MDA220-03-T-0023
Attachment 1, Revised Amendment 0001

DEFENSE FINANCE AND ACCOUNTING SERVICE

Statement of Work
For

GENERAL ACCOUNTING AND FINANCE SYSTEM REHOST (GAFS-R) PROJECT

STATEMENT OF WORK

1. **Purpose.** This Time and Material Delivery Order is to maintain the General Accounting and Finance System-Rehost (GAFS-R) data mart under General Services Administration Schedule 70.

2. **Background.** GAFS-R is the DFAS interim migratory Air Force accounting system to support the corporate Accounting business area. GAFS-R is a phased project. Phase 1 created a global functional data mart; which provides a transaction driven General Ledger. FY 2003 transactions that passed the edits are posted to the USSGL using posting rules. FY 2002 and prior will be posted to the data mart without updating the USSGL for Management Information Purposes. Trial Balances (General Ledger) for General Funds and Working Capital Funds are sent to the Defense Departmental Reporting System (DDRS) for production of financial reports. Functionality was added replacing the Chief Financial Officer (CFO) Reporting System (CRS), Status of Funds (SOF), Air Force Stock Fund (AFSF) and Command On-line Accounting and Reporting System (COARS). Phase 2 consists of capturing the aging and status of all Accounts Receivable, Accounts Payable, and Suspense Accounts. Phase 3 consists of capturing, maintaining, and inquiring CPAS contract history.

3. **Objectives.** This contract will provide software maintenance of the GAFS-R data mart. It will include but is not limited to providing a help desk, correct software deficiencies, monitoring system performance, and making normal enhancements to the software.

4. **Scope.** It is estimated that a staff of 9.9 full time equivalents will adequately meet the maintenance requirements. The data mart software must be maintained. This may include but not limited to software debugging, resolving software conflicts with other applications, correcting posting logic, and updating tables. The data mart is an Oracle database and has the following objects:

OBJECT TYPE	COUNT
DATABASE LINK	6
DIMENSION	18
FUNCTION	268
INDEX	404
INDEX PARTITION	1148
INDEX SUBPARTITION	35064
LARGE OBJECTS	150
MATERIALIZED VIEW	9
PACKAGE	60
PACKAGE BODY	60
PROCEDURE	204
SEQUENCE	67
SYNONYM	36
TABLE	347
TABLE PARTITION	205

TABLE SUBPARTITION	3986
TRIGGER	25
VIEW	80

Warehouse load process has 32 different mappings comprising 138 transformations.

Powerbuilder code maintenance, the object counts (including the PFC extension layer) are:

Posting Suspense application: 231 objects
Dimension Maintenance application: 200 objects
GAFS-R Reporting and JV application: 328 objects

5. **General.** The contractor, unless specified in this Statement of Work (SOW), shall provide all necessary personnel, management, materials, administrative and technical services, equipment, and software required meeting the requirements and/or tasks outlined here. The software and non-software support services to be acquired fall within the general areas of:

- Software requirements definition
- Software design and analysis
- Software development, engineering and migration
- Software reuse support
- Hardware migration
- Software programming
- Software debugging
- Software testing
- Software maintenance
- Software installation/implementation
- Hardware installation/implementation
- Document conversion
- Risk management
- Economic analysis
- Software process improvement
- Functional and business process improvement
- Software quality assurance
- Software configuration management
- Project management
- Prototyping
- Systems documentation
- Technical training
- Technology infusion

6. **Tasks.** The data mart was built with ease of maintenance in mind. Many of the tasks below can be accomplished by updating various tables such as metadata, parameter, and data/report mappings. Each task is described below that is to be completed by the contractor.

6.1. **Task 1 - Provide Bi-Weekly Activity Reports.** An activity report will be submitted on the 1st and 15th of every month to DFAS-ADSG/DE on the activity performed in support of this SOW. The media for the status report can be an email, MS Word 97 document or any other means that is agreed to by the government prior to submission of the report. (Information pertaining to all Contract Data Requirement Lists (CDRLs) may be included in the Activity Report. (CDRLs – All)

6.2. **Task 2 - Attend Planning Meetings.** Attend twice a month (or as required) planning meetings with DFAS-DE to advise on technical and functional matters. Any issues or concerns on architecture, technical, functional or any other matter will be presented at the meeting. These meetings may be held at either DFAS-DE or the contractor facilities. The contractor is responsible for the minutes of these meetings. A meeting may be held in support of any task. (CDRL A002, A002a)

6.3. **Task 3 - Provide Help Desk.** Provide on-site support at DFAS-DE, Building 444 during the business hours. Business hours are from 6:30am to 5:00pm. The contractor will also provide an on-call support for problems during non-business hours and weekends. The contractor must provide beeper or cell phone for after hour contact and must be able to return the call to the customer within 90 minutes. The help desk will assist customers with Functional and Technical Issues. All problems will be recorded, tracked, reported and where applicable, fixed. Where the software is not performing as designed, the contractor will issue guidance and/or workarounds through the government until the software can be fixed and released to the field. (CDRL A003, A003a, A0003b, A0003c, A0003d)

6.4. **Task 4 – Perform Application Administrator Functions.** The contractor will identify data mart impacts, trends, and other conditions (e.g., system recovery discrepancies) that require management attention. This may include trend analysis such as table usage, response times, indexes, and suggested aggregate tables. The contractor will interact and assist the DISA Ogden Oracle DBA and System Administrator when necessary. (CDRL A004)

6.5. **Task 5 - Develop a Transition Plan.** The maintenance of the GAFS-R data mart will be transitioned to the Denver Center Technical Services Organization for future maintenance. The contractor will develop, write, and coordinate a Transition Plan for the transfer of the maintenance. The transition plan should include but not limited to training, a game plan for bringing the GAFS-R data mart into full DFAS technical compliance and a review of any work that must be performed after the transition. The transition plan will be delivered on July 25, 2002 in order to execute the plan no later than September 1, 2003. If the FY2004 renewal Option is exercised, a second transition plan will be delivered on July 28, 2004 in order to execute the plan no later than September 1, 2004. (CDRL A005, A005a, A005b)

6.6. **Task 6 – Perform sizing and performance analyses, make recommendations, and release approved recommendations.** As each module is used and matures, many things can affect the sizing and performance of the data mart and the associated application programs. The contractor must periodically perform analysis of the system sizing / performance and make

recommendations to the government for improvements. If approved, the government will authorize the contractor to implement the proposed recommendation. CDRL A006)

6.7. **Task 7 - Provide functional/technical support to GAFS-R Phase 3 Merger of the Central Procurement Accounting System into the General Accounting and Finance System – Base Level.** The contractor will provide functional/technical support to the GAFS-R PMO in support of GAFS-R Phase 3 (Central Procurement Accounting System merger into General Accounting and Finance System – Base Level) as required. This task may include but is not limited to defining functional/technical requirements, attending working group meetings representing DFAS-ADSG/DE, and data analysis. (CDRL A007)

6.8. **Task 8 - Assist in system, functional, integration, and compliance testing.** As required, the contractor will assist the government in developing, executing, and evaluating all phases of testing to include system (unit), functional, integration and compliance testing. This may also include providing the government access (to include remote access) to hardware/software within the contractor's facility. (Every software release must go through the testing process prior to being released. CDRL A008)

6.9. **Task 9 - Release software and documentation incrementally.** As part of the normal software maintenance, the application/client software will have to be modified and released periodically. The DFAS System Life Cycle procedures for systems in maintenance will be followed. For example, the contractor must instill configuration management, perform unit testing, and complete all appropriate System Life Cycle Documentation. Access to the DFAS SLC is available to any user (contractor or government) at: http://dfas.mil. The contractor must have an approved DFAS 700 System Change Request for any work beyond the initial planning or analysis. (CDRL A009)

6.10. **Task 10 – Provide the capability to capture, inquire, and report complete contract history.** Contract history must be maintained in order to perform contract reconciliation. In the case of acquisition contracts, the reconciliation will be with MOCAS and/or the Defense Procurement and Payment System (DPPS). For Foreign Military Sales, it is with the Country/Case/Line file. Every transaction processed during the entire history of the contract must be captured, maintained, and reported. This may necessitate modification to various dimension tables, mapping of views/reports and export as a printed report or as a data file. Mass changes to the long line of accounting will be applied to every transaction in the contract history. This functionality may be expanded to include other types of documents. (CDRL A010)

6.11. **Task 11 – Modify or add any tables, edits, or applications as required to support the CPAS and GAFS-BL merger.** Changes to the tables, edits or applications within the data mart are not anticipated for the CPAS to GAFS-BL merger except for the contract history (see Task 10). However, the government during the merger process may discover the need for additional/modified tables, edits or applications. (CDRL A011)

6.12. **Task 12 – Accommodate daily interfaces process vice monthly.** The input interfaces files from the core accounting systems to the data mart will migrate from a monthly process to a daily process. Dimension tables, parameter tables or procedures may have to be modified to accommodate the daily interfaces. Attention must be given to file inventory control, time zone differences, end-of-month cut off periods and when to update the general ledger accounts i.e. daily versus monthly. (CDRL A012)

6.13. **Task 13 – Develop and release Key Performance Indicators**. Air Force and DFAS senior managers make budgetary decisions everyday based on financial data. The capability to provide approximately 15 key performance indicators to senior managers in a user-friendly manner must be developed. This task primarily includes of providing views to senior managers of summarized data. This effort will require functional/technical analysis, design, development, coding, testing, and implementation. Approximately 50% of the work will be completed in the Base period and 50% in the Option period if exercised. (CDRL A013)

6.14. **Task 14 – Modify tables / application software to support automated PP&E/OM&S interfaces and functionality.** Property, Plant & Equipment and Operating Material & Supplies are included in the financial reports. Currently, these interfaces are a manual process. Air Force is in the process of modernizing the PP&E/OM&S systems. As they are modernized, the interface into GAFS-R will be automated. As part of this SOW, a revised interface for the Automated Civil Engineering System (ACES) will be implemented. It will become the template for future PP&E/OM&S interfacing systems. All anticipated data elements and functionality for PP&E/OM&S should be incorporated into GAFS-R so as the feeder systems implement, GAFS-R does not have to be modified. The anticipated schedule is:

System	Government Projected Implementation Date
Air Force Equipment Management System (AFEMS)	June 2003
Defense Medical Logistics Supply Support (DMLSS)	June 2003
Combat Ammunition System (CAS)	Oct 2003
Standard Base Supply System (SBSS)	May 2004
Comprehensive Engine Management System (CEMS)	Sep 2004
Integrated Missile Data Base (IMDB)	Sep 2004
Reliability and Maintainability Information System/Equipment Inventory Multiple Status and Utilization Reporting System (REMIS/EIMSURS)	Sep 2004
Financial Inventory and Accounting Billing System (FIABS) (CDRL A014)	Sep 2006

6.15. **Task 15 – Develop and release Aging and Status Accounts Receivable tables, application software and reports.** An interface must be developed from all accounts receivable systems to capture, track and report the aging and status. The systems include but are not limited to Oracle Government Financials (COTS A/R), Job Order Cost Accounting System (JOCAS), and GAFS-BL. The ACF 8108 report or an equivalent output will be created by GAFS-R and will require an input screen to accommodate those transactions that cannot be captured. The

contractor will assist the government in defining the interface and reporting requirements. (CDRL A015)

6.16. **Task 16 – Develop and release Aging and Status Accounts Payable tables, application software and reports.** An interface must be developed from all accounts payable systems to capture, track and report the aging and status. The systems include but are not limited to Integrated Accounts Payable System (IAPS), CPAS and GAFS-BL. A report will be created by GAFS-R. The contractor will assist the government in defining the interface and reporting requirements. (CDRL A016)

6.17. **Task 17 – Develop and release Aging and Status Suspense Accounts tables, application software and reports.** The detailed transactions from GAFS-BL with a Fund Type K are considered suspense accounts. The interface must be capture, track and report the aging and status of the suspense accounts. A report will be created by GAFS-R. The contractor will assist the government in defining the interface and reporting requirements. (CDRL A017)

6.18. **Task 18 – Develop the procedures to transfer inactive records (TFR) from the core accounting system and maintain and report the balances from the data mart.** Appropriation balances are being maintained in GAFS-BL for reporting purposes although the records are inactive. These inactive records affect the sizing and performance of the core accounting systems. The ability to transfer inactive records from the core accounting system, maintain and report the balances from the data mart must be developed. (CDRL A018)

6.19. **Task 19 – Establish Fiscal Year End processes**. This may include table updates, new posting rules, and modified/new applications for the Fiscal year-end processes. Some examples are: Closing Entries to the General Ledger Accounts, Conversion of Data Elements, Archiving Data, Snapshots of Year-End positions, and creation of the new year's rules/tables. (CDRL A019)

6.20. **Task 20 - Provide interim functional/technical support to users of CRS system including table maintenance & revisions related to reporting and regulatory guidance.** The legacy CRS system must be maintained through July 31, 2003 to allow for parallel testing with GAFS-R. The contractor will provide functional/technical support to users of CRS system including table maintenance & revisions related to reporting and regulatory guidance. (CDRL A020)

6.21. **Task 21 - Population of FY 2001 and prior detailed transactions for GAFS-BL & CPAS.** The contractor will use the existing load programs to process any remaining FY2001 and prior detailed transactions to the data mart for management information purposes. These transactions do not update the general ledger. The existing load process transforms the multiple purpose fields into single purpose fields. The ABQJ4D / ABQJ4A file will be used for GAFS-BL. Approximately 3 years of GAFS-BL data is available from 11 sites. The HST file will be used for CPAS if available. The (CDRL A021)

6.22. **Task 22 – Maintain the User Defined File (UDF) 814 interface to DCD.** The DFAS Corporate Database Program Manager has modified the interface format from the GAFS-R data mart to DCD (UDF 814). The interface will include base-level transactions, command undistributed, and home office adjustments. Other accounting events may be added as the interface matures with DCD. (CDRL A022)

6.23. **Task 23 – Maintain the USSGL and/or attributes as required.** As GAFS-R and DDRS matures the requirements for the USSGL and/or the DDRS attributes may change. If the change is driven by Treasury, legislation or Headquarters, implementation of the change would be mandatory. The contractor at the direction of DFAS-DE will make changes as appropriate. (CDRL A023)

6.24. **Task 24 – Develop the processes for unclassified interfaces from classified systems.** Detailed transactions will not be received from classified systems even though each transaction in isolation is unclassified. Security concerns are that if individual transactions can be grouped, viewed and sorted, it will provide insight into classified or sensitive data. Currently, the classified systems provide the data mart with summary information in the Database Transfer (DBT) format. However, with the elimination of COARS, SAF/FM is developing a new system to consolidate their classified and unclassified data. If the output from this new system results in a new input format the contractor will be responsible for integrating this summary data into the overall design of the data mart. (CDRL A024)

7. **Deliverables.** All deliverables must meet professional standards and meet the requirements set forth in this statement of work. The contractor will be responsible for delivering all end items specified. The following items are deliverables which fall within the scope of this task and which are illustrative of the type of work the Government expects to order.

8. **Contract Data Requirement Lists.**

Task/CDRL	Title	Delivery Date
A001	Provide Bi-Weekly Activity Reports	1st & 15th Each Month
A002	Attend Planning Meetings	Twice a Month
A002a	Meeting Minutes	Twice a Month
A003	Provide Help Desk	
A003a	Operational Help Desk	June 23, 2003
A003b	Establish Standard Operating Procedures	Award + 10 workdays
A003c	Establish Problem Call Tracking/Reporting	Award + 15 workdays
A003d	Establish After-Hours Notification Procedures	Award + 15 workdays
A004	Perform Application Administrator Functions	As Required
A005	Develop a Transition Plan	
A005a	FY2003 Transition Plan	July 25, 2003
A005b	FY2004 Transition Plan	July 28, 2004 if Option period is exercised
A006	Sizing/Performance Analysis	As Required

Task/CDRL	Title	Delivery Date
A007	Phase 3 Functional/Technical Support	As Required
A008	Assist in Testing	As Required
A009	Release Software Incrementally	As Required
A010	Provide Contract History	September 12, 2003
A011	Data Mart Changes for Phase 3	September 12, 2003
A012	Daily Interfaces	July 18, 2003
A013	Key Performance Indicators	TBD – 50% of the work will be performed in the base period, and 50% in the Option period if exercised
A014	PP&E/OM&S Interfaces	June 23, 2003
A015	Aging/Status Accounts Receivable	TBD – 100% of the work will be performed in the Option period if exercised
A016	Aging/Status Accounts Payable	TBD – 100% of the work will be performed in the Option period if exercised
A017	Aging/Status Suspense Accounts	TBD – 100% of the work will be performed in the Option period if exercised
A018	Transfer of Inactive Records	September 12, 2003
A019	Fiscal Year-End	August 4, 2003
A020	CRS Technical/Functional Support	As Required through July 31, 2003
A021	Population of FY2001 & Prior History	June 30, 2003
A022	Maintain DCD Interface	July 18, 2003
A023	Maintain USSGL/Attribute Tables	As Required
A024	Interface for Classified Systems	TBD – 10% of the work will be performed in the base period, and 90% in the Option period if exercised

*Must have approved System Change Request before work begins

9. **Government Furnished Information, Equipment, Space, or Facilities.** The government will provide office space, desks, access to normal office equipment, and personal computers with connectivity to the Enterprise Local Area Network for 2 to 6 individuals performing the help desk, Phase 3, and testing functions. All data mart source code, object code, and documentation will be provided to the contractor.

10. Security and Privacy Act Requirements

All work-performed relative to the taskings identified in the SOW are unclassified or carry a Privacy Act Classification. System security shall be in accordance with DoD directive 5200.28, Security Requirements for AIS.

Security Investigation Requirements: No classified work will be required. However, the contractor will be working with sensitive information which is covered by the Privacy Act and which is category ADP/AIS II. Contractor must ensure sensitive (privacy act) information is properly safeguarded at the work-site and not removed from the work site. Also, the contractor will be required to comply with the security requirements associated with access to the DFAS enterprise network. This requires individuals who perform duties at the ADP/AIS II category to have a favorable determination of requisite investigation IAW the specifications of the DoD Personnel Security Program as provided for in the DoD 5200.2-R. If declared, the contractor may be requested to undergo a higher level of investigation. The NAC includes the following:

- Standard Form 85P - Questionnaire for Public Trust Positions
- FD 258 - Finger Print Card

All contractor personnel requiring access to the DFAS systems will complete a National Agency Check (NAC). The SF 85P will be completed using the Electronic Personnel Security Questionnaire (EPSQ). EPSQs are available for downloading on the Defense Security Service (DSS) Web Site at www.dss.mil\epsq. Completed EPSQs, to include a copy on a disk and a signed hard copy, will be provided to the Contract Officer's Representative (COR) or Government Point Of Contact (GPOC) elsewhere named in this award. All 85Ps must be accompanied with a copy of the contractor's birth certificate for citizenship verification. Foreign Nationals must submit appropriate documentation from the Immigration and Naturalization Service (INS). Employment of non-US citizens requires a fully completed and favorably adjudicated background investigation prior to beginning DFAS work. The COR/GPOC will notify the contractor when contractor employees have been approved for access to the facility. The NACs should be completed before the contractor employee begins work. However, on an exception basis and if an emergency situation exists, a US citizen contractor employee may begin once the NAC has been reviewed, initiated, and there is no derogatory information and the COR/GPOC obtains contractor badges. Those US citizen contractors needed to begin work prior to receipt of a favorable NAC must have a waiver of pre-appointment investigative requirements approved by the proponent Business Line Executive, Client Executive, or Corporate Director. All contractor employees must receive a favorable NAC. Unfavorable NAC findings will require individual determinations by the DFAS-CO security office prior to allowing contractor employee access to the facility.

11. Standards.

11.1. System Security. System security requirements will be developed in accordance with the provisions of OMB Circular A-130, Management of Federal Information Resources, and DoDD 5200.28, Security Requirements for Automated Information Systems. System security

risks will be assessed and managed in accordance with DoDI 5200.40, DoD Information Technology Security Certification and Accreditation Process (DITSCAP). DFAS policy contained in the DFAS Information Management Regulation 8000.1-R, Part E, Information Systems Security Policy, will be used to implement the Federal and DoD requirements contained in the above Circulars and Instructions.

11.2. Authority to Connect Non-government Supplied Workstations and Printers to the ELAN. See DFAS 8000.1-R, Part B, Chapter 9 for the rules. Chapter 9 has been included in this SOW as appendix B.

11.3. Software Development. The data mart will be built in accordance with commercial practices. In addition:

- COTS software [used in the deliverable] must be on the Infrastructure Services Organization (ISO) Tested and Approved Software List or obtain approval from the ELAN Platform Engineering Team (EPET) prior to installation on DFAS systems.
- No operating system extensions other than those available in Basic Unix Operating System package is authorized
- No "malicious" logic is authorized. Malicious logic expands on what was previously termed a "Virus" and was primarily referred to as a software-driven attack. Malicious logic is broader in scope. It is defined as the intentional insertion of hardware, firmware, and software to disrupt the availability, integrity, or confidentiality of a network, information systems, standalone computing device, and the information they process respectively.
- The government via a System Change Request (DFAS Form 700) prior to work being performed must approve all system modifications or enhancements. This includes any problems reported to the help desk. The Contractor will meet with the Government when necessary to determine priority, schedule, resources, requirements, architecture, implementation procedures or any other item as deemed necessary.
- All work will be performed in accordance with the approved Configuration Management & Quality Assurance plans. The contractor will perform unit, integration, and interoperability testing prior to release. As part of the development and release of the software, the contractor will create and/or update all applicable LCM Documents. The DFAS System Life Cycle standards found at http://www.dfas.mil/technology/pal/ssps/docstds/lcdocstds60.htm will be followed. They include but are not limited to:

  User's Manual
  Version Description Document
  Database Design Document
  Software Requirements Document

  Software release dates will be negotiated between the contractor and the government but the targeted timeframe is quarterly.

12. Expertise. The contractor is responsible for providing personnel with expertise in the following areas:

12.1. ADP Skills. Personnel must be knowledgeable in all phases of life-cycle systems development. Programmer skills considered necessary for successful completion of technical tasks:

Oracle 9i
Oracle Warehouse Builder 9i
COGNOS Impromptu Administrator 7.0
PowerBuilder 8.1

12.2. Functional Skills. Personnel must be capable of working independently and with demonstrated working knowledge of the network hardware & software component types involved with this Statement of Work. Key individual(s) shall be familiar with policies & procedures, as well as have working knowledge of the non-computer effort required in this SOW. In addition, specific knowledge and experience with the following Air Force systems and prior DFAS-DE initiatives is helpful.

Base Accounts Receivable System (BARS)
Central Procurement Accounting System (CPAS)
General Accounting and Finance System (GAFS)
Status of Funds (SOF)
Air Force CFO Reporting System
Air Force CFO Reporting System II
DCD Initiative
US Standard General Ledger (USSGL)
Command On-line Accounting and Reporting System (COARS)
Defense Departmental Reporting System Interfaces

13. Reimbursement.

13.1. Travel.

13.1.1. Area of Travel. Travel is not anticipated however, if a situation arises, travel may be required by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes, but is not limited to, the following: medical examinations, immunization, passports, visas, security clearances, etc.

13.1.2. Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions: Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty (TDY) travel in the Department of Defense (DOD) Joint Travel Regulations (JTR): Vol. 2 for Civilian Personnel.

13.1.3. **Travel.** Travel, subsistence, and associated labor charges for travel time are authorized for travel beyond a 50-mile radius of the local office, whenever a task assignment requires work to be accomplished at a temporary alternate work site. No travel, subsistence, or associated labor charges for travel time shall be charged for work performed within a 50-mile radius of the contractor's local office, normal work site, or temporary work site unless approved in advance by the Contracting Officer's Representative (COR). Under no circumstances will costs be reimbursed for travel performed for personal convenience and daily travel to and from the normal work site, to include parking expenses.

13.1.4. **Per Diem.** Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the DOD JTR.

13.1.5. **Shipboard Stays.** Whenever work assignments require TDY aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD JTR, Volume 2.

13.1.6. **Air/Rail Travel.** In rendering the services, the contractor shall be reimbursed for actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the ordering officer. Such authorization by the ordering officer shall be indicated in the order or in some other suitable written form. NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

13.1.7. **Private Automobile.** The use of privately-owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by the JTR. Authorization for the use of privately-owned conveyance shall be indicated on the order. Distance traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

13.1.8. **Car Rental.** The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

13.1.9. **Relocation costs.** Relocation costs and travel costs incident to relocation are not allowable and will not be reimbursed hereunder.

13.2. **General Operational Expenses.** The cost of general purpose items required for the conduct of the contractor's normal business operations will normally be considered unallowable Other

Direct Costs in the performance of this contract. This includes, but is not limited to, the cost of items such as: telephones and telephone charges; typewriter; reproduction machines; word processing equipment; personal computers; and other office equipment. Any material remaining after completion of the contract, the cost of which as been reimbursed by the Government, will remain Government property and the contractor must request disposition instructions from the contracting officer. Materials considered to be a normal cost of doing business shall be considered overhead, which is included in the Labor Rates shown in Section B and shall not be billed separately as a material cost.

13.3. Other Material. Material, other than expendable material, shall be furnished pursuant to specific authorization in the Delivery Order. The contractor will be required to support all material costs claimed by submission of paid subcontractor invoices. The contractor will be reimbursed in accordance with FAR 52.232-7(b) if this is a time and materials contract.

13.4. Subcontracts - Time and Materials. Subcontracts, if any, shall be reimbursed in accordance with FAR 52.232-7(b), and shall not include any subcontracts for Direct Labor included under FAR 52.232-7(a). Any such subcontracting not included under FAR 52.232-7(a) shall be limited to incidental, one-time requirements.

13.5. Limitations. Normally, the amount of "Other Direct Costs," if any (excluding travel and per diem), should not exceed one percent (1%) of the total amount of any Delivery Order.

14. Relocation of Place of Performance. If the place of performance of this contract is changed pursuant to the "Changes" clause of the contract, the cost of relocating the contractor's facility, if any, are not allowable as a direct cost and will not be reimbursed. Also see above which disallows (either as a direct or indirect cost) reimbursement or personnel relocation costs and travel costs incident to relocation.

15. Place of Performance and Delivery. All tasks associated with the tasks will take place primarily in Denver, Colorado metropolitan area. All tasks will be accomplished at the contractor facilities except for the help desk function. Office space and necessary equipment will be provided in the DFAS facility (Building 444). Meetings may take place at either the government or contractor facilities based on the Government's needs.

16. Certification. Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the contract and all amendments. Normally the Contractor and the Contracting Officer Representative(s) (COR) will meet once a month to review performance and inspect work. This meeting will occur at a place to be determined by the COR.

17. Administrative Considerations

Points of Contact.

Client Representative\User Project Manager
TO BE PROVIDED AT AWARD

Alternate:
TO BE PROVIDED AT AWARD

Contracting Officer Representative
TO BE PROVIDED AT AWARD

Alternate Contracting Officer Representative
TO BE PROVIDED AT AWARD

Contracting Officer
Lois Byrne
DFAS-ASD
1931 Jefferson Davis Highway
Bldg CM3, Room 905
Arlington, VA 22240-5291
(703) 607-0573, fax (703) 607-1573
lois.byrne@dfas.mil

18. Duration of Task. The contractor's support for these tasks will commence at contract award and not exceed September 30, 2003. There is a one-year renewable option for FY2004 for a period of performance not to exceed September 30, 2004.

19. Invoices. Invoices will be submitted to the COR monthly. As supporting documentation to the invoice, the contractor will provide a composite report of expended work hours by individual to DFAS-DE monthly.

APPENDIX A - ACRONYMS

ADP	Automated Data Processing
AFSF	Air Force Stock Fund
AISs	Automated Information Systems
A/R	Accounts Receivable
CDRL	Contract Data Requirement Lists
CFO	Chief Financial Officer
COARS	Command Online Accounting and Reporting System
COR	Contracting Officer Representative
COTS	Commercial Off-The-Shelf
CPAS	Central Procurement Accounting System
CRS	CFO Reporting System
DBA	Database Administrator
DDRS	Defense Departmental Reporting System
DFAS	Defense Finance and Accounting Service
DFAS-DE	Defense Finance and Accounting Service – Denver Center
DISA	Defense Information Services Agency
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Departmetn of Defense Instruction
ELAN	Enterprise Local Area Netowork
EPET	ELAN Platform Engineering Team
FAR	Federal Acquisition Regulation
FFMIA	Federal Finanancial Management Improvement Act
FFMR	Federal Financial Management Requirements
GAFS-BL	General Accounting and Finance System – Base Level
GAFS-R	General Accounting and Finance System – Rehost
JTR	Joint Travel Regulation
KPIs	Key Performance Indicators
LCM	Life Cycle Management
OMB	Office of Management and Budget
OM&S	Operating Material and Supplies
PMO	Program Management Office
PP&E	Property, Plant and Equipment
SOF	Status of Funds
SOW	Statement of Work
TDY	Temporary Duty
USSGL	U.S. Standard General Ledger