRACTS

The Government reserves the right to accomplish any work within the scope of this contract either by Government personnel or by another separate contract(s) at the discretion of the Contracting Officer .

H.36 CONFLICT OF INTEREST

(a) If after acceptance of any Job Order under this contract, the Contractor discovers any conflict of interest that the Contractor, its affiliates, and any key personnel may have in connection with the activities to be carried out under the Job Order, the Contractor shall promptly notify, in writing, 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 past, 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 Job Order.

(c) The Government may ask the Contractor to sign a certification that shall describe any actual or potential conflict of interest and the action the Contractor proposes to avoid or mitigate any conflict. The Contractor may be asked to provide any other information it 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 allow the contractor to proceed with the Job 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 Job 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 Job order or implementation of mutually agreed upon mitigation measures to neutralize the conflict.

(e) Failure of the Contractor to comply with any course of action as directed by the Contracting Officer may result in immediate termination of the Job Order and any other remedies available to the Government by law. This may include termination by default of the contract in accordance with FAR and TAR procedures.

(f) 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 or any other remedies available to the Government by law.

H.37 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.38 NON-PERSONAL SERVICES

The Contractor agrees that this is a non-personal services contract; that for all the purposes of the contract, the Contractor is not, nor shall it hold itself out to be, an agent or partner of, or joint venturer with, the Government; and that the Contractor shall neither supervise, nor accept supervision from, Government employees.

H.39 PHASE-IN COST CEILING

Reimbursement of phase-in costs shall be restricted to the amount proposed in the Contractor’s Best and Final Offer (BAFO) which shall then establish a ceiling. Any costs indicated in the BAFO as “no cost” shall not be billable as either direct or indirect costs by the contract.

Section I

CONTRACT CLAUSES

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

This contract incorporates the following 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)
52.203-8	CANCELLATION,RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	(JAN 1997)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	(JAN 1997)
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)
52.209-6	THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED OR PROPOSED FOR DEBARMENT	(JUL 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 OF PRICING DATA	(OCT 1995)
52.215-25	SUBCONTRACTOR COST OR PRICING DATA-MODIFICATIONS	(OCT 1995)
52.215-27	TERMINATION OF DEFINED BENEFIT PENSION PLANS	(MAR 1996)
52.215-31	WAIVER OF FACILITIES CAPITAL COST OF MONEY*	(SEP 1987)
52.215-33	ORDER OF PRECEDENCE	(JAN 1986)
52.215-39	REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	(MAR 1996)
52.215-40	NOTIFICATION OF OWNERSHIP CHANGES	(FEB 1995)
52.216-7	ALLOWABLE COST AND PAYMENT	(MAR 1997)
52.216-8	FIXED FEE	(MAR 1997)
52.217-8	OPTION TO EXTEND SERVICES	(AUG 1989)
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT-SERVICES a. 30 days b. 5 years, excluding phase-in	(MAR 1989)

***Except for definitized subcontractor, Battelle Memorial Institute.**

NUMBER	TITLE	DATE
52.219-8	UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS CONCERNS	(JUN 1997)
52.219-9	SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN	(AUG 1996)
52.219-10	INCENTIVE SUBCONTRACTING PROGRAM (b) 1%	(OCT 1995)
52.219-16	LIQUIDATED DAMAGES--SUBCONTRACTING PLAN	(OCT 1995)
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	(FEB 1997)
52.222-2	PAYMENT FOR OVERTIME PREMIUMS (a) ZERO	(JUL 1990)
52.222-3	CONVICT LABOR	(AUG 1996)
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 VETERAN'S 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)
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	(AUG 1996)
52.227-11	PATENT RIGHTS - RETENTION BY THE CONTRACTOR (SHORT FORM)	(JUN 1997)
52.227-14	RIGHTS IN DATA-GENERAL - ALTERNATE I, II, III (JUN 1987)	(JUN 1987)
52.227-16	ADDITIONAL DATA REQUIREMENTS	(JUN 1987)
52.227-17	RIGHTS IN DATA - SPECIAL WORKS	(JUN 1987)
52.228-5	INSURANCE - WORK ON A GOVERNMENT INSTALLATION	(JAN 1997)
52.228.7	INSURANCE - LIABILITY TO THIRD PERSONS	(MAR 1996)
52.230-2	COST ACCOUNTING STANDARDS	(APR 1996)
52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES	(APR 1996)
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	(APR 1996)
52.232-9	LIMITATION OF WITHHOLDING OF PAYMENTS	(APR 1984)
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 PAYMENT	(AUG 1996)
52.233-1	DISPUTES - ALTERNATE I (DEC 1991)	(OCT 1995)
52.233-3	PROTEST AFTER AWARD - ALTERNATE 1 (JUNE 1985)	(AUG 1996)

NUMBER	TITLE	DATE
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION	(APR 1984)
52.237-3	CONTINUITY OF SERVICES	(JAN 1991)
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	(APR 1984)
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	(OCT 1995)
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	(JAN 1997)
52.242-13	BANKRUPTCY	(JUL 1995)
52.243-2	CHANGES-COST REIMBURSEMENT ALTERNATE II (APR 1984)	(AUG 1987)
52.243-7	NOTIFICATION OF CHANGES	(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)
52.247-63	PREFERENCE FOR U.S. - FLAG AIR CARRIERS	(JAN 1997)
52.249-6	TERMINATION (COST-REIMBURSEMENT)	(SEP 1996)
52.249-14	EXCUSABLE DELAYS	(APR 1984)
52.251-1	GOVERNMENT SUPPLY SOURCES	(APR 1984)
52.251-2	INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES AND RELATED SERVICES	(JAN 1991)
52.253-1	COMPUTER GENERATED FORMS	(JAN 1991)

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

1252.223-71	ACCIDENT AND FIRE REPORTING	(OCT 1994)
1252.237.70	QUALIFICATIONS OF EMPLOYEES	(OCT 1994)
1252.237-72	PROHIBITION ON ADVERTISING	(JAN 1996)
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	(OCT 1994)
1252.237-72	PROHIBITION ON ADVERTISING	(JAN 1996)
1252-219-70	SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING REPORTS	(OCT 1994)
1252.242-73	CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE	(OCT 1994)
1252.245-70	GOVERNMENT PROPERTY REPORTS	(OCT 1994)

I.2 FAR 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	Monetary Wage-Fringe Benefits
Job Control Specialist	$14.45

I.3 TAR 1252.215-70 - KEY PERSONNEL AND/OR FACILITIES (OCT 1994)

(a) The personnel and/or facilities as specified below 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: See Attachment J.11.

I.4 TAR 1252.237-72 - PROHIBITION ON ADVERTISING (JAN 1996)

The Contractor or its representatives (including training instructors) shall not advertise or solicit business from attendees for private, non-Government training during contracted-for training sessions. This prohibition extends to unsolicited oral comments, distribution or sales of written materials, and/or sales of promotional videos or audio tapes.

The Contractor agrees to insert this clause in its subcontracts.

I.5 FAR 52.204-1 - APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of the Chief, Acquisition Division, and shall not be binding until so approved.

I.6 FAR 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 three days, and part-time employment, but does not include (a) 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 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 suitable employment openings existing at contract award or occurring during contract performance, at an appropriate office of the State employment service system in the locality where the opening occurs. These openings include 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 of effort and involves the obligations of placing a bona fide job order, including accepting referrals of veterans and non-veterans. 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 non-discrimination 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, 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.

(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.7 FAR 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 FAR 52.244-6 - SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (OCT 1995)

(a) Definitions. "Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions. "Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Special Disabled and Vietnam Era Veterans (38 U.S.C. 4212(a));

(3) 52.222-36, Affirmative Action for Handicapped Workers (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately-Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

I.9 FAR 52.215-42 - REQUIREMENTS FOR COST OR PRICING DATA OR INFORMANON OTHER THAN COST OR PRICING DATA - MODIFICATIONS (JAN 1997)

(a) *Exceptions from cost or pricing data.* (1) In lieu of submitting cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.804-2(a)(1) on the date of the agreement on price or the date of the award, whichever is later, the Contractor may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document unless it was previously submitted to the contracting office.

(ii) Information on modifications of contracts or subcontracts for commercial items.

(A) If -

(1) The original contract or subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition, or prices set by law or regulation, or was a contract or subcontract for the acquisition of a commercial item; and

(2) The modification (to the contract or subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or subcontract from a contract or subcontract for the acquisition of a commercial item to a contract or subcontract for the acquisition of an item other than a commercial item

(B) For a commercial item exception, the Contractor shall provide, at a minimum information on prices at which the same item or items have previously been sold that is adequate for evaluating the reasonableness of the price of the modification. Such information may include:

(1) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(2) For market- priced items, the source and date or period of the market quotation or other basis for market price, the base amount and applicable discounts. In addition describe the nature of the market

(3) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The Contractor grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. Access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The Contractor shall submit cost or pricing data on Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required), with supporting attachments prepared in accordance with Table 15-2 of FAR 15.804-6(b)(2).

(2) As soon as practical after agreement on price, but before award (except for unpriced actions), the Contractor shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.804-4.

SECTION J

LIST OF ATTACHMENTS

J.1 VOLPE CENTER OVERVIEW

J.2 IT FACILITY

J.3 VOLPE CENTER NETWORK

J.4 U.S. DOL WAGE DETERMINATIONS

J.5 JOB ORDER SYSTEM

J.6 USER ACCOUNTABILITY SYSTEM OVERVIEW

J.7 INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

J.8 USER ACCOUNTABILITY SYSTEM REPORTS

J.9 DESCRIPTION OF MAJOR PROJECTS

J.10 INDIVIDUAL INDIRECT RATE CEILINGS

J.11 KEY PERSONNEL

J.12 SUBCONTRACTING PLAN DATED 8/19/97

ATTACHMENT J.1

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER OVERVIEW

ATTACHMENT J.1

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 (GWAs) 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 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.

The Volpe Center's major ongoing projects are in four transportation areas:

- Information Systems Engineering
  - Assessments of Advanced Information Technology
  - Architecture Design and Alternative Analysis
  - Software Development and Integration
  - Communication and Computer Security

- Transportation and Logistics Operations Research and Analysis

  - Statistical Analysis of Safety Data

  - Carrier, Shipper, and Supplier Industry Analysis

  - Information Requirements for Management of Large Scale Transportation Enterprises

  - Human Factors Analysis for Aviation Maritime, and Ground System Operators and Support Crews

- Communication, Navigation, and Surveillance Systems

  - Satellite, Fiber Optic, and Microwave Communications

  - Ground and Satellite Based Navigation

  - Weather Radar, Microwave Landing Systems and Instrument Landing Systems

- Vehicle and Guideway Engineering

  - Energy and Environmental Impacts of Vehicles and Vehicle Components

  - Crashworthiness Analysis

  - Computational Fluid/Solid Mechanics

  - Structural Mechanics/Non-Linear College of Structures.

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.

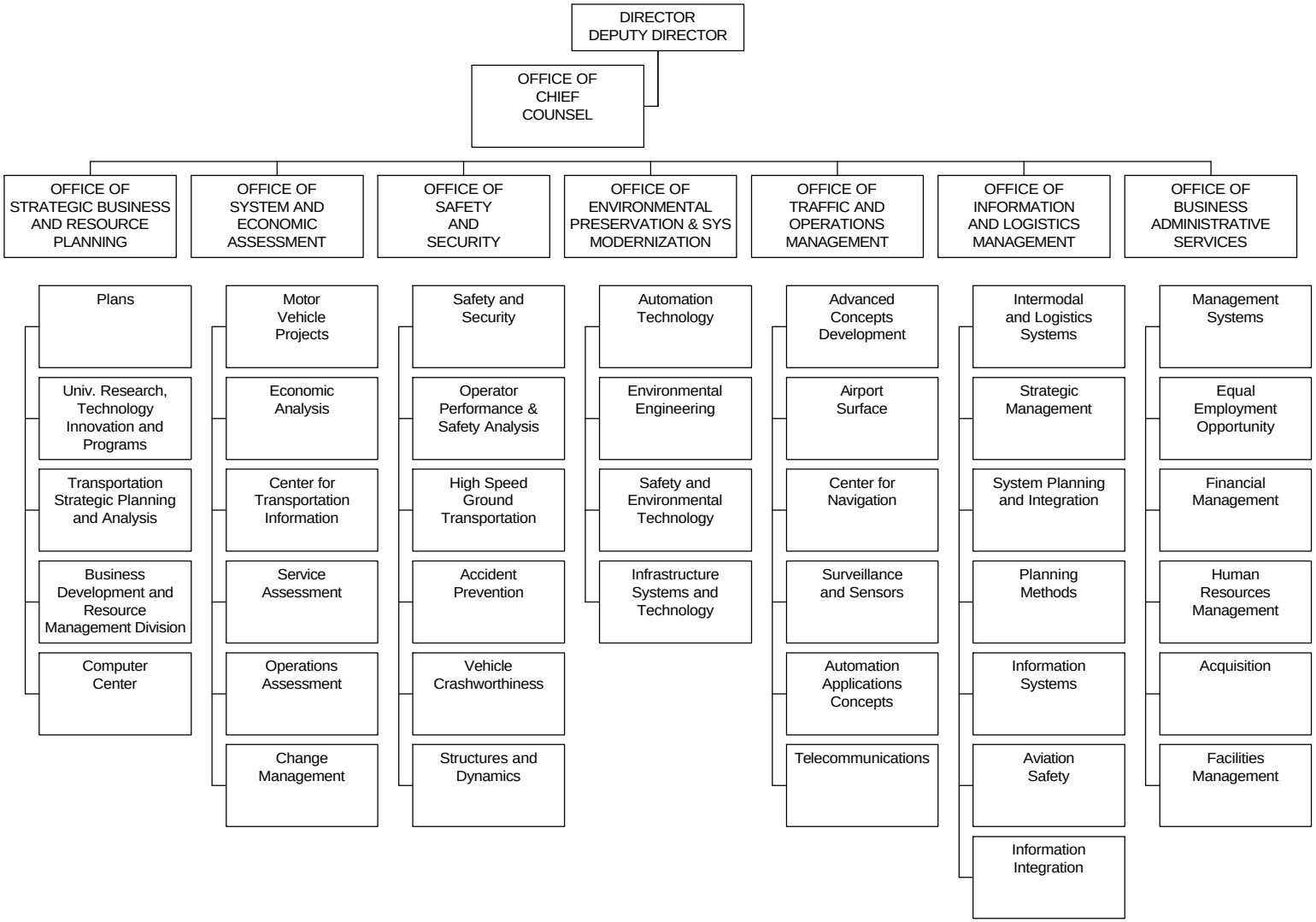
Parking: The Volpe Center will provide up to a maximum of 30 on-site parking spaces for Operations Research Analysis personnel (reference Section H, paragraph titled "Parking") at the time of contract award. This allocation is subject to change at the discretion of the Government.

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

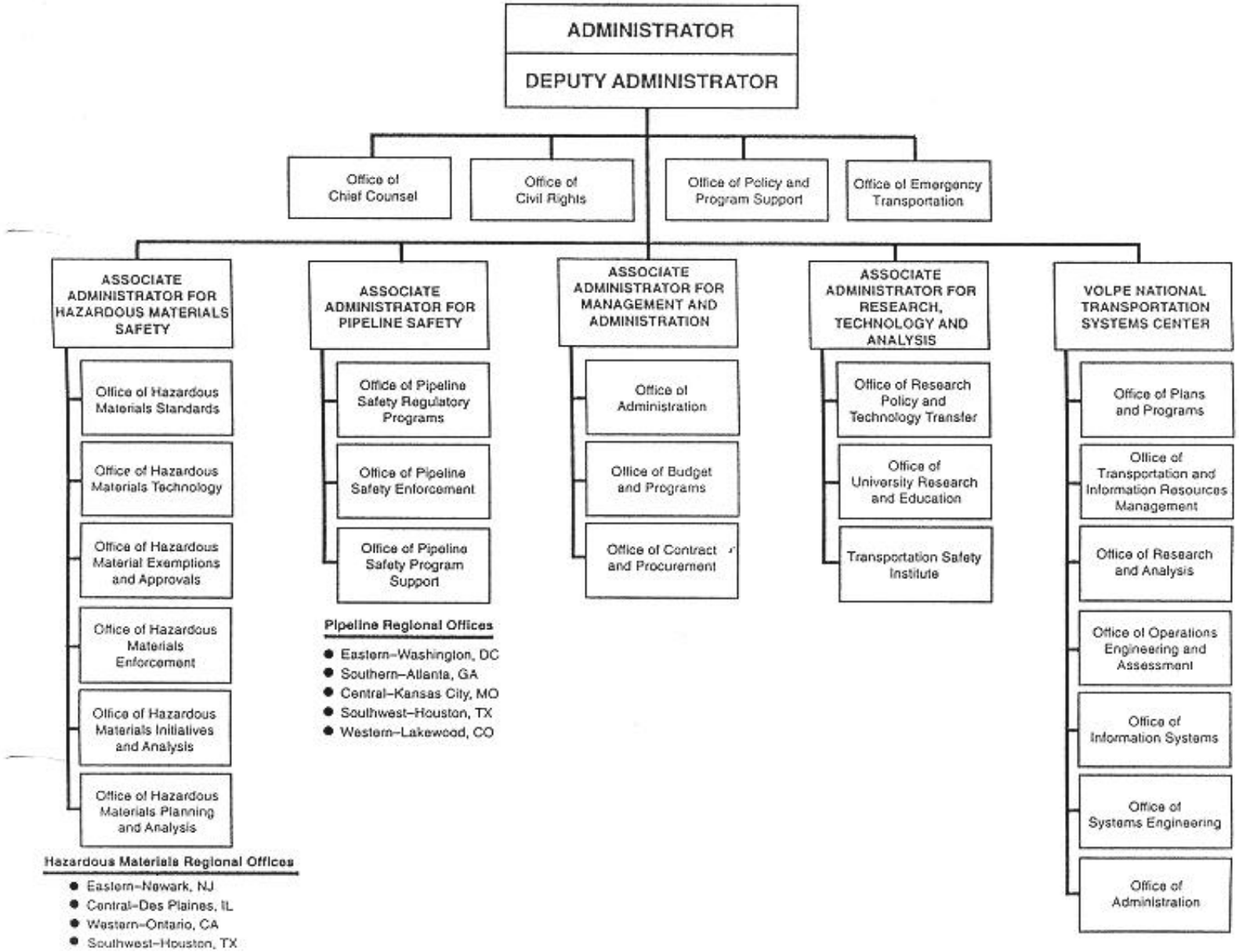


Figure 2

U.S. Department of Transportation

OFFICE OF THE SECRETARY

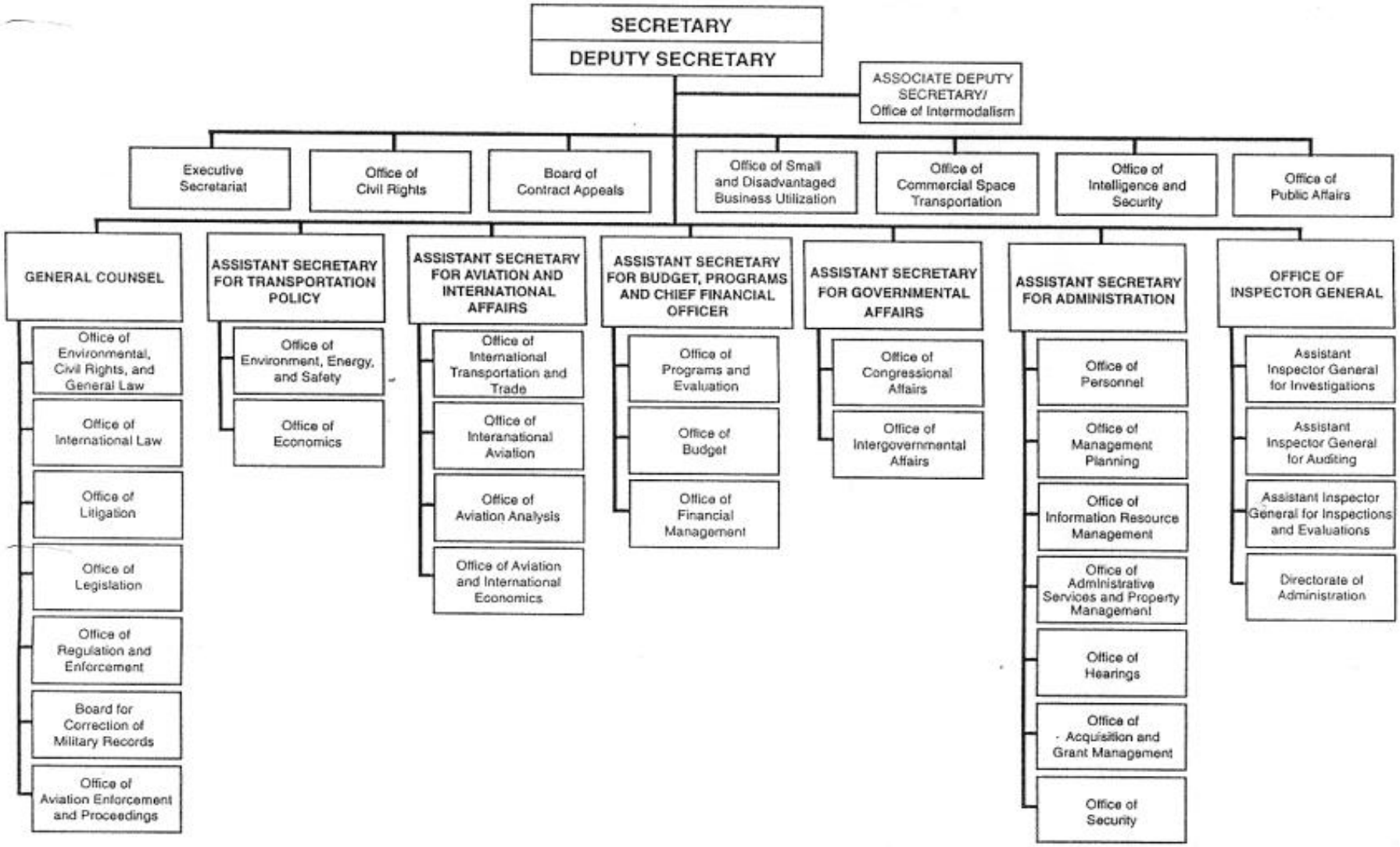
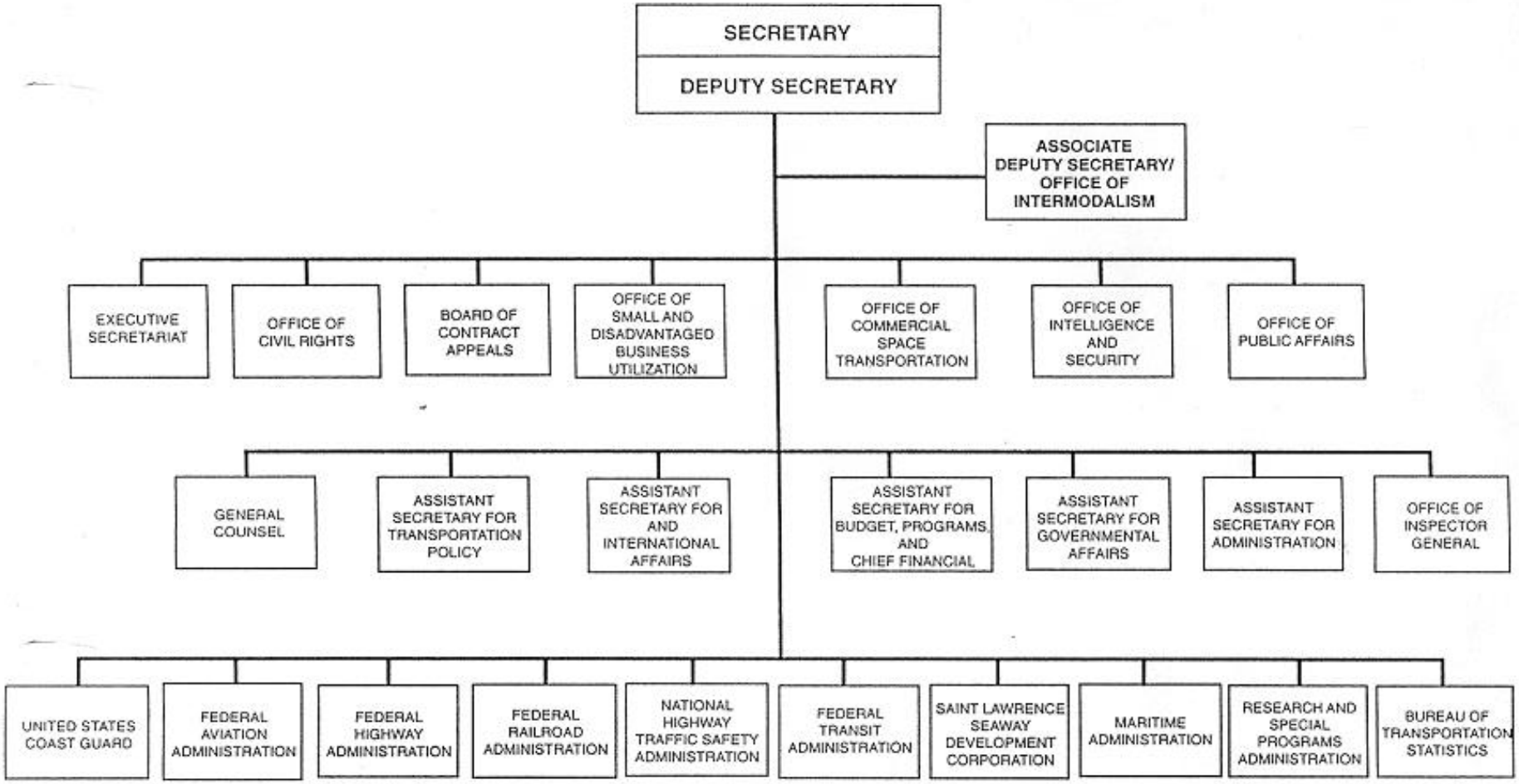


Figure 3

U.S. DEPARTMENT OF TRANSPORTATION



05/4/95
DOT-Chart-DOT Mac

Figure 4

ATTACHMENT J.2

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

IT FACILITY

ATTACHMENT J.2

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. The existing Technical Support Services contractor is currently leasing off-site space located at 4 Cambridge Center (called Building #8), Cambridge, Massachusetts, on the 7th, 8th, and 9th floors. There is currently no conduit access to the contractor's leased space. Below are descriptions of the Volpe Center's Network Facilities, Computer Center Processing Environment, and Business Application Systems.

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).

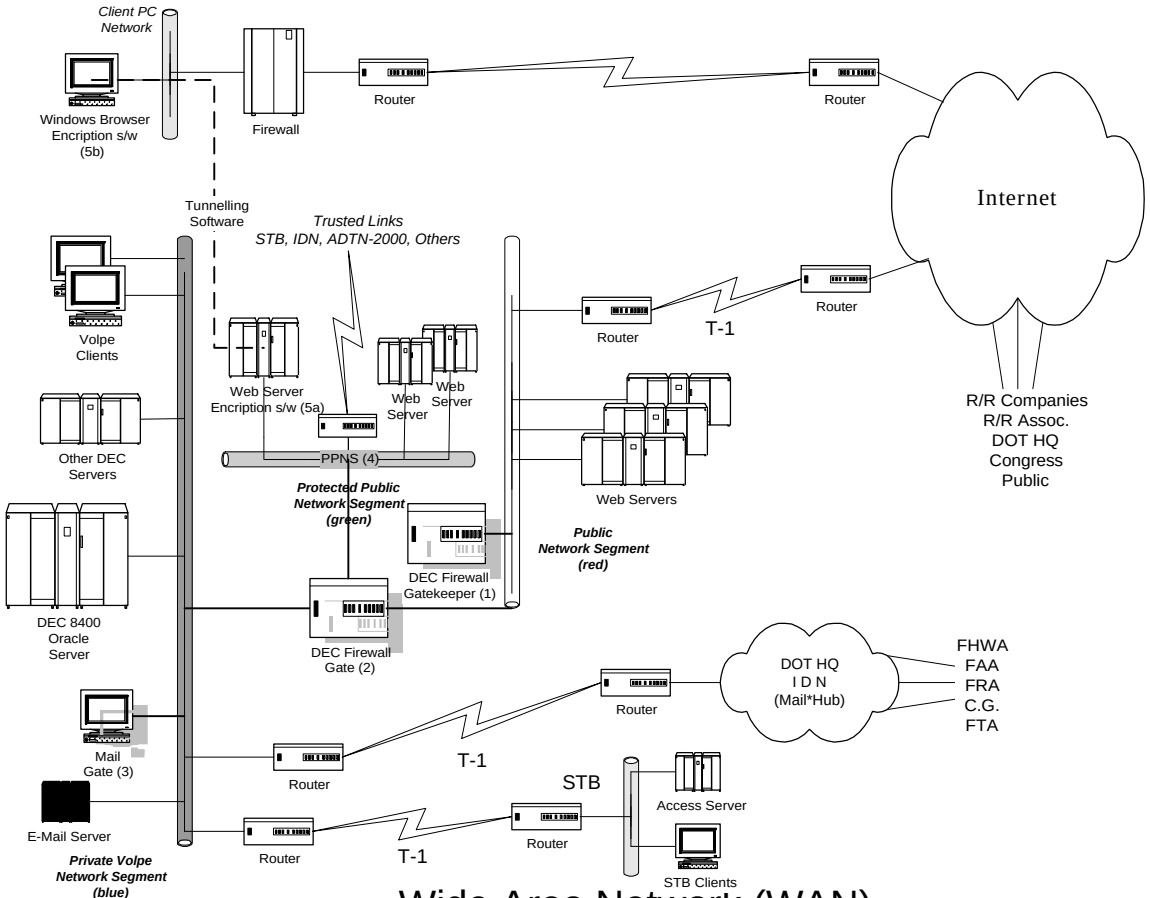
Configurations - The attached pages present a conceptual drawing of the clustered systems and storage arrays as well as a more detailed view of the data center, including processor VUPs, communication link speeds, and tape storage capacities currently in place.

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.

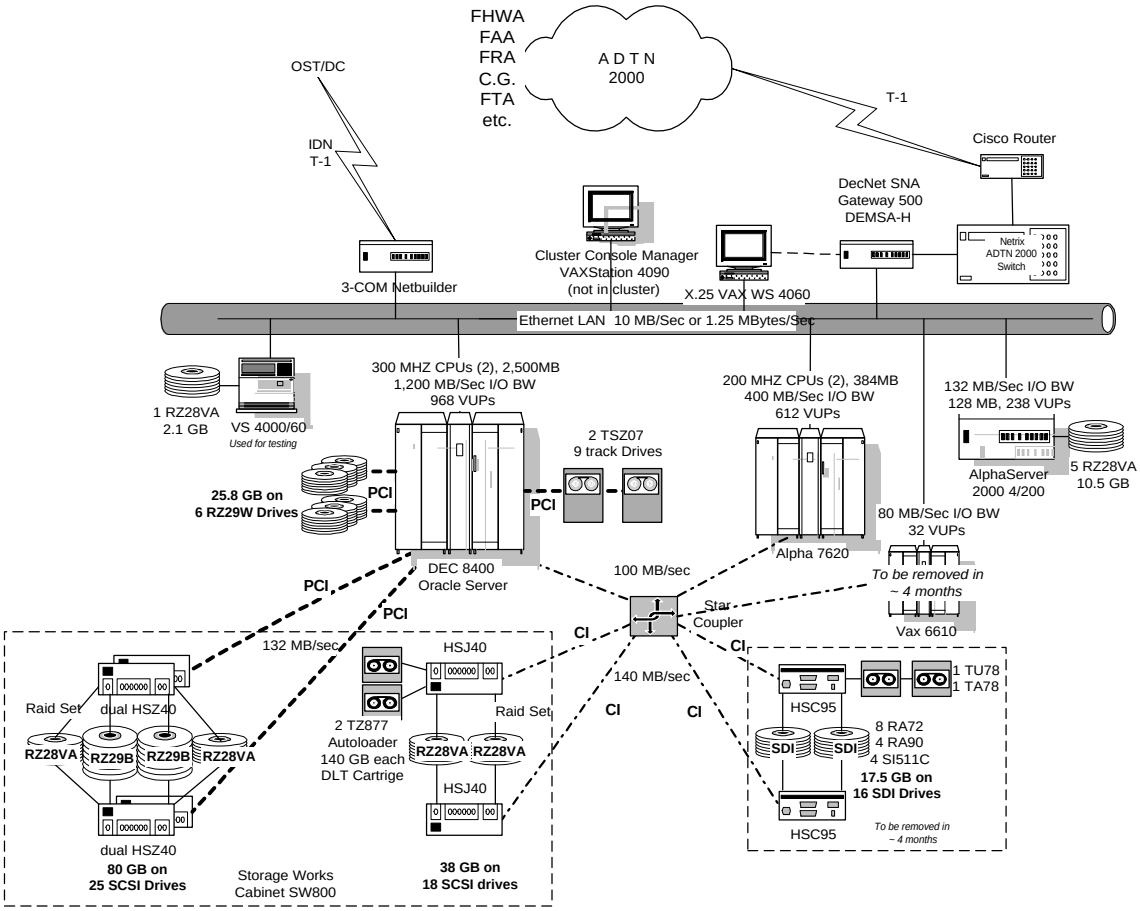
Firewall and Internet Servers - Internet access is provided using the Volpe Center's Internet service provider, BBN, a Cisco 2500 router and DEC Firewall. There are four 64 bit Alpha servers running the Digital UNIX operating system, Internet Electronic Locker Administrator, NAS Client 150, Open 3D,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

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

VOLPE CENTER NETWORK

ATTACHMENT J.3

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:

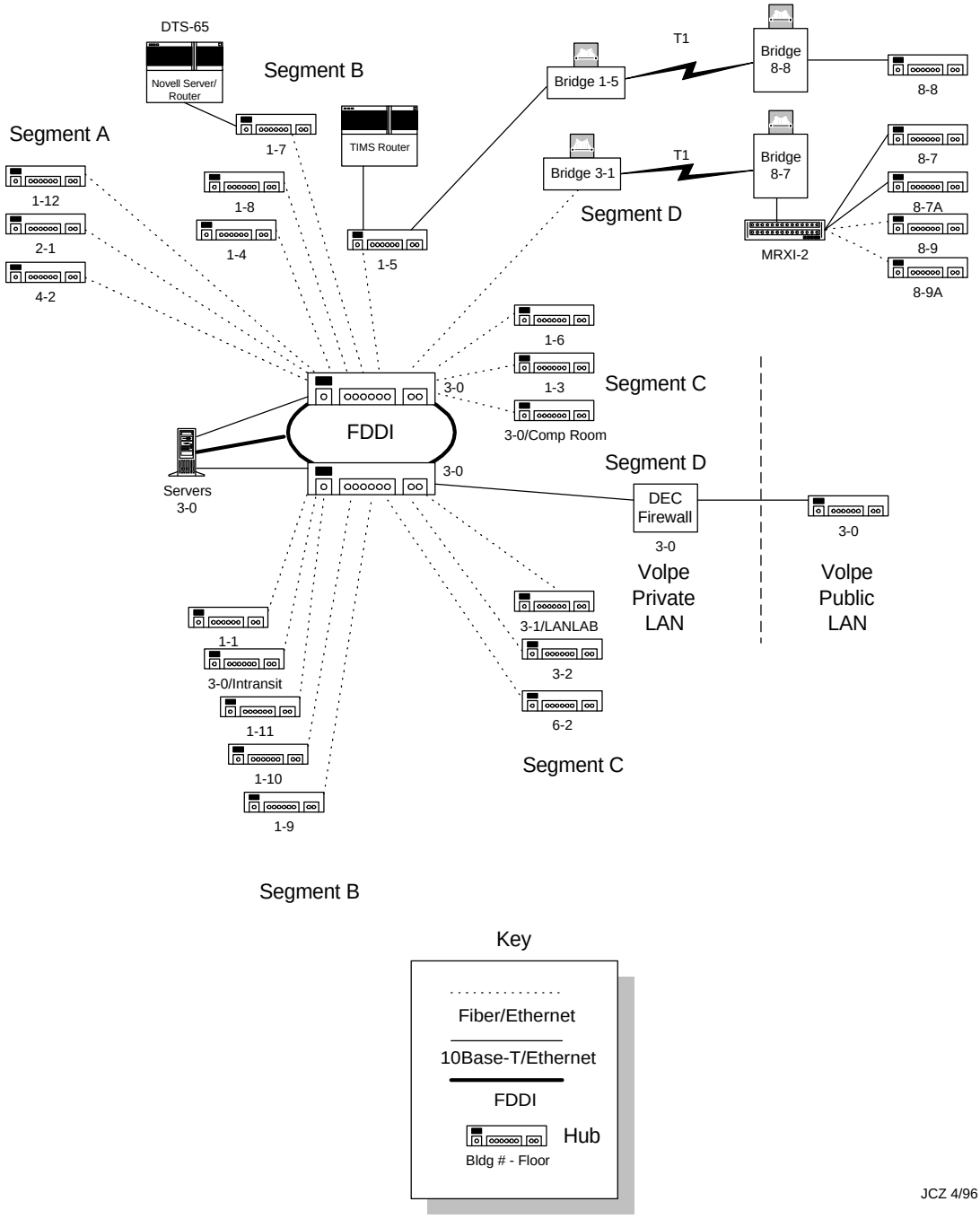
- **Cabling** - The Volpe Center has in place a fiber optic (FDDI grade) backbone connecting each building and floor, except Building #8, to the Computer Center in the basement of Building #3. Each floor network wiring closet is cabled to the Building #3 Computer Center with six pairs of 62.5 x 125 micron 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

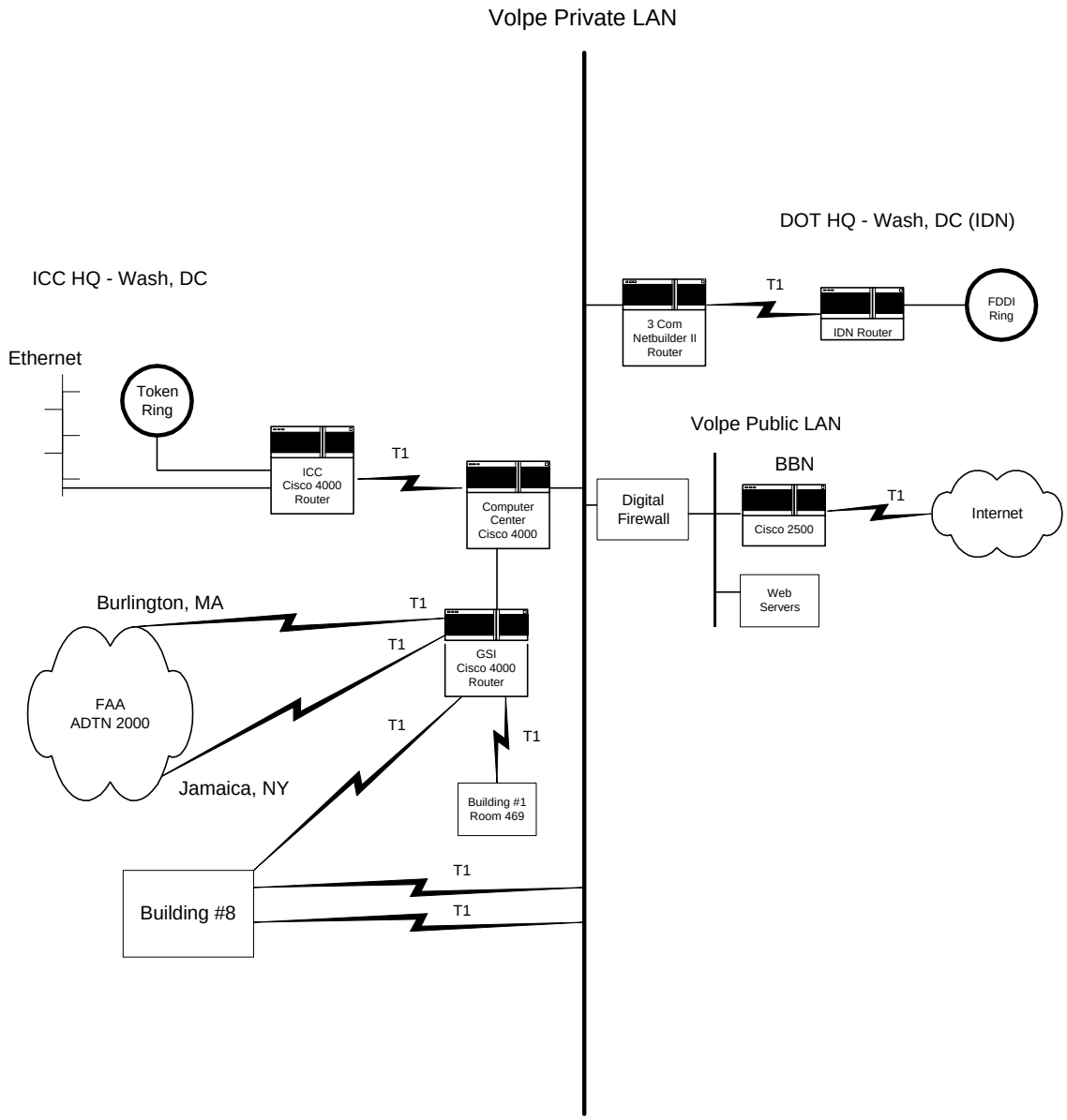


Key

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.

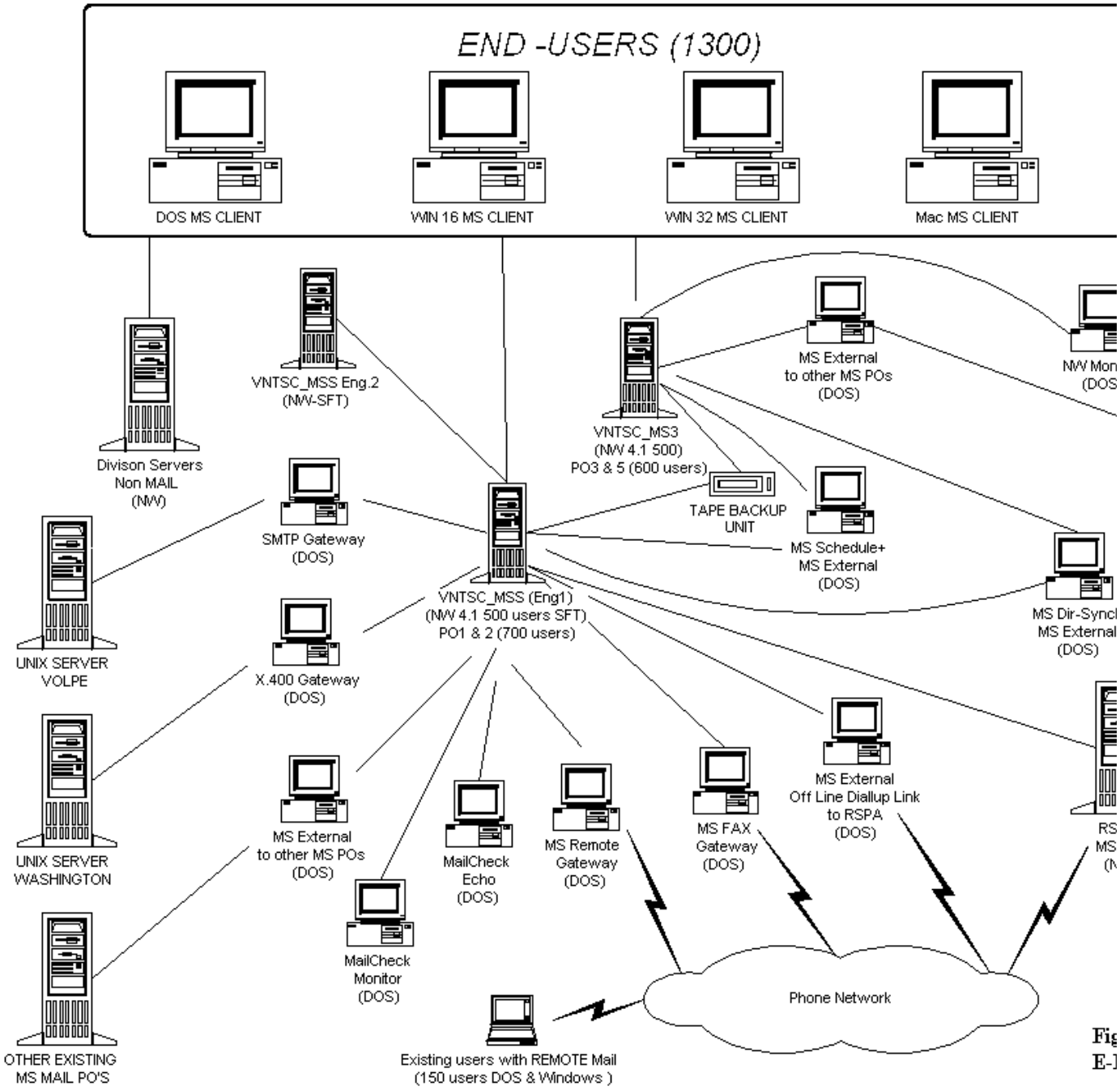
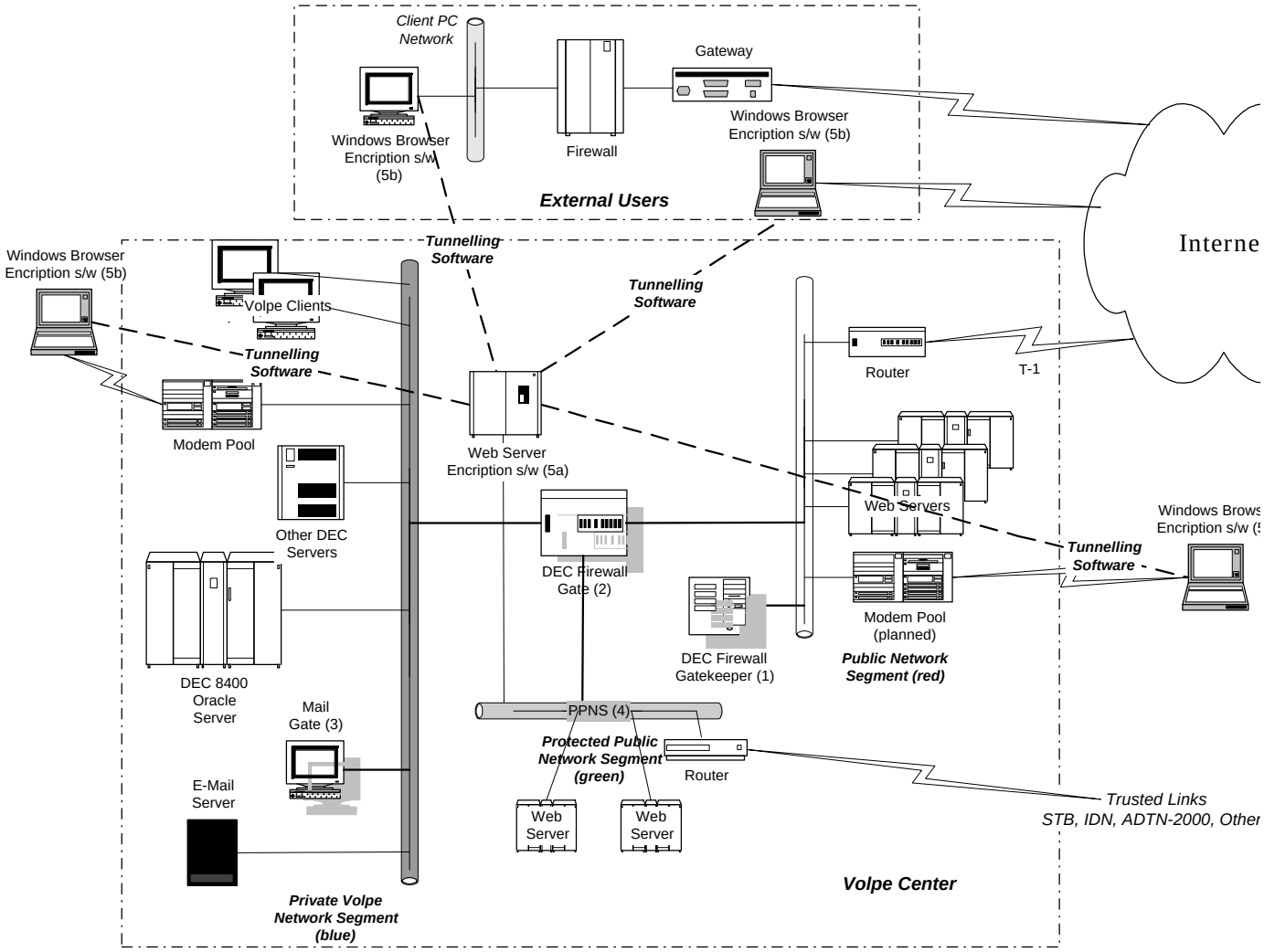

END -USERS (1300)
DOS MS CLIENT
WIN 16 MS CLIENT
WIN 32 MS CLIENT
Mac MS CLIENT
Divison Servers
Non MAIL
(NW)
VNTSC_MSS Eng.2
(NW-SFT)
VNTSC_MS3
(NW 4.1 500)
PO3 & 5 (600 users)
MS External
to other MS POs
(DOS)
TAPE BACKUP
UNIT
MS Schedule+
MS External
(DOS)
SMTP Gateway
(DOS)
VNTSC_MSS (Eng1)
(NW 4.1 500 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.4

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

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 Division of
Director 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.

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

Allen L. Moss Division of
Director Wage Determination

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210
Wage Determination No.: 94-2103
Revision No.: 8
Date of Last Revision: 12/08/1995

State(s): Dist. of Col., Maryland, Virginia

Area: MARYLAND COUNTIES OF CALVERT,CHARLES, FREDERICK, MONTGOMERY, PRINCE GEORGE'S, ST MARY'S
VIRGINIA COUNTIES OF ALEXANDRIA, ARLINGTON, FAIRFAX, FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN, PRINCE WILLIAM, STAFFORD.

** 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	$ 8.60
01012	Accounting Clerk II	$ 10.20
01013	Accounting Clerk III	$ 11.95
01014	Accounting Clerk IV	$ 14.15
01030	Court Reporter	$ 13.22
01050	Dispatcher, Motor Vehicle	$ 13.85
01060	Document Preparation Clerk	$ 10.05
01090	Duplicating Machine Operator	$ 10.05
01110	Film/Tape Librarian	$ 12.88
01115	General Clerk I	$ 7.48
01116	General Clerk II	$ 8.55
01117	General Clerk III	$ 10.05
01118	General Clerk IV	$ 13.68
01120	Housing Referral Assistant	$ 14.82
01131	Key Entry Operator I	$ 9.74
01132	Key Entry Operator II	$ 10.88
01191	Order Clerk I	$ 11.26
01192	Order Clerk II	$ 12.44
01220	Order Filler	$ 12.76
01261	Personnel Assistant (Employment) I	$ 10.33
01262	Personnel Assistant(Employment) II	$ 11.28
01263	Personnel Assistant (Employment) III	$ 13.00
01264	Personnel Assistant (Employment IV)	$ 15.50
01270	Production Control Clerk	$ 14.82
01290	Rental Clerk	$ 12.08
01300	Scheduler, Maintenance	$ 12.08
01311	Secretary I	$ 12.08
01312	Secretary II	$ 13.22
01313	Secretary III	$ 14.82
01314	Secretary IV	$ 16.86
01315	Secretary V	$ 18.96
01320	Service Order Dispatcher	$ 12.08
01341	Stenographer I	$ 13.26
01342	Stenographer II	$ 14.87

01400	Supply Technician	$ 16.86
01420	Survey Worker (Interviewer)	$ 13.22
01460	Switchboard Operator-Receptionist	$ 10.25
01510	Test Examiner	$ 13.22
01520	Test Proctor	$ 13.22
01531	Travel Clerk I	$ 7.95
01532	Travel Clerk II	$ 8.60
01533	Travel Clerk III	$ 9.26
01611	Word Processor I	$ 10.48
01612	Word Processor II	$ 12.05
01613	Word Processor III	$ 14.95

AUTOMATIC DATA PROCESSING:

03010	Computer Data Librarian	$ 9.97
03041	Computer Operator I	$ 10.23
03042	Computer Operator II	$ 12.06
03043	Computer Operator III	$ 14.62
03044	Computer Operator IV	$ 16.53
03045	Computer Operator V	$ 17.79
03071	Computer Programmer I 1/	$ 14.46
03072	Computer Programmer II 1/	$ 16.97
03073	Computer Programmer III 1/	$ 19.87
03074	Computer Programmer IV 1/	$ 23.04
03101	Computer Systems Analyst I 1/	$ 17.93
03102	Computer Systems Analyst II 1/	$ 23.32
03103	Computer Systems Analyst III 1/	$ 27.12
03160	Peripheral Equipment Operator	$ 9.97

AUTOMOTIVE SERVICE:

05005	Automobile Body Repairer, Fiberglass	$ 17.77
05010	Automotive Glass Installer	$ 15.90
05040	Automotive Worker	$ 15.90
05070	Electrician, Automotive	$ 16.85
05100	Mobile Equipment Servicer	$ 13.94
05130	Motor Equipment Metal Mechanic	$ 17.77
05160	Motor Equipment Metal Worker	$ 15.90
05190	Motor Vehicle Mechanic	$ 17.77
05220	Motor Vehicle Mechanic Helper	$ 12.94
05250	Motor Vehicle Upholstery Worker	$ 14.95
05280	Motor Vehicle Wrecker	$ 15.90
05310	Painter, Automotive	$ 16.85
05340	Radiator Repair Specialist	$ 15.90
05370	Tire Repairer	$ 13.94
05400	Transmission Repair Specialist	$ 17.77

FOOD PREPARATION AND SERVICE:

07010	Baker	$ 11.35
07041	Cook I	$ 9.95
07042	Cook II	$ 11.35
07070	Dishwasher	$ 7.16
07100	Food Service Worker (Cafeteria Worker)	$ 7.16
07130	Meat Cutter	$ 11.35
07250	Waiter/Waitress	$ 7.81

FURNITURE MAINTENANCE AND REPAIR:

09010	Electrostatic Spray Painter	$ 16.85
09040	Furniture Handler	$ 12.13
09070	Furniture Refinisher	$ 16.85
09100	Furniture Refinisher Helper	$ 12.94
09110	Furniture Repairer, Minor	$ 14.95
09130	Upholsterer	$ 16.85

GENERAL SERVICES AND SUPPORT:

11030	Cleaner, Vehicles	$ 7.16
11060	Elevator Operator	$ 7.16
11090	Gardener	$ 9.95
11121	Housekeeping Aide I	$ 6.44
11122	Housekeeping Aide II	$ 7.26
11150	Janitor	$ 7.16
11180	Laborer	$ 9.71
11210	Laborer, Grounds Maintenance	$ 7.81
11240	Maid or Houseman	$ 6.33
11270	Pest Controller	$ 10.68
11300	Refuse Collector 3/	$ 7.16
11330	Tractor Operator	$ 9.24
11360	Window Cleaner	$ 7.81

HEALTH:

12010	Ambulance Driver	$ 10.42
12040	Emergency Medical Technician	$ 10.42
12071	Licensed Practical Nurse I	$ 12.69
12072	Licensed Practical Nurse II	$ 14.25
12073	Licensed Practical Nurse III	$ 15.95
12100	Medical Assistant	$ 8.48
12130	Medical Laboratory Technician	$ 8.48
12160	Medical Record Clerk	$ 8.48
12190	Medical Record Technician	$ 11.75
12221	Nursing Assistant I	$ 7.28
12222	Nursing Assistant II	$ 8.18
12223	Nursing Assistant III	$ 10.48
12224	Nursing Assistant IV	$ 11.77
12250	Pharmacy Technician	$ 10.57
12280	Phlebotomist	$ 8.48
12311	Registered Nurse I	$ 15.88
12312	Registered Nurse II	$ 17.80
12313	Registered Nurse II, Specialist	$ 19.65
12314	Registered Nurse III	$ 21.55
12315	Registered Nurse III, Anesthetist	$ 21.55
12316	Registered Nurse IV	$ 25.83

INFORMATION AND ARTS:

13002	Audiovisual Librarian	$ 16.86
13011	Exhibits Specialist I	$ 15.11
13012	Exhibits Specialist II	$ 18.90
13013	Exhibits Specialist III	$ 23.27
13041	Illustrator I	$ 15.11
13042	Illustrator II	$ 18.90
13043	Illustrator III	$ 23.27
13047	Librarian	$ 18.96

13050	Library Technician	$ 13.22
13071	Photographer I	$ 13.46
13072	Photographer II	$ 15.11
13073	Photographer III	$ 18.90
13074	Photographer IV	$ 23.27
13075	Photographer V	$ 25.60

LAUNDRY, DRY CLEANING, PRESSING:

15010	Assembler	$ 5.99
15030	Counter Attendant	$ 5.99
15040	Dry Cleaner	$ 7.74
15070	Finisher, Flatwork, Machine	$ 5.99
15090	Presser, Hand	$ 5.99
15100	Presser, Machine, Dry Cleaning	$ 5.99
15130	Presser, Machine, Shirts	$ 5.99
15160	Presser, Machine, Wearing Apparel, Laundry	$ 5.99
15190	Sewing Machine Operator	$ 8.37
15220	Tailor	$ 8.98
15250	Washer, Machine	$ 6.58

MACHINE TOOL OPERATION AND REPAIR:

19010	Machine-tool Operator (Toolroom)	$ 16.85
19040	Tool and Die Maker	$ 20.52

MATERIALS HANDLING AND PACKING:

21010	Fuel Distribution System Operator	$ 14.80
21020	Material Coordinator	$ 14.64
21030	Material Expediter	$ 14.64
21040	Material Handling Laborer	$ 10.01
21071	Forklift Operator	$ 10.93
21080	Production Line Worker (Food Processing)	$ 11.25
21100	Shipping/Receiving Clerk	$ 11.78
21130	Shipping Packer	$ 10.54
21140	Store Clerk I	$ 8.61
21150	Stock Clerk (Shelf Stocker; Store Worker II)	$ 10.38
21210	Tools and Parts Attendant	$ 12.73
21400	Warehouse Specialist	$ 11.25

MECHANICS AND MAINTENANCE AND REPAIR:

23010	Aircraft Mechanic	$ 17.77
23040	Aircraft Mechanic Helper	$ 12.94
23060	Aircraft Servicer	$ 14.95
23070	Aircraft Worker	$ 15.90
23100	Applicance Mechanic	$ 16.85
23120	Bicycle Repairer	$ 13.94
23125	Cable Splicer	$ 17.77
23130	Carpenter, Maintenance	$ 16.85
23140	Carpet Layer	$ 16.85
23160	Electrician, Maintenance	$ 17.93
23181	Electronics Technician, Maintenance I	$ 13.94
23182	Electronics Technician, Maintenance II	$ 17.79

23183	Electronics Technician, Maintenance II		$ 20.20
23260	Fabric Worker	$ 13.24	
23290	Fire Alarm System Mechanic		$ 17.77
23310	Fire Extinguisher Repairer		$ 13.94
23340	Fuel Distribution System Mechanic		$ 17.77
23370	General Maintenance Worker		$ 15.90
23400	Heating, Refrigeration and Air Conditioning Mechanic		$ 17.77
23430	Heavy Equipment Mechanic		$ 17.77
23460	Instrument Mechanic		$ 17.77
23500	Locksmith		$ 16.85
23530	Machinery Maintenance Mechanic		$ 18.45
23550	Machinist, Maintenance		$ 18.61
23580	Maintenance Trades Helper		$ 12.94
23640	Millwright		$ 17.77
23700	Office Appliance Repairer		$ 16.85
23740	Painter, Aircraft		$ 16.85
23760	Painter, Maintenance		$ 16.85
23790	Pipefitter, Maintenance		$ 17.77
23800	Plumber, Maintenance		$ 16.85
23820	Pneudraulic Systems Mechanic		$ 17.77
23850	Rigger		$ 17.77
23870	Scale Mechanic		$ 15.90
23890	Sheet-metal Worker, Maintenance		$ 17.77
23910	Small Engine Mechanic		$ 15.90
23930	Telecommunications Mechanic I		$ 17.77
23940	Telecommunications Mechanic II		$ 18.71
23950	Telephone Lineman		$ 17.77
23960	Welder, Combination, Maintenance		$ 17.77
23965	Well Driller		$ 17.77
23970	Woodcraft Worker		$ 17.77
23980	Woodworker		$ 14.80

PERSONAL NEEDS:

24570	Child Care Attendant		$ 7.56
24600	Chore Aide		$ 6.33
24630	Homemaker		$ 10.48

PLANT AND SYSTEM OPERATION:

25010	Boiler Tender	$ 17.77	
25040	Sewage Plant Operator		$ 16.85
25070	Stationary Engineer		$ 17.77
25190	Ventilation Equipment Tender		$ 12.94
25210	Water Treatment Plant Operator		$ 16.85

PROTECTIVE SERVICE:

27004	Alarm Monitor	$ 11.20	
27010	Court Security Officer		$ 15.48
27040	Detention Officer		$ 15.48
27070	Firefighter		$ 14.18
27101	Guard I		$ 8.50
27102	Guard II		$ 11.20
27130	Police Officer		$ 17.07

TECHNICAL:

29020	Archeological Technician	$ 18.90
29030	Cartographic Technician	$ 18.90
29035	Computer Based Training Specialist/Instructor	$ 17.93
29040	Civil Engineering Technician	$ 18.90
29061	Drafter I	$ 10.75
29062	Drafter II	$ 13.46
29063	Drafter III	$ 15.11
29064	Drafter IV	$ 18.90
29070	Embalmer	$ 18.40
29081	Engineering Technician I	$ 11.55
29082	Engineering Technician II	$ 13.40
29083	Engineering Technician III	$ 16.10
29084	Engineering Technician IV	$ 18.48
29085	Engineering Technician V	$ 22.60
29086	Engineering Technician VI	$ 27.35
29090	Environmental Technician	$ 18.27
29100	Flight Simulator/Instructor (Pilot)	$ 23.32
29150	Graphic Artist	$ 17.93
29210	Laboratory Technician	$ 14.62
29240	Mathematical Technician	$ 18.48
29330	Mortician	$ 18.40
29361	Paralegal/Legal Assistant I	$ 13.22
29362	Paralegal/Legal Assistant II	$ 16.86
29363	Paralegal/Legal Assistant III	$ 20.62
29364	Paralegal/Legal Assistant IV	$ 24.95
29390	Photooptics Technician	$ 18.48
29480	Technical Writer	$ 16.72
29620	Weather Observer, Senior 2/	$ 17.02
29621	Weather Observer, Combined 2/ Upper Air and Surface Programs	$ 14.62
29622	Weather Observer, Upper Air 2/	$ 14.62

TRANSPORTATION/MOBILE EQUIPMENT OPERATION:

31030	Bus Driver	$ 13.24
31100	Driver Messenger	$ 9.67
31200	Heavy Equipment Operator	$ 18.66
31260	Parking and Lot Attendant	$ 7.50
31290	Shuttle Bus Driver	$ 10.42
31300	Taxi Driver	$ 9.67
31361	Truckdriver, Light Truck	$ 10.42
31362	Truckdriver, Medium Truck	$ 13.24
31363	Truckdriver, Heavy Truck	$ 15.54
36364	Truckdriver, Tractor-Trailer	$ 16.93

MISCELLANEOUS:

99005	Aircraft Quality Control Inspector	$ 18.71
99020	Animal Caretaker	$ 8.52
99030	Cashier	$ 6.49
99040	Child Care Center Clerk	$ 10.51
99050	Desk Clerk	$ 9.42
99260	Instructor	$ 18.40
99300	Lifeguard	$ 6.87
99350	Part Attendant (Aide)	$ 8.45

99400	Photofinishing Worker (Photo Lab/Dark Room Technician)	$ 7.56
99500	Recreation Specialist	$ 15.35
99510	Recycling Worker	$ 9.24
99610	Sales Clerk	$ 6.73
99630	Sports Official	$ 6.73
99658	Survey Party Chief	$ 10.93
99659	Surveying Technician	$ 9.42
99660	Surveying Aide	$ 6.16
99690	Swimming Pool Operator	$ 11.35
99720	Vending Machine Attendant	$ 9.24
99730	Vending Machine Repairer	$ 11.35
99740	Vending Machine Repairer Helper	$ 9.24

**** 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 ten paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, 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/
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)

2/
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 established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J.5

TECHNICAL SUPPORT SERVICES OFFICE

OFFICE OF PLANS AND PROGRAMS

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

JOB ORDER SYSTEM

ATTACHMENT J.5

JOB ORDER SYSTEM

A. Support Under the Operations Research Analysis Support Services Contract

1. Introduction

The Technical Support Services Office/DTS-25 provides a wide range of in-house/on-site technical support services in support of the Volpe National Transportation Systems Center's (Volpe Center) mission. Many of these services are provided through an Operations Research Analysis Support Services Contract in which tasks are accomplished by the Contractor under a Job Order system managed and operated by the Volpe Center. The Volpe Center Operations Research Analysis Support Services Contract represents a critical component of the Center's technical resources and the Center's ability to respond to new initiatives and changing requirements.

2. Description of Service

The Operations Research Analysis Support Services Contract offers the following support:

Strategic planning and organizational analysis; transportation demand, capacity and flow analysis; economic and regulatory analysis; safety, security and risk assessment; human performance research and evaluation; systems and logistics operations and assessment; and information and statistical analysis. In addition engineering skills may be required to support multidisciplinary teams in any of the above areas.

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 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. There is a limited number of contractual labor years to support this type of need.

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 at the Volpe Center (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 technical 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 Support Service 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 Division 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. Most frequently, DOD-STD-2167, 2167A or MIL-STD-498 is used 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	Unisys Corporation
DTS-24	B. Blood
DTS-31	Vacant
DTS-35	D. Reed
DTS-36	M. Wolfe
DTS-37	R. Tap
DTS-38	M. Dinning
DTS-39	R. Booth
DTS-41	R. Ricci
DTS-401	Vacant
DTS-42	J. O'Donnell
DTS-44	S. LaTores
DTS-45	D. Sussman
DTS-49	M. Jacobs
DTS-502	T. Comparato
DTS-52	M. Moroney
DTS-53	E. Spitzer
DTS-56	R. Wright
DTS-57	G. Skaliotis
DTS-59	Vacant
DTS-62	D. Ward
DTS-63	A. Kaprelian
DTS-65	J. McGann
DTS-66	P. Bushueff
DTS-67	J. Hallock
DTS-68	R. Smith
DTS-69	D. Damm-Luhr
DTS-701	R. Dorer
DTS-72	R. Walter
DTS-73	. Hitz
DTS-74	G. Neat
DTS-75	A. Barrington
DTS-76	H. Weinstock
DTS-77	Vacant

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	TO BE COMPLETED BY ACCOUNTING OFFICE (JOB ESTIMATE FOR COMMITMENT PURPOSES).
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 ETAILING DELEGATIONS OF AUTHORITY.
10 CONTRACTOR LABOR	FOR CONTRACTOR INFORMATION AND TRACKING.
11 REGULAR LABOR	ENTER CONTRACTOR LABOR CODES AND COST ESTIMATES. MAXIMUM OF SIX CATEGORIES.
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.

SUMMARY OF VOLPE CENTER ANNOUNCEMENT #95-27 DATED 8/31/95

The authorizing signatures required for Technical Support Services are in accordance with Volpe Center Order 1100.1A Chg 62 and are as follows:

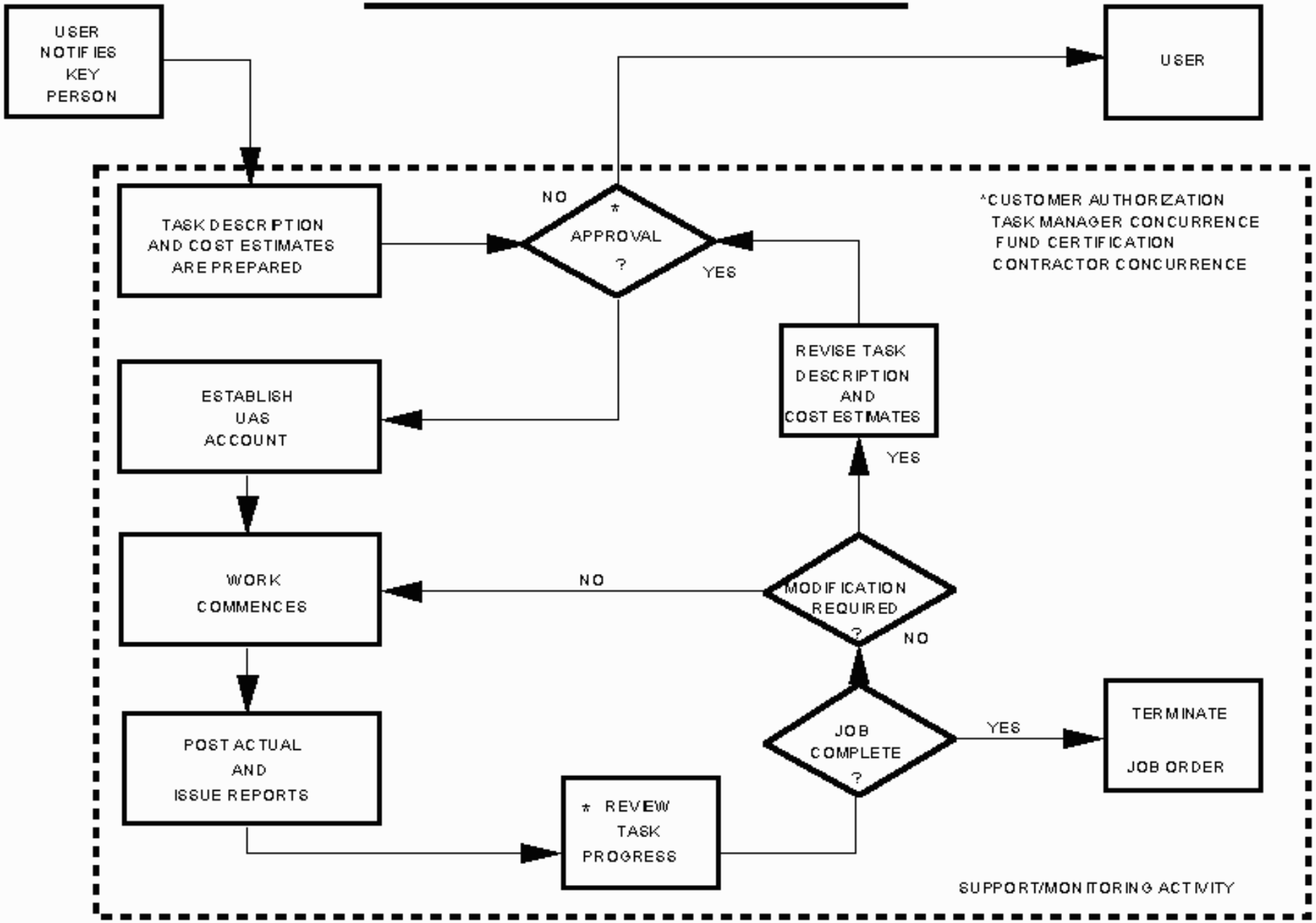
UPPER LIMITS OF AUTHORITY*

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	X
Over $100,000 to $1,000,000		X	
Unlimited	X		

* All requests for the expenditure of resources against a PPA require concurrence by the cognizant task manager.

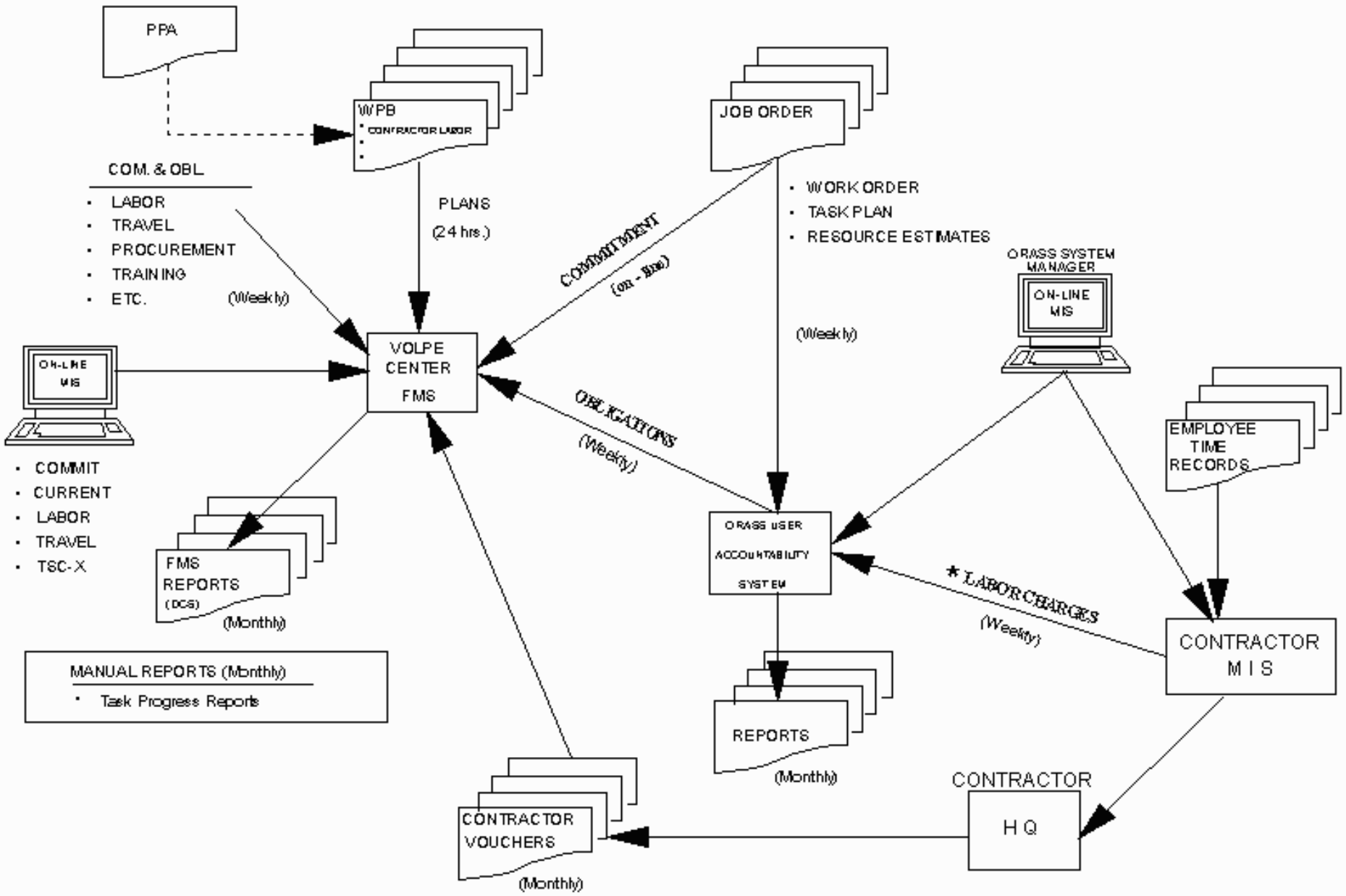
Figure 4

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.6

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER

USER ACCOUNTABILITY SYSTEM OVERVIEW

ATTACHMENT J.6

USER ACCOUNTABILITY SYSTEM OVERVIEW

A. User Accountability System

1. Introduction

In order to support the process of managing the Volpe Center and administering technical 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 Support Services 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 support services Contractor provides the Technical Support Services Office 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 twice weekly. The first run is a preliminary run to input weekly labor charges. This system update is scheduled for close of business (COB) each Monday. (Close of business Tuesday 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. The second run (which takes place on Wednesday of the same week) will process labor adjustments, if any. 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 AN ALPHA CODE DESIGNATING WHO IS SUPPORTING THE TASK AND THE SECTION RESPONSIBLE FOR MONITORING THE TASK. (See Figure 8)

XXXX - NUMERIC JOB NUMBER ASSIGNED BY THE RESPONSIBLE MONITOR OR CONTRACTOR.

B - ALPHA CODE USED TO DESIGNATE SUBTASK.

Figure 7

JOB NUMBER
PREFIX

FUNDS SOURCE	OPERATIONS RESEARCH	ENGINEERING SUPPORT
DIRECT	H	X
INDIRECT	G	U
OPERATIONAL	K	K

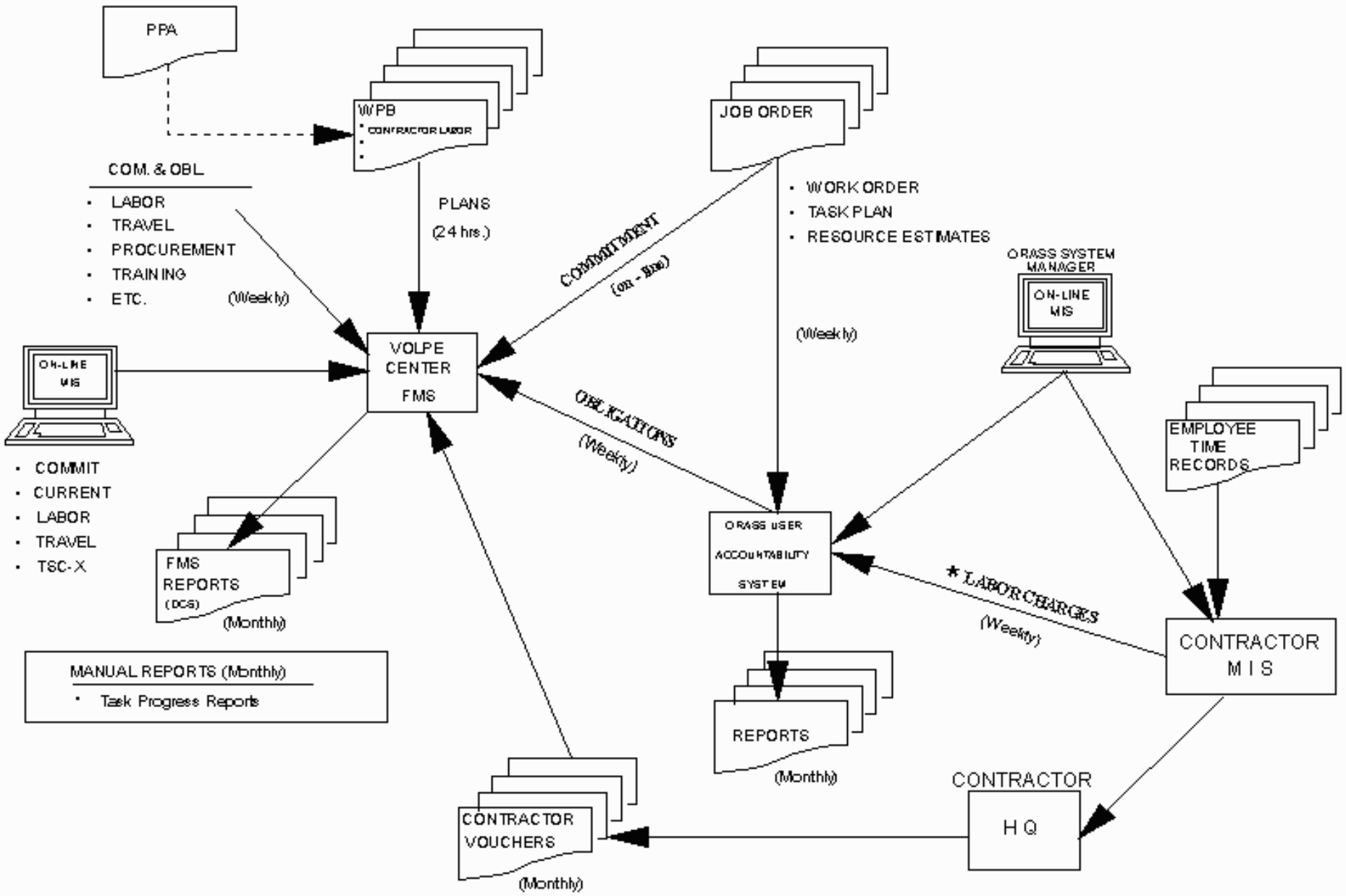
Figure 8

APPENDIX A

USER ACCOUNTABILITY SYSTEM

STRUCTURE AND FLOW

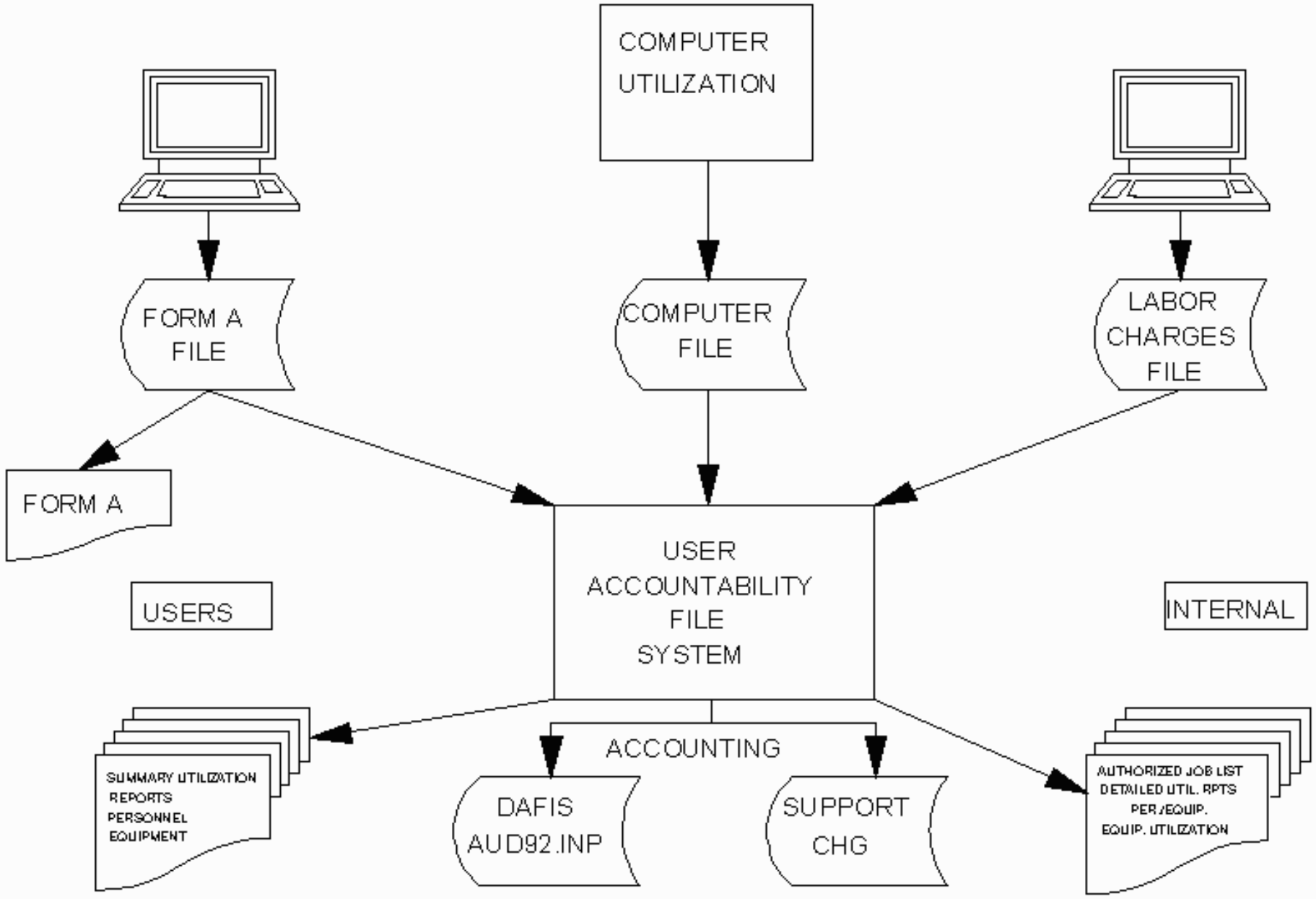
ORASS JOB ORDER AND COST TRACKING



★ 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.7

INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

ATTACHMENT J.7

INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR

A. Instructions and Procedures for the Contractor

1. Billing Instructions

(a) Voucher Submission

! The Contractor is responsible for the preparation and submission of reimbursement claims in accordance with the terms of the contract. Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, shall be used. SF 1035, the Continuation Sheet, or a similar substitute will be used. Reproductions are acceptable.

! Number of copies - The contract shall submit an original and three copies of each voucher and continuation sheet to DOT/Volpe Center, Accounting Office, DTS-823, 55 Broadway, Kendall Square, Cambridge, MA 02142-1093.

! Time for Submission - Vouchers may be submitted at the beginning of each calendar month for costs incurred during the previous month's user accountability period. Costs incurred earlier than the preceding month, but not previously billed for, may be stated on the SF 1034/1035. Vouchers are submitted once every month. Other billing arrangements may at times be made subject to approval by the Administrative Contracting Officer.

(b) Preparation of Public Vouchers

SF 1034 - Cover Sheet

! Vouchers No. - Insert the appropriate serial number of each voucher, beginning with No. 1 and using consecutive numbers. Use the same voucher number for each page of a given voucher. If a company wishes to use its own number as well, place it under Schedule Number in the block below.

! Date voucher prepared - Insert the date on which the public voucher was prepared.

- Contract number and date - Insert contract number, i.e. DTRS57-year-C-oooX.

- Payee's name and address - Provide your company name and address or the bank or organization to which payments have been assigned (Federal Acquisition Regulation, Subpart 32.8).

- Date of delivery or service - Show the month and year, beginning and ending dates of incurrence of costs claimed for reimbursement.

- Amount and total - Insert the amount claimed for the period. The amount claimed must agree with the detail provided in the attachments.

Continuation Sheet 1 - The first continuation sheet is a summary of contract costs displaying contract costs by contract year(s), total contract cumulative to date, and billing for the current period. This Continuation Sheet should also identify the total hours of the Prime Contractor paid for this billing period and the subcontractor/other hours processed through the Volpe Center User Accountability System for this billing period even though the costs for these subcontractor/other hours may not be included as part of this voucher.

Continuation Sheet 2 - The second continuation sheet lists the Prime Contractor hours and cost by labor category for the current contract year (cum) and the current billing period for all functional areas of the contract. This sheet will also include a breakdown of Other Direct Costs, G&A, Fee (when applicable), total cost for the current contract year and the current billing period. See the sample Standard Forms 1034 and 1035 for details.

Standard Form 1034
Revised January 1980
Department of the Treasury
I TFRM 4-2000
1034-110

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract of Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** **TOTAL**

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR =$

EXCHANGE RATE =$1.00

DIFFERENCES

BY [3]

Amount verified; correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) (Authorized Certifying Officer)[3] (Title)

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER ON (Name of bank)

CASH $ DATE

PAYEE [3]

[1] When stated in foreign currency, insert name of currency.
[2] If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
[3] When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER

TITLE

Previous edition usable

NSN 7540-00-634-4206

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Major Cost Element	Contract Year #1 Cum to Date	Contract Year #2 Cum to Date etc.	Total Contract Cum to Date	This Billing Voucher #__
Direct Labor	__	__	__	
Other Direct Cost				
Overhead @---%	__	__	__	
Overtime Premium	__	__	__	
Other	__	__	__	
Total Other Direct Cost	__	__	__	
Total Direct Costs	__	__	__	
G&A @___%	__	__	__	
Total Costs	__	__	__	
Fixed Fee	__	__	__	
CPFF	__	__	__	
Contractor hours this period				
Subcontractor/Other hours this period				
	Total			

Continuation Sheet #1

	Current Contract Year Cumulative		This Billing Period Voucher #	
	Hours	Cost	Hours	Cost
Prime Contractor Labor				
OR Technology Specialist	__	__	__	
OR Senior Specialist	__	__	__	
OR Senior Analyst	__	__	__	
OR Analyst	__	__	__	
etc.				
Total Labor	__	__	__	
Other Direct Costs				
Overhead - %		__		
Overtime Premium		__		
Major Subcontractors		__		
Unspecified Subcontractors		__		
Travel & Training		__		
Offsite Space		__		
etc.				
Total Other Direct Costs		__		
Total Direct Costs		__		
G&A ---%		__		
Total Costs		__		
Fixed Fee		__		
Total CPFF		__		

Continuation Sheet #2

2. Procedures to Obtain Subcontracting Support under the Volpe Center Information Systems Support Services Contract

(a) Introduction

Subcontracting is recognized as a necessary tool for meeting the performance requirements of the contract. However, it is essential that the Contractor understand and abide by the requirements of FAR Clause 52.215-24, "Subcontractor Cost of Pricing Data," and FAR Clause 52.244-2, "Subcontracts," in Section I. It is especially important that the Contractor provide adequate justification to proposed non-competitive subcontract awards to assure that such awards do not give the appearance of using the prime contract as a conduit for evading said regulations.

(b) Justification

(1) The Contractor's use of "Other Subcontractors" will be exclusively a function of special case support requirements associated with work formally tasked to the Contractor via the Volpe Center Job Order System. The Contractor will subcontract outside support only when defined work requirements cannot feasibly be satisfied through professional resources available within the Contractor's project staff. In all cases, "Other Subcontractors" will be used to contribute technical support for work being performed under the Contractor's direction and for which the Contractor provides the principal support personnel. In no case will the Contractor utilize the subcontracting provision as a means of acquiring subcontract support for work that is not formally assigned to be the Contractor's responsibility to perform.

(2) The use of "Other Subcontractors"is normally associated with one of the following:

For purposes of supporting Volpe Center work requiring unique and/or specialized state-of-the-art skills which cannot be made available within the Contractor's Project Staff in a timely manner and where one of the following conditions is true:

a. The Volpe Center project/work requirement has time constraints requiring immediate support (e.g., high priority requirements that need staff assigned expeditiously to satisfy important Volpe Center milestones). Elapsed time constraints associated with not being able to hire in time or train in timely manner can be a reason for requiring "Other Subcontractor" support.

b. The capability is required for only a short term and would not be of general utility beyond the immediate work requirement.

c. The Contractor cannot reasonably attract individuals with the requisite skills (e.g., because there is no career path for them).

d. Transition-type tasks where the Volpe Center desires the work being performed by another Contractor to be transitioned to the Contractor's Support Services Contract.

In all cases of "Other Subcontractor" support, the Contractor retains full delegated responsibility for the work being performed for the Volpe Center. The "Other Subcontractor" support role is strictly limited to technical assistance to be provided under the direction of the assigned Contractor's project leader. "Other Subcontractors" will be expected to comply with the decisions and directives of the Contractor's management as regards all aspects of work performance. Failure to comply with the Contractor's management directives will be grounds for terminating the subcontracted support.

(c) Procedure For Use of Other Subcontractors

(1) When a task requiring contracting is contemplated, the cognizant Branch Manager coordinates with the Project Manager, explaining the task, identifying the Volpe Center customer, the need or justification requiring use of other subcontractor support, and, if applicable, the specialty or predominant capability not available on-site.

Each justification shall reflect the consideration that has been given to the Contractor's on-site sources and the reasons why they are insufficient to satisfy the requirements. The following represent factors which should be considered:

a. What is the capability/skill which is important to the specific effort that makes subcontracting clearly required or desirable over other alternatives?

b. If schedules are involved, why are they critical and why can subcontracting best meet these requirement?

c. Is the present task a direct continuation of a previous effort performed by the proposed subcontractor which the Volpe Center desires to phase over to the in-house support contract?

(2) The need for use of another subcontractor will be coordinated with the Contracting Officer's Technical Representative (COTR). The need will identify the task, required skills or needs, number of people, approximate period of performance, and estimated cost.

(3) Upon concurrence of the COTR, the Contractor will prepare a requisition along with a Statement of Work (SOW) to include the special skills required, number of people, period of performance, approximate cost, and any known sources for the service, and will forward same to the Contractor's Contracts Office. If only one source is deemed available, the SOW will be accompanied by a sole-source justification.

(4) Upon receipt of the requisition, the Contractor's Contracts Office will review the Statement of Work, skill requirements, and level of effort for thoroughness and clarity.

(5) If only one source is considered available, the Contractor's Contract's Office review will include an attempt to identify other potential sources. Competition will be sought unless otherwise justified based on the identified requirements. In the event a sole-source subcontract is determined, the consent request shall be forwarded through the technical monitor (COTR) for concurrence to the Contracting Officer for consent, accompanied by a memo showing the facts leading to the Contractor determination of a non-competitive procurement.

(6) The Contractor's Contracts Office will solicit proposals for "Other Subcontractors" as follows:

a. An RFP will be developed and sent to a bidder's list for purposes of receiving proposals and competitive awards.

b. The RFP will include information such as: background; Statement of Work; required special skills, educational background, years of experience; need for specification of proposed rates such as estimated costs, overhead rates, G&A rates and fee, evaluation criteria; requirement of Certificate Current Cost or Data; etc.

(7) Award Basis

Award(s) will be made to one or more subcontractors whose proposals are deemed to be most advantageous based upon price, technical capability, and other cogent factors. In determining the acceptability of proposals, the Contractor will consider the following types of factors:

a. Qualifications of proposed staff, including applicable experience and education.

b. Adequacy and availability of number of people per labor category.

c. Customer references.

d. Commitment of proposed staff and estimated time lapse before assignment to task order.

e. Specific information on proposed rates for subcontracting the services of the identified individuals, to include company overhead, G&A and fee; and any other applicable costs.

f. Understanding of the work to be accomplished.

Offerors will be cautioned that the following items are of concern to the Contractor and failure to satisfactorily resolve any of the issues may result in the rejection of the offer:

- The extent of exceptions taken to the request for proposal and subcontractor terms.

- Financial position of offerors.

The Contractor will reserve the right to make a site visit to the offeror facility and to request oral presentations by the offerors, if considered necessary.

(8) Coordination with Contracting Officer

A package of advance notification containing information pertinent to the award will be submitted to the Contracting Officer for his concurrence. The package will contain the following items that are germane to the provisions of Clause No. 52-244-2 in Section I of the subject contract.

a. Description of supplies or services to be acquired by the subcontract.

b. Explanation of method and rationale employed in the selection of the subcontract.

c. Cost/price analysis.

d. Subcontractor's certificate of current cost or pricing data if applicable.

e. Subcontractor Document.

f. Memorandum of Negotiation.

g. Description of incentives if applicable.

h. Bidders list.

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 request for overtime which has an impact on estimated job cost must be further supported by an authorized modification to the job order.

4. Productive Direct Labor Hour

A labor year for purposes of the contract consists of 2087 productive direct labor hours. Productive direct labor hours are those hours expended by Contractor personnel in performing work under the scope of the contract and called for in Job Orders issued under the Volpe Center Job Order System. This does not include sick leave, vacation, holidays, jury duty, miliary leave, or any other kind of administrative leave other than that which is granted to Volpe Center employees under special circumstances; e.g., extreme weather conditions. Productive direct labor hours includes hours expended by the Contractor on matters related to contract management/authorization only to the extent specifically authorized under contract administration or as specifically authorized in Job Orders.

5. Government Controlled Property

Property assigned to the Contractor for use under the contract is identified in the Volpe Center Property Management System under a unique Property Management Authority (PMA). The Contractor assumes responsibility for all property assigned under the contract, and has a designated PMA administrator for each of its organizational components. Periodically the Government distributes to each PMA administrator a listing of property for that organizational component. It is the obligation of the PMA administrator to validate/correct the listing of property shown for that organization and to return a current and accurate listing to the Volpe Center Property Management System.

6. Travel

Contractor personnel may be required to travel in performance of assigned tasks. All travel must be authorized under an approved Job Order.

7. Subcontracting

Because of the wide range of skills and work requirements covered within the scope of the 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. This support is in addition to any contractual teaming arrangements the Prime Contractor may propose.

8. Contract Administration Background Information

The Contract Administration Office is expected to develop, operate, and maintain operational procedures and MIS support for all aspects of the support provided under this contract (see C.4, C.5 and Sections E and F). In addition, the Contract Administration Office must provide a wide range of administrative services to support overall contract operations across all functional areas. The following is a summary of some of the workload associated with these services.

! During FY96, over 100 job orders were issued in the Operations Research Analysis and Engineering Support areas. Tasks ranged in size and complexity from very low level efforts (measured in weeks) to tasks involving over 7 labor years of effort. At the program level (PPA), approximately 40 PPAs were supported during the course of the year.

! In the performance of the contract, occasionally there is a need to process security clearances for Contractor personnel. Approximately three requests for security clearances per year were processed by the on-site support contractor.

! During the FY96 time frame, the Contractor was responsible for approximately 140 property items which were issued under the Volpe Center Property Management System.

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 (Attachment J.8) 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, Technical Initiators, and the Contracting Officer's Technical Representative. Figure 9 provides a listing of the reports and their current distribution.

Appendix A (UAS Reports 1-12) contains examples of the UAS reports. These are current UAS reports and some include information on machine charges. Machine information will not be necessary as part of this contract. These reports are self-explanatory with the main points of interest being:

! The control element is the Job Number

! 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 AND DISTRIBUTION

Distribution

	DTS-25	BCAs Contractor	Project Control	Tech Initiator	Division Chief	COTR	Contract Officer
1. UAS Job Listing			X				
2. UAS Job Status		X	X				
3. UAS Accounting Overrun			X				
4. UAS Distribution Controls	X		X				
5. UAS Batch 92		X					
6. UAS Labor Charge Errors		X	X				
7. UAS Organizational Field			X		X		
8. UAS Commitment Overruns	X	X	X				
9. UAS Job Detail	X	X	X				
10.UAS PPA x Job Order	X		X				
11.UAS Org x Job Order	X		X				X
12.UAS Labor Hours	X		X				

Figure 9

Appendix A

UAS Reports

UAS Report 1	Job Listing Report
UAS Report 2	Job Status Report
UAS Report 3	Accounting Overruns Report
UAS Report 4	Distribution Controls Report
UAS Report 5	TSS Job Order (Batch - 92) Report
UAS Report 6	Labor Charge Errors Report
UAS Report 7	Organizational Field Report
UAS Report 8	Commitment Overruns Report
UAS Report 9	UAS Job Detail Report
UAS Report 10	PPA x Job Order
UAS Report 11	Org. x Job Order
UAS Report 12	Labor Hours

REPORT 1

REPORT DATE NOV-30-1996 DOT TRANSPORTATION VOLPE CENTER PAGE 1
RUN DATE DEC-04-1996 TSS USER ACCOUNTABILITY
JOB LISTING REPORT REPORT UAS-JOB_LISTING

UAS JOB NUMBER	TITLE	INITIATOR	ORG	ACCTG JOB ORDER	PPA	JOB STATUS	STATUS DATE	JOB TYPE	JOB BALANCE
A3220A	IRMP	MCDONOUGH, THOMAS F	65	A1104	FA173	INACTIVE	031995	M	443.87
A3221A	FAA AIT BUSINESS PLAN	MCDONOUGH, THOMAS F	65	A3107	FA373	INACTIVE	111996	M	20135.12
A3566A	ENGINEERING SUPPORT TO FIBER OPTIC COMMU	POIRIER, PAUL J	77	A3026	FA328	ACTIVE	041993	M	175.60
A3962A	INVESTIGATION OF POTENTIAL TECHNOLOGIES/	NG, GOCK W	65	A1083	FA1D6	ACTIVE	111992	M	873.80
A3966A	AD-HOC SUPPORT FOR SDRT ISSUES	MCGANN, JOSEPH C JR	65	A1284	FA1H9	INACTIVE	121995	M	10465.49
A4204A	RESEARCH APPLICABLE TECHNOLOGIES	MCGANN, JOSEPH C JR	65	A4311	FA40M	INACTIVE	121995	M	43170.61
A4226A	FAA AIRWAY FACILITIES IRM STRATEGIC PLAN	MCDONOUGH, THOMAS F	65	A4127	FA4W4	INACTIVE	101995	M	12253.91
A4770A	CM AD-HOC ANALYSIS - WMEC-210 DATA SUPPO	BUSHUEFF, B PAUL JR	66	B4077	CG4A3	INACTIVE	101995	M	327.70
A5164A	SUPPORT FEMA ALL HAZARDS RESPONSE CENTER	TAP, ROBERT N	37	N5118	VR573	INACTIVE	041996	M	2357.46
A5210A	FAA CORPORATE SYSTEMS ARCHITECTURE (ENTE	HARNETT, KEVIN F	68	A5105	FA573	CLOSED	111996	M	0.00
A5243A	NIMS ORD	FURTADO, RUSSELL	65	A5299	FA51D	INACTIVE	121995	M	6683.03
A5430A	DSEDM ETMS DATA PRODUCTION	MCCABE, LAWRENCE J	56	A5353	FA5L1	ACTIVE	031995	M	982.40
A5560A	OET REQUIREMENTS ANALYSIS	COONEY, NANCY	36	P5010	RS520	ACTIVE	121994	M	659.70
A5730A	USCG MLCPAC LOSP PROJECT	BUSHUEFF, B PAUL JR	66	B5119	CL503	INACTIVE	021996	M	3069.05
A6011A	PLAN ARMY WATERCRAFT SAFETY ASSESSMENT T	COOK, RODNEY L	72	D6345	VG652	ACTIVE	091996	M	0.50
A6030A	PO PROJECT MGMT SUPPORT	MATTSON, PHILIP A	72	N6080	VR663	ACTIVE	051996	M	3284.50
A6100A	US ARMY MATERIEL READINESS SUPPORT - LOG	OSGOOD, SAMUEL P	39	D6031	VB683	ACTIVE	111995	M	4831.10
A6102A	ON-LINE MARITIME DATA ACCESS	THIBODEAU, ROBERT E	37	D6297	VG680	ACTIVE	071996	M	-1.20
A6103A	ON-LINE MARITIME DATA ACCESS	THIBODEAU, ROBERT E	37	D6147	VG695	ACTIVE	091996	M	3380.50
A6110A	TEAM BUILDING SUPPORT	WALTER, ROBERT A	72	N6080	VR663	ACTIVE	091996	M	139.00
A6111A	TEAM BUILDING SUPPORT	WALTER, ROBERT A	72	D6142	VG652	ACTIVE	091996	M	3.70
A6112A	TEAM BUILDING SUPPORT	WALTER, ROBERT A	72	N6056	VV668	ACTIVE	091996	M	125.10
A6113A	TEAM BUILDING SUPPORT	WALTER, ROBERT A	72	B6009	CG603	ACTIVE	091996	M	195.50
A6114A	TEAM BUILDING SUPPORT	WALTER, ROBERT A	72	A6225	FA60T	ACTIVE	091996	M	172.50
A6120A	EVALUATION OF MARINE DIESEL EXHAUST EMIS	COOK, RODNEY L	72	B6049	CG639	ACTIVE	041996	M	24610.80
A6121A	SUPPORT USCG VESSEL DISPOSAL ACTIVITIES	COOK, RODNEY L	72	B6117	CG626	CLOSED	121996	M	-27.00
A6125A	CRSG DEVELOPMENT SUPPORT	KRUMM, JOHN M	39	D6030	VB660	ACTIVE	051996	M	2004.37
A6153A	COAST GUARD AIR STATION DESIGN STANDARDS	COOK, RODNEY L	72	B6052	CG637	ACTIVE	031996	M	3794.20
A6160A	SUPPORT ARMY ATCOM AMPHIBIANS & WATERCRA	COOK, RODNEY L	72	D6142	VG652	ACTIVE	021996	M	2381.45
A6165A	SUPPORT ARMY ATCOM VESSEL HALON & CFC RE	COOK, RODNEY L	72	D6159	VG652	INACTIVE	111996	M	206.25
A6166A	SUPPORT ARMY ATCOM VESSEL HALON & CFC RE	COOK, RODNEY L	72	D6345	VG652	INACTIVE	111996	M	0.70
A6201A	IPT WEBB SUPPORT	FURTADO, RUSSELL	65	A6270	FA60M	ACTIVE	051996	M	934.84
A6211A	FAA/AIT SEI/CMM SOFTWARE METRICS	HARNETT, KEVIN F	68	A6105	FA673	ACTIVE	041996	M	23080.77
A6216A	AOS ELECTRONIC DOCUMENT MAINTENANCE & DE	HARNETT, KEVIN F	68	A6369	FA61S	ACTIVE	101995	M	16266.41
A6224A	AFSP STRATEGIC PLAN	SMITH, ROBERT A	68	A6060	FA6S5	ACTIVE	101995	M	291.50
A6233A	AIS SYSTEM ENGINEERING	WARD, DONALD E	62	A6325	FA60E	ACTIVE	101995	M	224.59
A6237A	TSP INTERNET WWW SUPPORT	FURTADO, RUSSELL	65	P6021	RS685	ACTIVE	091996	M	104.53
A6240A	RSPA IRM PLANNING	MCDONOUGH, THOMAS F	65	P6024	RS676	ACTIVE	081996	M	197.40
A6246A	RSPA INTERNET WORLD WIDE WEB SUPPORT	FURTADO, RUSSELL	65	P6059	RS676	ACTIVE	021996	M	294.24
A6301A	ATMS STRATEGY SOFTWARE DEVELOPMENT	ROBERTS, EDWIN J	56	A6161	FA6M6	ACTIVE	011996	S	85.50
A6301B	ATMS ANALYTICAL SUPPORT	ROBERTS, EDWIN J	56	A6161	FA6M6	ACTIVE	011996	S	5844.80
A6301C	TMS USER INTERFACE DEVELOPMENT	ROBERTS, EDWIN J	56	A6161	FA6M6	ACTIVE	011996	S	-26.02
A6301D	ATMS PROJECT MANAGEMENT	ROBERTS, EDWIN J	56	A6161	FA6M6	ACTIVE	011996	S	-5066.50
A6301Z	ATMS ADVANCED TRAFFIC MANAGEMENT SYSTEM	ROBERTS, EDWIN J	56	A6161	FA6M6	ACTIVE	011996	Z	837.78
A6305A	TM WORKBENCH	CAMPO, CHARLES P	56	A6307	FA6M6	ACTIVE	061996	M	19.44
A6400A	ETMS SUPPORT SERVICES	CARROLL, FRANCIS J	56	A6132	FA6M6	ACTIVE	121995	S	-6104.95
A6400B	ETMS SOFTWARE MAINTENANCE	CARROLL, FRANCIS J	56	A6132	FA6M6	ACTIVE	121995	S	5995.40
A6400C	ETMS SOFTWARE DEVELOPMENT	CARROLL, FRANCIS J	56	A6132	FA6M6	ACTIVE	121995	S	1584.30
A6400D	ETMS PROJECT MANAGEMENT	CARROLL, FRANCIS J	56	A6132	FA6M6	ACTIVE	121995	S	2562.40

UAS JOB ORDER A6011A TITLE PLAN ARMY WATERCRAFT SAFETY ASSESSMENT TASK
INITIATOR - ORG COOK, RODNEY L - 72 STATUS IS ACTIVE AS OF SEP-09-1996
JOB ORDER - ORG D6345 - 72 START DATE SEP-01-1996
PPA - ORG VG652 - 72 ESTIMATED COMP. DATE SEP-30-1996
TASK LEADER P. DICKENSON GROUP NUMBER 530 TASK NUMBER 56011A

	UAS ESTIMATE	ESTIMATE DATE	WEEK USAGE	USAGE DATE	MONTH USAGE	FY-TO-DATE UTILIZATION	JOB-TO-DATE UTILIZATION	% COMPLETE	BALANCE
LABOR									
REGULAR HOURS	0.00	960909	4.10-	961126	21.10	59.70	127.50		127.50-
REGULAR COST	6300.00		266.50-		1325.90	3686.30	8049.50	127	1749.50-
TRAVEL COST	1750.00	960909	0.00		0.00	0.00	0.00	0	1750.00
SUM HOURS	0.00		4.10-		21.10	59.70	127.50		127.50-
SUM COST	8050.00		266.50-		1325.90	3686.30	8049.50	99	0.50
JOB TOTAL	8050.0		266.5-		1325.9	3686.3	8049.5	99	0.5

****

UAS JOB ORDER A6030A TITLE PO PROJECT MGMT SUPPORT
INITIATOR - ORG MATTSON, PHILIP A - 72 STATUS IS ACTIVE AS OF MAY-22-1996
JOB ORDER - ORG N6080 - 72 START DATE MAY-13-1996
PPA - ORG VR663 - 72 ESTIMATED COMP. DATE NOV-30-1996
TASK LEADER J. LOUIS GROUP NUMBER 530 TASK NUMBER 56030A

	UAS ESTIMATE	ESTIMATE DATE	WEEK USAGE	USAGE DATE	MONTH USAGE	FY-TO-DATE UTILIZATION	JOB-TO-DATE UTILIZATION	% COMPLETE	BALANCE
LABOR									
REGULAR HOURS	0.00	960909	0.50	961127	34.40	50.40	150.10		150.10-
REGULAR COST	10405.00		16.80		1857.70	2679.90	7870.50	75	2534.50
TRAVEL COST	750.00	960909	0.00		0.00	0.00	0.00	0	750.00
SUM HOURS	0.00		0.50		34.40	50.40	150.10		150.10-
SUM COST	11155.00		16.80		1857.70	2679.90	7870.50	70	3284.50
JOB TOTAL	11155.0		16.8		1857.7	2679.9	7870.5	70	3284.5

****

REPORT 3

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION VOLPE CENTER
TSS USER ACCOUNTABILITY
ACCOUNTING OVERRUNS REPORT

UAS JOB ORDER	JOB STATUS	INITIATOR	ORG	ACCTG. JOB ORDER	PPA	LABOR COMMIT.	LABOR OBLIG.	LABOR OVERRUN	REPORT UAS_ACCOUNTING_OVERRUN COMMIT.	OBLIG.	OVERRUN
A6102A		THIBODEAU, ROBERT E	37	D6297	VG680	5000	5001	1			
A6121A	CLOSED	COOK, RODNEY L	72	B6117	CG626	5000	5027	27			
A7011A		COOK, RODNEY L	72	D7345	VG752	1860	2972	1112			
A7853A		DAMM-LUHR, DAVID L	69	N7147	VR779	15000	15188	188			
A TOTAL						26860	28187	1328	0	0	0

REPORT 4

* UAS ACCOUNTING OVERRUN REPORT *

DOT TRANSPORTATION VOLPE CENTER
REPORT DATE NOV-30-1996 TSS USER ACCOUNTABILITY SYSTEM
RUN DATE DEC-04-1996 DISTRIBUTION CONTROLS REPORT REPORT NUMBER UAS-C_NUMBERS

COST DISTRIBUTION

DISTRIBUTION	CURRENT WEEK			CURRENT MONTH			FISCAL YEAR			ACTUAL
	DIRECT	INDIRECT	TOTAL	DIRECT	INDIRECT	TOTAL	DIRECT	INDIRECT	TOTAL	RECOVERY
C7111B-TECHNICAL APPLICATIONS	598309	1712	600021	3142143	6675	3148818	7078163	19329	7097493	6850206
DISTRIBUTABLE	598309	1712	600021	3142143	6675	3148818	7078163	19329	7097493	6850206
OPERATIONAL	0	35639	35639	0	211589	211589	0	508598	508598	0
TOTAL	598309	37351	635660	3142143	218264	3360407	7078163	527927	7606090	6850206

REPORT 5

REPORT DATE 11-30-96 DOT TRANSPORTATION VOLPE CENTER PAGE 1

RUN DATE 12-04-96 TSS USER ACCOUNTABILITY SYSTEM REPORT UAS-BATCH_92

TSS JOB ORDER (BATCH - 92)

ADP JOB NUMBER	PROGRAM CODE	JOB ORDER	INITIATOR INITIATOR ORG.	SUPPORT AREA	COMMITMENT TO DATE	UTILIZATION TO-DATE	CURRENT BATCH 92	FY BATCH 92	TOTAL BATCH 92	BALANCE
A3220	FA173	A1104	MCDONOUGH, THOMA 65	LABOR	80435.87	79992.00	.00	.00	79992.00	443.87
A3221	FA373	A3107	MCDONOUGH, THOMA 65	LABOR	164545.00	144409.88	.00	41.80	144409.88	20135.12
A3566	FA328	A3026	POIRIER, PAUL J 77	LABOR	40000.00	39824.40	.00	.00	39824.40	175.60
A3962	FA1D6	A1083	NG, GOCK W 65	LABOR	20344.50	19470.70	.00	.00	19470.70	873.80
A3966	FA1H9	A1284	MCGANN, JOSEPH C 65	LABOR	24784.65	14319.16	.00	.00	14319.16	10465.49
A4204	FA40M	A4311	MCGANN, JOSEPH C 65	LABOR	45000.00	1829.39	.00	.00	1829.39	43170.61
A4226	FA4W4	A4127	MCDONOUGH, THOMA 65	LABOR	169773.90	157519.99	.00	.00	157519.99	12253.91
A4770	CG4A3	B4077	BUSHUEFF, B PAUL 66	LABOR	8850.00	8522.30	.00	.00	8522.30	327.70
A5164	VR573	N5118	TAP, ROBERT N 37	LABOR	178000.00	175642.54	.00	.00	175642.54	2357.46
A5210	FA573	A5105	HARNETT, KEVIN F 68	LABOR	43998.31	43998.31	.00	155.80	43998.31	.00
A5243	FA51D	A5299	FURTADO, RUSSELL 65	LABOR	100000.00	93316.97	.00	.00	93316.97	6683.03
A5430	FA5L1	A5353	MCCABE, LAWRENCE 56	LABOR	30000.00	29017.60	.00	.00	29017.60	982.40
A5560	RS520	P5010	COONEY, NANCY 36	LABOR	50000.00	49340.30	43.20	432.20	49340.30	659.70
A5730	CL503	B5119	BUSHUEFF, B PAUL 66	LABOR	9075.00	6005.95	.00	.00	6005.95	3069.05
A6011	VG652	D6345	COOK, RODNEY L 72	LABOR	8050.00	8049.50	.50-	3686.30	8049.50	.50
A6030	VR663	N6080	MATTSON, PHILIP 72	LABOR	11155.00	7870.50	16.80	2679.90	7870.50	3284.50
A6100	VB683	D6031	OSGOOD, SAMUEL P 39	LABOR	50000.00	45168.90	.00	604.50	45168.90	4831.10
A6102	VG680	D6297	THIBODEAU, ROBER 37	LABOR	5000.00	5001.20	.00	1320.00	5000.00	1.20-
A6103	VG695	D6147	THIBODEAU, ROBER 37	LABOR	5000.00	1619.50	56.80	1619.50	1619.50	3380.50
A6110	VR663	N6080	WALTER, ROBERT A 72	LABOR	2752.70	2613.70	139.00-	11.40	2613.70	139.00
A6111	VG652	D6142	WALTER, ROBERT A 72	LABOR	2753.10	2749.40	.00	208.00	2749.40	3.70
A6112	VV668	N6056	WALTER, ROBERT A 72	LABOR	2752.70	2627.60	.00	.00	2627.60	125.10

REPORT 6

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION SYSTEMS CENTER
TSS USER ACCOUNTABILITY SYSTEM
LABOR CHARGE ERRORS

REPORT UAS-

LABOR_ERRORS

UAS JOB NUMBER CONTRACTOR SYSID	INPUT RECORD IDENTIFIER	LABOR CAT. CODE	HOURS	RATE	COST	NAME	ADJ. CODE	TYPE CODE	$ID	DATE OF CHARGE	ERROR CODE ARRAY	DATE OF ENTRY	DATE OF CHANGE
A5210A 372879	97 24L 1	503	2.5	76.00	190	LECLAI	A	R	740	961018	8 0 0 0 0	961125	961204
A5210A 372879	97 24L 2	503	1.5-	76.00	114-	LECLAI	A	R	741	961018	8 0 0 0 0	961125	961204
A6751A 960586	97 24L 1127	D07	34.4-	43.00	1479-	DOYLE	A	R	756	961031	1 0 0 0 0	961126	961204
A6751A 960586	97 25L 1230	D07	34.4	43.00	1479	DOYLE	A	R	843	961031	1 0 0 0 0	961204	
A7001A 960584	97 14L 152	503	0.5	76.00	38	HELDT		R	378	961004	1 0 0 0 0	961028	961204
A7001E 372156	97 24L 56	502	1.0	86.00	86	DICKEN		R	744	961122	1 0 0 0 0	961125	961204
A7001E 372156	97 25L 264	502	1.0-	86.00	86-	DICKEN	A	R	835	961122	1 0 0 0 0	961202	961204
A7300C 960516	97 23L 136	602	38.0	86.00	3268	FUTER		R	697	961115	1 0 0 0 0	961118	961204
A7420A 309062	97 24L 142	604	0.8	65.00	52	MEYER		R	745	961122	1 0 0 0 0	961125	961204
A7420A 309062	97 25L 365	604	1.0	65.00	65	MEYER		R	836	961129	1 0 0 0 0	961202	961204
A7420E 370119	97 24L 143	609	39.0	43.00	1677	COSTEL		R	746	961122	1 0 0 0 0	961125	961204
A7420E 370119	97 25L 366	609	39.0-	43.00	1677-	COSTEL	A	R	837	961122	1 0 0 0 0	961202	961204
A7530A 980030	97 25L 45	604	40.0	65.00	2600	CLOW M		R	761	961011	1 0 0 0 0	961127	961204
A7530A 980030	97 25L 44	604	32.0	65.00	2080	CLOW M		R	760	961018	1 0 0 0 0	961127	961204
A7530A 980030	97 22L 686	504	40.0	65.00	2600	CLOW M		R	654	961108	1 0 0 0 0	961112	961204
A7530A 980030	97 23L 216	604	28.0	65.00	1820	CLOW M		R	698	961115	1 0 0 0 0	961118	961204
A7530A 980030	97 24L 165	604	38.0	65.00	2470	CLOW M		R	747	961122	1 0 0 0 0	961125	961204
A7530A 980030	97 25L 386	604	24.0	65.00	1560	CLOW M		R	838	961129	1 0 0 0 0	961202	961204
A7868A 372010	97 24L 190	541	3.0	65.00	195	SAKS J		R	748	961122	1 0 0 0 0	961125	961204

TYPE CODES

R: REGULAR
O: OVERTIME
T: TRAVEL

ERROR CODES

1: UAS JO NOT ON FILE
3: INVALID CHARGE TO Z-JOB
5: Z-JOB NOT FOUND
6: INVALID LABOR CATEGORY
7: JOB NOT IN JOC DS
8: CHARGE TO CLOSED JOB
9: CHARGE AFTER INACTIVE DATE
10: Z-JOB NOT FOUND IN JOC DS

REPORT 7

PPA ORG	PPA	JOB ORDER	UAS JOB NUMBER	INITIATOR NAME	INITIATOR ORG	SUPPORT IDENTIFICATION	COMMITMENTS HOURS	COMMITMENTS COST	OBLIGATIONS MONTH	OBLIGATIONS FY TO DATE	OBLIGATIONS JOB TO DATE
36	RS520	P5010	A5560	COONEY, NANCY	36	PROGRAMMING		50000	227	432	49340
				TOTAL FOR JOB ORDER P5010				50000	227	432	49340
				TOTAL FOR PPA RS520				50000	227	432	49340
36	VF644	D6086	H6825	KELLY, ROSEMARIE	36	PROGRAMMING		292800	6260	15925	247700
				TOTAL FOR JOB ORDER D6086				292800	6260	15925	247700
36	VF644	D6168 /35	P6503	REED, H DAVID	35	PROGRAMMING		685000	40918	106691	674296
				TOTAL FOR JOB ORDER D6168				685000	40918	106691	674296
36	VF644	D6254	Y6533	HUNTER, RUTH A	36	PROGRAMMING		106000	18	20500	106000
36	VF644	D6254	Y6534	HUNTER, RUTH A	36	PROGRAMMING		50500	9036	32735	49473
				TOTAL FOR JOB ORDER D6254				156500	9054	53234	155473
				TOTAL FOR PPA VF644				1134300	56232	175851	1077469

REPORT 8

* UAS TSC REPORT, DTS - 36 *

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION VOLPE CENTER
TSS USER ACCOUNTABILITY
COMMITMENT OVERRUNS REPORT

UAS JOB ORDER	JOB STATUS	INITIATOR	ORG	ACCTG. JOB ORDER	PPA	LABOR COMMIT.	LABOR OBLIG.	LABOR OVERRUN	REPORT COMMIT.	REPORT OBLIG.	UAS_OVERRUN
D5782A		GAY, WILLIAM F	44	H5006	HW543	353000	354871	1871			
D6217A		HAMMAR, PATRICIA K	3801	A6292	FA61F	126675	127810	1135			
D6437A		ROSSETTI, MICHAEL A	401	K6024	KB603	140000	140419	419			
D6711A		WRIGHT, DONALD G	42	H6004	HW688	160000	178542	18542			
D6722A		GAY, WILLIAM F	44	S6001	HS608	313847	317611	3764			
D6726A		GAY, WILLIAM F	44	S6001	HS608	430230	432586	2356			
D6782A		GAY, WILLIAM F	44	H6006	HW643	540339	579328	38989			
D6784A		GAY, WILLIAM F	44	H6084	HW643	90000	96740	6740			
D7136A	IN PROC.			P7003	RS765	0	76	76			
D7217A	IN PROC.			A7292	FA71F	0	31776	31776			
D7250A		MITCHELL, CYNTHIA M	44	H7044	HW798	20000	22692	2692			
D7315A	IN PROC.			A7086	FA7G6	0	17538	17538			
D7439A		MACCALOUS, SARAH A	49	K7004	KB701	5000	14563	9563			
D TOTAL						2179091	2314551	135460	0	0	0

REPORT 9

* UAS OVERRUN REPORT *

RPT DATE NOV-30-1996

DOT TRANSPORTATION SYSTEMS CENTER
TSS USER ACCOUNTABILITY SYSTEM
UAS JOB DETAIL REPORT

RUN DATE: DEC-04-1996
RPT: UAS_DETAIL.REPORT

		STAT	$ ESTIMATE	$ CURRENT	$ FISCAL TO DATE	$ JOB TO DATE	$ BALANCE	HOURS CURRENT	LEVEL OF EFFORT CURRENT	HOURS FY-TO-DATE	LEVEL OF EFFORT FY-TO-DATE
A3220A	PROF.	I	80435.87	0.00	0.00	79992.0	443.87	0.00	0.00	0.00	0.00
A3221A	PROF.	I	164545.00	0.00	41.80	144409.8	20135.12	0.00	0.00	0.00	0.00
A3566A	PROF.	A	40000.00	0.00	0.00	39824.4	175.60	0.00	0.00	0.00	0.00
A3962A	PROF.	A	20344.50	0.00	0.00	19470.7	873.80	0.00	0.00	0.00	0.00
A3966A	PROF.	I	24784.65	0.00	0.00	14319.1	10465.49	0.00	0.00	0.00	0.00
A4204A	PROF.	I	45000.00	0.00	0.00	1829.3	43170.61	0.00	0.00	0.00	0.00
A4226A	PROF.	I	169773.90	0.00	0.00	157519.9	12253.91	0.00	0.00	0.00	0.00
A4770A	PROF.	I	8850.00	0.00	0.00	8522.3	327.70	0.00	0.00	0.00	0.00
A5164A	PROF.	I	178000.00	0.00	0.00	175642.5	2357.46	0.00	0.00	0.00	0.00
A5210A	PROF.	C	43998.31	0.00	155.80	43998.3	0.00	0.00	0.00	0.00	0.00
A5243A	PROF.	I	100000.00	0.00	0.00	93316.9	6683.03	0.00	0.00	0.00	0.00
A5430A	PROF.	A	30000.00	0.00	0.00	29017.6	982.40	0.00	0.00	0.00	0.00
A5560A	PROF.	A	50000.00	227.00	432.20	49340.3	659.70	0.00	0.00	0.00	0.00
A5730A	PROF.	I	9075.00	0.00	0.00	6005.9	3069.05	0.00	0.00	0.00	0.00
A6011A	PROF.	A	8050.00	1325.90	3686.30	8049.5	0.50	0.00	0.00	0.00	0.00
A6030A	PROF.	A	11155.00	1857.70	2679.90	7870.5	3284.50	0.00	0.00	0.00	0.00
A6100A	PROF.	A	50000.00	87.40	604.50	45168.9	4831.10	0.00	0.00	0.00	0.00
A6102A	PROF.	A	5000.00	75.00	1321.20	5001.2	-1.20	0.00	0.00	0.00	0.00
A6103A	PROF.	A	5000.00	1120.20	1619.50	1619.5	3380.50	0.00	0.00	0.00	0.00
A6110A	PROF.	A	2752.70	11.40	11.40	2613.7	139.00	0.00	0.00	0.00	0.00
A6111A	PROF.	A	2753.10	0.00	208.00	2749.4	3.70	0.00	0.00	0.00	0.00
A6112A	PROF.	A	2752.70	0.00	0.00	2627.6	125.10	0.00	0.00	0.00	0.00
A6113A	PROF.	A	2751.50	0.00	0.00	2556.0	195.50	0.00	0.00	0.00	0.00
A6114A	PROF.	A	2752.70	0.00	0.00	2580.2	172.50	0.00	0.00	0.00	0.00
A6120A	PROF.	A	67168.00	5293.30	6625.00	42557.2	24610.80	0.00	0.00	0.00	0.00
A6121A	PROF.	C	4999.90	27.00	2689.30	5026.9	-27.00	0.00	0.00	0.00	0.00
A6125A	PROF.	A	72037.00	-3889.00	5831.72	70032.6	2004.37	0.00	0.00	0.00	0.00
A6153A	PROF.	A	70168.00	4479.30	19555.70	66373.8	3794.20	0.00	0.00	0.00	0.00
A6160A	PROF.	A	182030.00	8986.80	25140.70	179648.5	2381.45	0.00	0.00	0.00	0.00
A6165A	PROF.	I	35540.00	0.00	19.00	35333.7	206.25	0.00	0.00	0.00	0.00
A6166A	PROF.	I	27120.00	0.00	158.70	27119.3	0.70	0.00	0.00	0.00	0.00
A6201A	PROF.	A	20000.00	8909.43	10022.76	19065.1	934.84	0.00	0.00	0.00	0.00
A6211A	PROF.	A	80813.00	158.00	2996.82	57732.2	23080.77	0.00	0.00	0.00	0.00
A6216A	PROF.	A	479165.00	19701.62	41539.49	462898.5	16266.41	0.00	0.00	0.00	0.00
A6224A	PROF.	A	150885.00	1421.70	14622.30	150593.5	291.50	0.00	0.00	0.00	0.00
A6233A	PROF.	A	451187.00	2066.50	18104.58	450962.4	224.59	0.00	0.00	0.00	0.00
A6237A	PROF.	A	20000.00	1797.25	11545.27	19895.4	104.53	0.00	0.00	0.00	0.00
A6240A	PROF.	A	15029.00	156.50	4994.60	14831.6	197.40	0.00	0.00	0.00	0.00
A6246A	PROF.	A	25000.00	249.42	3181.83	24705.7	294.24	0.00	0.00	0.00	0.00
A6301Z	PROF.	A	658000.00	-2243.60	73242.32	657162.2	837.78	0.00	0.00	0.00	0.00
A6305A	PROF.	A	260000.00	-1484.00	12268.74	259980.5	19.44	0.00	0.00	0.00	0.00

REPORT 10

HOURS CURRENT 168 ***** HOURS FY-TO-DATE 352

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION SYSTEMS CENTER
TSS USER ACCOUNTABILITY
PPA X JOB ORDER

UAS MONTH: 2
UAS WEEK: 5

DIRECT JOBS					LEVEL OF EFFORT					
ORG	PPA	J.O.	UAS J.O.	STAT	WEEK HOURS	40 L.E.	MONTH HOURS	168 L.E.	Y-T-D HOURS	352 L.E.
68	CG4A3	B4077	A4770A	I	0.00	0.00	0.00	0.00	0.00	0.00
68	CG4A3				0.00	0.00	0.00	0.00	0.00	0.00
49	CG566	B5001	V5053A	I	0.00	0.00	0.00	0.00	2.50	0.01
49	CG566				0.00	0.00	0.00	0.00	2.50	0.01
72	CG603	B6009	A6113A	A	0.00	0.00	0.00	0.00	0.00	0.00
72	CG603	B6009	H6437A	A	0.00	0.00	3.00	0.02	41.50	0.12
72	CG603	B6059	H6248A	A	16.00	0.40	43.00	0.26	83.50	0.24
72	CG603	B6138 42	V6620A	A	16.50	0.41	107.10	0.64	248.60	0.71
72	CG603				32.50	0.81	153.10	0.92	373.60	1.07
62	CG608	B6057	A6601A	A	35.00	0.88	70.20	0.42	99.40	0.28
62	CG608				35.00	0.88	70.20	0.42	99.40	0.28
42	CG615	B6024	V6430A	A	4.00	0.10	30.00	0.18	117.50	0.33
42	CG615				4.00	0.10	30.00	0.18	117.50	0.33
72	CG626	B6117	A6121A	C	0.00	0.00	1.00	0.01	55.20	0.16
72	CG626				0.00	0.00	1.00	0.01	55.20	0.16
49	CG628	B6123	H6406A	A	0.00	0.00	0.00	0.00	0.00	0.00
49	CG628				0.00	0.00	0.00	0.00	0.00	0.00
68	CG636	B6035	T6407A	A	5.80	0.15	35.80	0.21	216.30	0.61
68	CG636				5.80	0.15	35.80	0.21	216.30	0.61
72	CG637	B6052	A6153A	A	6.20	0.16	58.20	0.35	272.10	0.77
72	CG637				6.20	0.16	58.20	0.35	272.10	0.77
72	CG639	B6049	A6120A	A	1.50	0.04	85.60	0.51	111.40	0.32
72	CG639				1.50	0.04	85.60	0.51	111.40	0.32
69	CG698	B6097	V6606A	C	0.00	0.00	0.00	0.00	0.00	0.00
69	CG698				0.00	0.00	0.00	0.00	0.00	0.00
68	CG6A3	B6042	T6401A	A	3.00	0.08	50.50	0.30	140.10	0.40
68	CG6A3	B6042	T6403A	A	49.70	1.24	199.70	1.19	418.60	1.19
68	CG6A3	B6042	T6405A	A	18.30	0.46	47.60	0.28	122.60	0.35
68	CG6A3				71.00	1.78	297.80	1.77	681.30	1.94
42	CG6A4	B6023	V6622A	A	0.00	0.00	1.60	0.01	24.60	0.07
42	CG6A4				0.00	0.00	1.60	0.01	24.60	0.07
42	CG6X2	B6121	H6422A	A	0.00	0.00	0.50	0.00	4.00	0.01

REPORT 11

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION SYSTEMS CENTER
TSS USER ACCOUNTABILITY
ORG X JOB ORDER

UAS MONTH: 2
UAS WEEK: 5

DIRECT JOBS					LEVEL OF EFFORT					
ORG	PPA	J.O.	UAS J.O.	STAT	WEEK HOURS	40 L.E.	MONTH HOURS	168 L.E.	Y-T-D HOURS	352 L.E.
35	VB777	D7190	P7530A	A	42.60	1.07	73.80	0.44	73.80	0.21
35	VB777	D7190			42.60	1.07	73.80	0.44	73.80	0.21
ORG	TOTAL				42.60	1.07	73.80	0.44	73.80	0.21
37	FA7R3	A7227	A7101A	A	26.30	0.66	155.20	0.92	305.30	0.87
37	FA7R3				26.30	0.66	155.20	0.92	305.30	0.87
37	VG772	D7055	A7142A	A	0.00	0.00	9.00	0.05	9.00	0.03
37	VG772				0.00	0.00	9.00	0.05	9.00	0.03
37	VR785	N7162	H7412A	A	10.50	0.26	34.00	0.20	34.00	0.10
37	VR785				10.50	0.26	34.00	0.20	34.00	0.10
ORG	TOTAL				36.80	0.92	198.20	1.17	348.30	1.00
39	VG723	D7282	H7411A	A	12.00	0.30	12.00	0.07	12.00	0.03
39	VG723				12.00	0.30	12.00	0.07	12.00	0.03
ORG	TOTAL				12.00	0.30	12.00	0.07	12.00	0.03
401	KB703	K7006	H7106A	A	1.00	0.03	1.00	0.01	1.00	0.00
401	KB703				1.00	0.03	1.00	0.01	1.00	0.00
401	RR753	R7209	H7205A	A	0.00	0.00	1.00	0.01	1.00	0.00
401	RR753	R7209 401	H7110A	A	0.00	0.00	0.00	0.00	0.00	0.00
401	RR753				0.00	0.00	1.00	0.01	1.00	0.00
ORG	TOTAL				1.00	0.03	2.00	0.02	2.00	0.00
42	FA72D	A7214	H7103A	A	16.00	0.40	16.00	0.10	16.00	0.05
42	FA72D				16.00	0.40	16.00	0.10	16.00	0.05
ORG	TOTAL				16.00	0.40	16.00	0.10	16.00	0.05
49	VT702	W7086	V7707A	A	24.60	0.62	100.60	0.60	100.60	0.29
49	VT702				24.60	0.62	100.60	0.60	100.60	0.29
ORG	TOTAL				24.60	0.62	100.60	0.60	100.60	0.29
50	TT750	U7087	H7105A	A	33.00	0.83	33.00	0.20	33.00	0.09
50	TT750				33.00	0.83	33.00	0.20	33.00	0.09
ORG	TOTAL				33.00	0.83	33.00	0.20	33.00	0.09

REPORT 12

REPORT DATE NOV-30-1996
RUN DATE DEC-04-1996

DOT TRANSPORTATION SYSTEMS CENTER
TSS USER ACCOUNTABILITY SYSTEM
LABOR HOURS

LG	LC	HOURS WEEK TO DATE	ADJ HOURS WEEK TO DATE	HOURS MONTH TO DATE	ADJ HOURS MONTH TO DATE	HOURS FISCAL YEAR TO DATE	ADJ HOURS FISCAL YEAR TO DATE	HOURS CONTRACT YEAR TO DATE	ADJ HOURS CONTRACT YEAR TO DATE
1	102	32.00	0.00	269.50	0.00	548.50	72.00	548.50	72.00
	103	64.00	0.00	300.70	0.00	587.90	68.60	587.90	68.60
	104	238.10	108.80	1,624.70	104.80	3,266.90	400.00	3,266.90	400.00
	105	32.00	-327.80	487.20	-327.80	1,021.00	-183.20	1,021.00	-183.20
	106	299.50	113.50	1,620.10	113.50	3,526.00	457.30	3,526.00	457.30
	107	271.40	62.30	726.90	63.30	1,376.60	38.80	1,376.60	38.80
	108	104.00	-23.30	339.30	-23.30	594.60	45.10	594.60	45.10
	109	20.00	0.00	132.00	0.00	132.00	20.00	132.00	20.00
	112	62.50	0.00	291.50	-0.50	531.80	63.50	531.80	63.50
	141	64.50	-127.50	331.00	-182.50	783.50	-283.00	783.50	-283.00
	142	34.00	0.00	279.30	-31.50	593.90	-6.60	593.90	-6.60
	143	189.00	-79.00	673.40	-110.00	1,393.20	-207.00	1,393.20	-207.00
	162	64.00	0.00	281.30	0.00	602.30	80.70	602.30	80.70
	1E2	29.00	-14.00	81.00	-14.00	127.00	-14.00	127.00	-14.00
	1D8	-31.00	31.00	0.00	0.00	197.50	-31.00	197.50	-31.00
	1E4	23.00	0.00	113.00	0.00	261.10	0.00	261.10	0.00
*1									
To		1,496.00	-256.00	7,550.90	-408.00	15,543.80	521.20	15,543.80	521.20
3	304	92.00	0.00	649.50	0.00	1,322.50	174.50	1,322.50	174.50
	305	32.00	0.00	144.00	0.00	272.00	32.00	272.00	32.00
	306	46.00	0.00	291.00	0.00	570.00	68.00	570.00	68.00
	312	56.50	0.00	218.90	-2.00	456.40	40.00	456.40	40.00
	3A7	40.00	0.00	160.00	0.00	347.50	0.00	347.50	0.00
*3									
To		266.50	0.00	1,463.40	-2.00	2,968.40	314.50	2,968.40	314.50
4	443	548.00	-151.00	2,546.50	-223.00	5,766.00	-514.50	5,766.00	-514.50
	445	24.00	0.00	262.20	-40.00	601.00	-105.00	601.00	-105.00
	444	110.50	-32.00	518.00	-32.00	1,098.50	-124.50	1,098.50	-124.50
	442	301.50	-48.00	1,645.00	-278.90	3,898.90	-641.80	3,898.90	-641.80
	441	181.00	-58.00	982.30	-140.00	2,545.10	-420.00	2,545.10	-420.00
	440	32.00	0.00	52.00	0.00	72.00	0.00	72.00	0.00
	405	24.00	0.00	131.00	0.00	303.00	0.00	303.00	0.00
	403	56.30	-40.00	176.30	-40.00	327.80	-40.00	327.80	-40.00
	4C4	32.00	0.00	144.00	0.00	304.00	0.00	304.00	0.00
	407	56.00	-32.00	171.00	-32.00	333.00	-32.00	333.00	-32.00
*4									
To		1,365.30	-361.00	6,628.30	-785.90	15,249.30	-1,877.80	15,249.30	-1,877.80
5	502	38.00	0.00	164.90	0.00	309.20	40.00	309.20	40.00
	503	101.00	0.00	673.00	0.00	1,584.40	124.70	1,584.40	124.70
	504	172.50	-152.00	671.10	-152.00	1,553.00	-114.10	1,553.00	-114.10
	505	16.00	0.00	227.50	0.00	449.80	24.00	449.80	24.00
	506	32.00	0.00	157.00	0.00	299.20	35.90	299.20	35.90

ATTACHMENT J.9

DESCRIPTION OF MAJOR PROJECTS

ATTACHMENT J.9

DESCRIPTION OF MAJOR PROJECTS

TABLE A, LISTED BELOW, DEPICTS THE FY96 LEVEL OF EFFORT (LABOR YEARS) PROVIDED ON MAJOR TECHNICAL PROJECTS SUPPORTED BY THE TECHNICAL SUPPORT SERVICES CONTRACT IN THE OPERATIONS RESEARCH ANALYSIS FUNCTIONAL AREA. THIS ATTACHMENT ALSO PROVIDES A BRIEF DESCRIPTION OF THE WORK PERFORMED ON MANY OF THESE PROJECTS.

TABLE A

FY96 MAJOR PROJECTS IN

OPERATIONS RESEARCH ANALYSIS

PPA	PPA TITLE	LYs
HW52	IVHS	7.3
KB03	ECONOMIC CLASSIFICATION SYSTEM	4.1
VG23	LOGISTICS INFO STUDIES & CONCEPT DEV.	4.0
RR53	MAGLEV MARKET	2.6
VR63	ENVIRONMENTAL COMPLIANCE SUPPORT TO USPO	2.1
TM94	ISTEA MANAGEMENT OVERSIGHT	1.9
HS21	CRASH AVOIDANCE (IVHS)	1.5
FAL1	HUMAN FACTORS SUPPORT/AIR TRAFFIC CONTROL	1.3
CGX2	WATERWAY SAFETY & MANAGEMENT R&D	1.2
VG50	DOS SATELLITE COMMUNICATION SUPPORT	1.1
FAE2	COCKPIT TECH HUMAN FACTORS	1.0
HS27	LIGHT TRUCK USE AND MARKET STUDY	1.0
FA1K	FLIGHT CREW PERFORMANCE IN GPS OPER.	0.8
TM83	SECT 15 REPORT SYS SUPPORT	0.6
HS20	SUPPORT FOR FUEL ECONOMY STUDY	0.5
FA1N	CTAS SYSTEM ENGINEERING SUPPORT	0.4

TASK: Intelligent Vehicle Highway System

PPA: HW52

A wide range of support is provided to the Federal Highway Administration in the area of investigating Intelligent Transportation Systems (ITS)

As part of market assessment efforts the Volpe Center is researching the breadth and depth of the ITS market. The focus of this task is to segment the ITS market and research each segment through the filter of ITS companies and their products and services. Research is being conducted in order to gather specific company information that can add to the JPO's understanding of the private market for ITS deployment.

In addition, support is provided in developing a guidebook of environmental benefit-cost assessment for ITS operational field tests and early development programs. Under this task plan, the Volpe Center is determining available measurement technologies and analytical methods for the assessment or estimation of vehicular emission and fuel consumption impacts of ITS user services.

The Volpe Center provides support to define and understand the effects of non-technical impediments and constraints, i.e., institutional issues, that impede the deployment of Intelligent Transportation Systems (ITS).

The Volpe Center supports work related to telecommunications under this major tasking. The Volpe Center is reviewing ITS telecommunications requirements in current ITS practices and providing the Joint Program Office with advice on a number of telecommunications issues. The Volpe Center is providing an analysis of the emerging transportation/ telecommunications market which will culminate in a series of formal reports. The Volpe Center is providing an ongoing detailed analysis on the ITS communication industry, traffic-oriented communication technology and information processing trends.

Also, analytic support is provided in the compilation of a summary report detailing the issues and recommendations identified by work sponsored through FHWA.

TASK: Economic Classification System

PPA: KB03

The Bureau of Transportation Statistics (BTS) has requested support from the Volpe Center on a number of tasks. These tasks are described in the following paragraphs.

Data analysis tasks are performed. The data to be analyzed includes completion of the Worldwide Transportation Directory and the Federal, State, and Local Transportation Spending Reports. The Transportation Spending work is in support of the 1995 and 1996 reports to be developed by the Volpe Center for the BTS.

The Volpe Center assists in tracking and identifying potential BTS data product users. The effort includes distribution of recommendations and assistance in the creation of a central database of existing users.

Work is performed in support of the 1997 revision of the North American Industrial Classification System (NAICS) by the Office of Management and Budget. Data analyzed under this task includes Economic Classification systems.

The Volpe Center also provides analysis of 1990 Census Journey to Work data which is analyzed by Congressional Districts to produce individual profile pamphlets for each district.

The BTS has an active site on the World Wide Web (WWW). The mission of the BTS web site is to facilitate distribution of Transportation Data and Information. In an effort to increase the usefulness of the site, BTS requested that the Volpe Center develop applications for the Web. One of the first Internet tasks defined for the Volpe Center is an Interactive Directory of Transportation Specialists. This directory will allow transportation specialists to register their names, e-mail addresses, and specialties into a database of experts. Also, users will be able to search the database for specialists by name or expertise.

TASK: Logistics Information Studies and Concept

PPA: VG23

The work performed under this tasking supports a wide range of efforts for the HQ USAF. Tasks performed include the following:

! Identifying and benchmarking leading edge commercial sector traffic management practices. This research helps determine the potential contributions these practices might make to increasing the effectiveness of logistical support.

! Providing technical and operations research analysis support to the Integrated Maintenance Data System (IMDS) which will improve efficiency by integrating maintenance information and decision support systems on an Air Force-wide basis.

In addition, support is given to Maintenance Data Collection (MDC), a process that has remained virtually unchanged since 1958. The most recent significant development in the MDC process was the 1985 conversion from batch to on-line reporting using the Core Automated Maintenance System (CAMS). The Volpe Center is performing an indepth examination of the MDC process to identify MDC users, ensure that minimum essential maintenance data is collected, and to minimize MDC processes.

Finally, this work calls for providing research and analysis support to HQ USAF and the logistics information system (formerly LIMSS) Program Manager and contractors developing the IDS Migration Strategy. The Volpe Center to provide a plan for integrating several existing logistics systems into an Integrated Deployment System (IDS) to meet functional and information requirements of deployment operations while streamlining the deployment process through the application of automation technology.

TASK: Economic Studies of HSGT Systems

PPA: RR53

The Volpe Center performs several tasks to support High Speed Ground Transportation (HSGT) initiatives for the Federal Railroad Administration (FRA).

Market demand analysis. Assess commercial feasibility of HSGT in different corridors. This effort includes development of an inter-regional auto model and a methodology for estimating access times to stations and terminals.

Commercial feasibility HSGT demand. As part of the commercial feasibility of MAGLEV study being conducted by FRA, the Volpe Center is quantifying and comparing air quality impacts of the different high speed train options. A study is underway on the amount and types of emissions for each option and a report detailing the dollar and environmental cost of each option's emissions will be prepared.

Providing technical assistance to the FRA on its evolution of the commercial feasibility of HSGT. A demand forecasting system was developed to evaluate feasibility of MAGLEV and high speed rail. This demand analysis capability will continue to be used to evaluate HSGT.

Commercial feasibility of high speed ground technologies - emissions study. A study is being conducted on the amount and types of emissions for each option and developing a report detailing the dollar and environmental cost of each option's emissions.

HSGT modeling. Providing technical assistance to FRA on its evolution of the commercial feasibility of HSGT. This study is examining the economic potential, levels of demand, and costs of introducing improvements or new technologies on ground transportation infrastructure in several high density markets in the United States.

TASK: Environmental Compliance Support to the USPS

PPA: VR63

Support to the U.S. Postal Service's Environmental programs includes the following:

! Assisting the USPS in a vehicle trip reduction program. Support os given in formulating and implementing a plan so that the 110 USPS facilities in New York and New Jersey will meet the provisions of the New Jersey and New York State Implementation Plan for clean air.

! Providing administrative support in the implementation of the environmental management program support services; providing assistance in the management oversight and technical support. Assistance consists of tracking documents and deliverables, preparation of reports and other documents, and coordinating tasks among the various agencies involved.

! Complete environmental Quality Assurance Reviews at 29 USPS sites, encompassing 38 facilities in the New York Metro Area. These reviews provide a systematic method for verifying compliance with environmental laws and regulations at Postal facilities and operations, including compliance with postal policies and instructions.

TASK: ISTEA Management Oversight

PPA: TM94

Support is provided under various task assignments to support the Federal Highway Administration (FHWA) and the Federal Transit Authority to oversee and implement the Intermodal Surface Transportation efficiency Act (ISTEA) of 1991.

As part of this effort the Volpe Center is providing support for the FTA's Office of Planning on reviews of the urban transportation planning process in the 33 metropolitan areas with populations of greater than one million. General technical and analytical support by performing the following tasks on an ad hoc basis:

Research in the general metropolitan transportation planning process

Analysis of issues related to metropolitan transportation planning.

Survey/Review design for the purpose of obtaining information from metropolitan transportation planning and implementation agencies

Implementation of surveys/reviews of metropolitan planning and implementation agencies through communication or site visits

Writing of draft and final reports on findings of research, analysis, and surveys/reviews.

Participating in planning certification.

In addition, support is provided to FTA and FHWA to implement joint planning regulations of ISTEA. The Volpe Center plays a major role in assisting FTA and FHWA to conduct comprehensive technical reviews of transportation planning in major metropolitan areas and draft federal reports. The reviews will examine urban transportation planning processes including those to develop regional transportation plans and transportation improvement programs for compliance with requirements of ISTEA and related federal laws, including the Clean Air Act Amendments.
Finally, the Volpe Center is playing a major role in assisting FTA and FHWA to conduct comprehensive technical reviews of transportation planning in major metropolitan areas and draft federal reports. The reports will examine urban transportation planning processes including those to develop regional transportation plans and transportation improvement programs for compliance with requirements of ISTEA and related federal laws, including the Clean Air Act Amendments.

TASK: Crash Avoidance (IVHS)

PPA: HS21
DTS: 73

The Volpe Center supports the National Highway Traffic Safety Administration (NHTSA) in its management and evaluation of tasks associated with the Intelligent Transportation Systems (ITS) Field Operational Test Program. In this task, the Volpe Center is the overall Systems Manager for specific field operational tests and will thus provide assistance in project management, technical support, and project documentation.

In addition, under this PPA, the Volpe Center supports NHTSA in the systems management and safety evaluation of field operational tests of ITS, specifically Route Guidance Systems (RGS), Intelligent Cruise Control (ICC) systems, and automated Collision Notification systems. NHTSA has three safety-related questions that need to be answered in regard to the operation of these systems: the impact on driver/vehicle performance, impact on accident rates, and impact on mature systems.

TASK: Human Factors Support for the Federal Aeronautics Administration

PPA: FAL1

The Volpe Center supports a number of human factors research tasks for the Federal Aeronautics Administration (FAA); they are described in the following paragraphs.

Pilot-ATC Communications. The Volpe Center sponsors a group to develop and test standardization of communications between pilots and between pilots and air traffic controllers.

HFATC Analysis and Design of Experimental ATC Display. Providing support to RSPA's Human Factors Group in the design of experimental color-coded displays and performing human factors analysis.

Human Factors analysis. The object of this task is to analyze ASRS (Aviation Safety Reporting System) reports which involve pilot-controller communication problems such as poor phraseology, call sign error, readback error, hearback error, etc. for the FAA. Another objective of this task is to design the computerized database and the methodology of data process.

Technical Support for the Center for Human Factors Research in Transportation. The Center for Human factors Research in Transportation at the Volpe Center has been recently established; this task calls for ad hoc support of the Center.

Support also includes support for and coordination of the Center for Human Factors Research in Transportation at the Volpe Center.

TASK: Waterway Safety and Management Research and Development

PPA: CGX2

The Volpe Center is providing long term technical resources to assist in evaluating current Coast Guard policies and in developing and executing plans for improving waterways management and vessel traffic management systems.

Work performed on this task is a continuation of long term technical resources to assist in the evaluation of current Coast Guard policies and in developing and executing plans for improving waterways management and vessel traffic management systems. Part of the research effort is directed toward improving the process of assessing existing Coast Guard aids to navigation and waterway services and developing improved methods and tools for evaluating proposed alternatives. Four research topics have been identified to guide those working on the task:

- Waterways management
- Waterway users
- Navigation Risk Assessment
- System effectiveness and benefits.

TASK: Evolution of Automated Weapons Systems

PPA: VG50

The Volpe Center supports the Air Force's initiative to reengineer business processes and take advantage of enabling technologies. Air Force business processes are being examined in order to accommodate downsizing within the Air Force and the new Integrated Weapons Systems Management System which merges the functions of weapons systems acquisition and logistics under single management.

Efforts under this tasking include rapid business process reengineering, change management, strategic planning, requirements definition, and state-of-the-art technical expertise to maximize productivity through the cost effective application of office automation technology. Support provided by the Volpe Center also includes providing on-site consulting services (LAN reengineering), providing technical Web Page support in Windows NT and HTML, and evaluating new technologies for possible use.

TASK: Cockpit Tech Human Factors

PPA: FAE2

Because of rapid advances in cockpit technology, the FAA's Research and Development Service and Office of Flight Standards must go beyond its immediate resources to obtain new human factors knowledge on operator limits and capabilities if it is to fully satisfy its developmental and regulatory responsibilities. The Volpe Center supports these additional efforts by performing several research tasks as described in the following paragraphs.

Aviation Human Factors. This task includes conducting experiments using terrain displays and analyzing data on controlled flight into terrain accidents.

Simulator Support. Technical support for the Center for Human Factors Research in Transportation -- The Center for Human Factors Research in Transportation at the Volpe Center has been recently established; this task calls for ad hoc support of the Center.

Support also includes support for and coordination of the Center for Human Factors Research in Transportation at the Volpe Center.

TASK: Light Truck use and Market Study

PPA: HS27

The Volpe Center supports the National Highway Traffic Safety Administration (NHTSA) in an effort to report on the unique capabilities, use and utility requirements of light trucks. Further, the Volpe Center provides analysis as to whether light truck requirements result in design constraints that limit fuel economy increases. The Volpe Center is providing analytical support, preparing background data, and developing a final report on the use requirements of light trucks and their effect on potential fuel economy improvements.

TASK: Flight Crew Performance in GPS Operations

PPA: FA1K

The Volpe Center performs research in several areas of aviation human factors to include aircraft navigational systems and simulation for the FAA. This research involves use of Global Positioning System (GPS) Receivers which are certified for instrument approaches. Research involves the use of a Piper Aztec instrumented by the Volpe Center for use as a test platform while additional research is performed on a Frasca 242, twin-engine, general aviation simulator.

Work in support of this task includes researching new weather reporting systems, conducting light/ground tests of navigation systems, review and comment on aviation Notices for Proposed Rule Making, and review and dissemination of professional articles, FAA notices, and advisory circulars.

TASK: National Transit Database Reporting

PPA: TM83

The National Mass Transportation Assistance Act of 1974 required establishment of a data reporting system for the FTA. As a result, National Urban Mass Transportation Statistics (the Section 15 annual report) are compiled by outside contractors for the FTA. This report includes financial and operating information and a Uniform System of Accounts and Records (USAO).

TASK: Product Planning and Facilities Database

PPA: HS20

The Volpe Center supports this work for the National Highway Transportation Safety Administration (NHTSA). One task has required that the Volpe Center develop a database on the "Big Three" automobile manufacturers' historical financial performance and provide a tool to assess the potential financial impacts of substantial costs or investment requirements for NHTSA. One example of the use to which this tool will be put is an evaluation of fuel economy requirements on all newly manufactured automobiles and light trucks.

Another aspect of this work has been the Automotive Planning and Production Facility Analysis System (APPFAS) which supports analysis of automotive production facilities and planning information for these facilities in the United States, Canada, and Mexico. The Volpe Center is further developing the APPFAS database and creating a report generation interface to create a convenient method of using APPFAS as a tool for assessing and predicting trends in North American automobile production.

TASK: Traffic Flow Management Domain Integration

PPA: FA1N

Traffic Flow Management (TFM) is concerned with monitoring and managing the flow of air traffic over the United States. Work performed on this task supports the FAA's TFM program with the analysis needed to integrate various TFM products and releases with each other and with various elements of the En Route, Terminal, and Tower domains as well as other elements of the National Airspace System (NAS) infrastructure. Specific tasking includes analyzing and establishing traffic management system (TMS) capabilities available through the Advanced and Enhanced Traffic Management Systems and formulating specific integration activities for the TMS Domain infrastructure.

Attachment J.10
Contract No. DTRS57-97-C-00095

INDIVIDUAL INDIRECT RATE CEILINGS

In accordance with Section H, Clause H.1 titled “Ceilings” the following individual rate ceilings are established for EG&G Dynatrend, and its definitized Subcontractors, Battelle Memorial Institute (Battelle) and Cambridge Systematics Inc. (CSI) as reflected in EG&G Dynatrend’s Best and Final Offer (BAFO) dated August 19, 1997. Note: The abbreviation RP stated below stands for “rate as proposed” in the BAFO.

Rate Pool	Base Year 1	Base Year 2	Option Year 1	Option Year 2	Option Year 3
Fringe Benefits*					
(a) Salaried	RP	RP	RP	RP	RP
(b) Hourly/Overtime	RP	RP	RP	RP	RP
Field Overhead**	RP	RP	RP	RP	RP
Subcontract Burden***	RP	RP	RP	RP	RP
G&A	RP	RP	RP	RP	RP

*Fringe Benefit rates only apply to Battelle
**CSI only proposed a field overhead rate
***Subcontract Burden only applies to EG&G Dynatrend

Attachment J-11
Contract No. DTRS57-97-C-00095

KEY PERSONNEL

In accordance with TAR 1252.215-70 contained in Section I, the Key Personnel and/or Facilities specified under this Contract include:

Anne Aylward, Project Manager
Stephen G. Clark, Sr., Project Control Administrator
James A. Harrison, ORA Senior Specialist
Nancy Kennedy, ORA Senior Analyst
Robert P. Brodeesky, ORA Senior Specialist
Paul G. Estey, ORA Technology Specialist
Michael A. Duffy, ORA Technology Specialist
Ronald N. Lawson, Senior Project Engineer
Jane E. Lappin, ORA Analyst
Thomas J. Luglio, Jr., ORA Technology Specialist
John C. Allen, ORA Technology Specialist
David W. Osborne, ORA Senior Specialist
Howard B. Winkler, Senior Engineer
Stephen J. Czapczynski, Engineer
Joseph Coughlin, ORA Technology Specialist
Carol G. Colman, ORA Technology Specialist