

**ASTRO Contract Number:**

**Awardee:**

**Pool:**

**Awarded from:**

**ASTRO Solicitation Number: 47QFCA20R0026**

**COVER PAGE**

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This document is the official contract document for awards resulting from solicitation 47QFCA20R0026. This document incorporates the following modifications to the final solicitation documentation:

- **The contract now includes the clause 52.223-99, Ensuring Adequate COVID Safety Protocols for Federal Contractors**
- **For DoD task orders, this contract also includes clause 252.223-7999, Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Deviation 2021-O0009)**
- **A typo has been edited in Section J.1 Attachment A to correct the Section B reference to B.4.1 instead of B.2.1**
- **The Notice To Proceed date for this contract is November 15, 2021, which establishes the Ordering Period of the contract as November 15, 2021 – November 14, 2026 for the base period and November 15, 2026 – November 14, 2031 for the option period, if exercised.**

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## B.1 BACKGROUND

This ASTRO solicitation shall establish a family of ten separate, individual, Multiple Award (MA), Indefinite Delivery/Indefinite Quantity (IDIQ) contracts that encompass a variety of services related to manned, unmanned, and optionally manned platforms and robotics as defined in Section C.

Hereafter, the family of ASTRO MA-IDIQ contracts, as a whole, will be referred to as the Master Contract. Each individual Master Contract will be referred to as a Pool within the Master Contract. The ASTRO Contracting Officer (CO) at the Master Contract level will be referred to as the ASTRO CO, and the CO at the task order level will be referred to as the Ordering CO (OCO).

ASTRO is available for use by the GSA FAS AAS FEDSIM organization and any GSA AAS CO granted a Delegation of Procurement Authority (DPA) specifically authorized by the ASTRO CO(s).

### B.1.1 MINIMUM GUARANTEE AND MAXIMUM DOLLAR CEILING (MASTER CONTRACT)

The minimum guarantee is \$3,500 for each contract in each Pool that does not obtain a task order award during the ordering period of the Master Contract.

There is no maximum dollar ceiling for the Master Contract as a whole or for each individual Pool.

### B.1.2 MINIMUM DOLLAR LIMITATION AND MAXIMUM DOLLAR CEILING (TASK ORDER)

The minimum dollar limitation for an individual task order shall be equal to or greater than the simplified acquisition threshold as defined in FAR 2.101, including the total value of the base period and all option periods combined.

There is no maximum dollar ceiling for an individual task order. An unlimited number of task orders may be placed during the Master Contract's ordering period.

## B.2 POOLS

This table identifies the Pools of ASTRO:

<b>DATA OPERATIONS POOL</b>
Function: Performance of Data Operations including all data collection, processing, exploitation, and dissemination activities associated with manned, unmanned, and optionally manned platforms and robotics supporting mission performance. This includes traditional labor services as well as "as a service" support.
North American Industry Classification System (NAICS) Code and Title: 541990 – All Other Professional, Scientific, and Technical Services
Small Business Size Standard: \$16.5 Million
<b>MISSION OPERATIONS POOL</b>
Function: Mission Operations includes performance of operational services not included in Data Operations associated with manned, unmanned, and optionally manned platforms and robotics supporting mission performance. This includes traditional labor services as well as "as a service" support.
NAICS Code and Title: 541990 – All Other Professional, Scientific, and Technical Services

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Small Business Size Standard: \$16.5 Million

**AVIATION POOL**

Function: Maintenance, repair, and overhaul of manned, optionally manned, and unmanned aircraft.

NAICS Code and Title: 488190 – Other Support Activities for Air Transportation

Small Business Size Standard: \$35 Million

**GROUND POOL**

Function: Maintenance, repair, and overhaul of manned, optionally manned, and unmanned ground platforms and industrial machinery.

NAICS Code and Title: 488999 – All Other Support Activities for Transportation

Small Business Size Standard: \$8 Million

**SPACE POOL**

Function: Maintenance, repair, and overhaul of manned, optionally manned, and unmanned space platforms.

NAICS Code and Title: 488190 – Other Support Activities for Air Transportation

Small Business Size Standard: \$35 Million

**MARITIME POOL**

Function: Maintenance, repair, and overhaul of manned, optionally manned, and unmanned maritime platforms.

NAICS Code and Title: 336611 – Ship Building and Repairing

Small Business Size Standard: 1,250 employees

**DEVELOPMENT/SYSTEMS INTEGRATION POOL**

Function: Systems integration, improvement, and/or engineering associated with manned, unmanned, and optionally manned platforms.

NAICS Code and Title: 541330 – Engineering Services

Small Business Size Standard: \$41.5 Million (based on the 541330 exceptions)

**RESEARCH POOL**

Function: All R&D associated with manned, unmanned, optionally manned, and counter Unmanned Systems (UxS) platforms

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NAICS Code and Title: 541715 – Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)
Small Business Size Standard: 1,000 Employees
<b>SUPPORT POOL</b>
Function: All support services (except training) required for successful execution of a product, program, project, or process regarding platforms and robotics for land, air, sea, or space; the planning necessary to support operational missions; and the analysis of the results of an operational mission.
NAICS Code and Title: 541990 - All Other Professional, Scientific, and Technical Services
Small Business Size Standard: \$16.5 Million
<b>TRAINING POOL</b>
Function: All training (the providing of instruction) services required for successful execution of a product, program, project, or process regarding platforms and/or robotics for land, air, sea, or space.
NAICS Code and Title: 611699 – All other Miscellaneous Schools and Instruction
Small Business Size Standard: \$12 Million

### **B.3 TASK ORDER CONTRACT TYPES**

The Master Contract allows for all contract types at the task order level including Fixed-Price (all types), Cost-Reimbursement (all types), Incentive (all types), Time-and-Materials (T&M), and Labor-Hour (LH).

When applicable to the requirement, task orders may combine more than one contract type and include multi-year or option periods, performance based procedures, classified and/or unclassified, and commercial and/or non-commercial items.

OCOs should identify the contract type(s) and whether or not the task order is considered commercial or non-commercial in the task order solicitation and award.

Terms and conditions, clauses, and provisions should be appropriate to the contract type(s), commercial and/or non-commercial items.

#### **B.3.1 FIXED PRICE**

The various Fixed Price contract types are defined under Federal Acquisition Regulation (FAR) Subpart 16.2, Fixed-Price Contracts, and other applicable regulatory supplements.

#### **B.3.2 COST REIMBURSEMENT**

The various Cost Reimbursement contract types are defined under FAR Subpart 16.3, Cost-Reimbursement Contracts, and other applicable regulatory supplements.

The contractor shall maintain an approved accounting system, as approved by the cognizant Administrative CO (ACO) of the Defense Contract Management Agency (DCMA) or other Cognizant Federal Agency (CFA), and validated by

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the ASTRO CO to permit timely and accurate development of all necessary cost data in the format required by the proposed cost-reimbursement contract type.

The contractor may be required to submit a cost proposal with supporting information for each cost element including, but not limited to, direct labor, Cost Accounting Standards (CAS) disclosures, fringe benefits, overhead, general and administrative expenses, facilities capital cost of money, other direct costs, and fee consistent with its approved accounting system and, if applicable, Provisional Billing Rates (PBRs) and Forward Pricing Rate Agreements (FPRAs).

### **B.3.3 INCENTIVE**

The various Incentive contract types are defined under FAR Subpart 16.4, Incentive Contracts, and other applicable regulatory supplements.

### **B.3.4 T&M AND LH**

T&M and LH contract types are defined under FAR Subpart 16.6, T&M and LH Contracts, and other regulatory supplements.

The contractor shall maintain an approved accounting system, as approved by the cognizant ACO of the DCMA or other Cognizant Federal Agency (CFA) and validated by the ASTRO CO, to permit timely and accurate development of all necessary cost data in the format required by the proposed T&M or LH contract type.

## **B.4 TASK ORDER LABOR**

The Master Contract provides the flexibility to utilize labor categories for Contiguous United States (CONUS), Outside CONUS (OCONUS), specialized labor, construction wage rate requirements, professional services, service contract labor standards, or any combination thereof, at the task order level. The OCO is the authority in establishing what kind of labor is appropriate for each task order requirement.

### **B.4.1 CONUS STANDARDIZED LABOR CATEGORIES**

CONUS labor is defined as in-scope labor being performed in the 48 contiguous states plus the District of Columbia.

The Master Contract provides for standardized labor categories in CONUS for utilization at the task order level. CONUS standardized labor is defined as all labor for which the expertise required or duties performed are within the scope of the Master Contract and task order in accordance with labor categories set forth in Section J.1, Attachment A.

CONUS standardized labor categories correspond to the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data at [www.bls.gov](http://www.bls.gov). CONUS standardized labor categories are individual labor categories that are mapped to a single SOC and functional description.

The contractor may propose CONUS standardized labor when proposing a total solution; however, the OCO will determine whether circumstances merit the use of CONUS standardized labor. CONUS standardized labor categories are encouraged, but not mandatory for use at the task order level. The OCO should indicate in the task order solicitation whether or not contractors shall submit labor pricing using the Master Contract's CONUS standardized labor categories in their task order proposals.

The contractor shall become proficient in the use of the BLS SOC system and CONUS standardized labor categories identified in Section J.1, Attachment A in preparation for submitting cost/price proposals under task order solicitations that require CONUS standardized labor category submissions.

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#### **B.4.2 OCONUS LABOR**

OCONUS is defined as in-scope labor being performed in other than the 48 contiguous states plus the District of Columbia. OCONUS labor is defined as all labor for which the expertise required or duties performed are within the scope of the Master Contract and task order. The contractor may propose OCONUS labor when proposing a total solution; however, the OCO will determine whether circumstances merit the use of OCONUS labor.

The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.

The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. Contractor civilians assigned to foreign areas may receive the allowances and benefits in the DSSR but, they shall not receive allowance and benefits in excess of those identified in the DSSR.

For OCONUS task orders where costs are not specifically addressed in the DSSR, the Government will reimburse the contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable regulatory supplements.

#### **B.4.3 SPECIALIZED LABOR**

Specialized labor is defined as any labor for which the expertise required or duties performed are within the scope of the Master Contract and task order, but are not identified by the standardized labor categories.

When CONUS standardized labor categories are not mandatory or not able to be mapped directly by the contractor, the contractor may propose specialized labor when proposing a total solution; however, the OCO will determine whether circumstances merit the use of specialized labor.

#### **B.4.4 CONSTRUCTION WAGE RATE REQUIREMENTS**

When labor for construction, alteration and repair are within the scope of the Master Contract and task order, construction wage rate requirements shall be implemented in accordance with FAR Subpart 22.4 and other regulatory supplements, as applicable. The OCO shall identify such work in the task order solicitation and make a determination as to whether wage determinations are to be applied or not.

The Department of Labor (DoL) is responsible for issuing wage determinations reflecting prevailing wages, including fringe benefits. Determinations are issued for different types of construction, such as building, heavy, highway, and residential (referred to as rate schedules), and apply only to the types of construction designated in the determination.

The Master Contract does not include a complete list of clauses or provisions that flow down to the task order level requirements. The OCO shall incorporate all the appropriate clauses and provisions in each task order solicitation and subsequent award when construction, alteration, and repairs are within the scope of the Master Contract and task order requirement. When applicable, the OCO shall incorporate wage determinations subject to construction wage rate requirements in the task order award.

#### **B.4.5 SERVICE CONTRACT LABOR STANDARDS**

When service contract labor standards are within the scope of the Master Contract and task order, wage rate requirements shall be implemented in accordance with FAR Subpart 22.10 and other applicable regulatory supplements. The OCO shall identify such work in the task order solicitation and make a determination as to whether wage determinations are to be applied or not.

The DoL is responsible for issuing wage determinations reflecting prevailing wages, including fringe benefits. Contractors performing on task orders where service contract labor standards apply shall pay their employees at least the wages and fringe benefits found by the DoL to prevail in the locality of the work being performed, the fair standards labor act, and/or any applicable collective bargaining agreement.

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The Master Contract does not include a complete list of clauses or provisions that flow down to the task order level requirements. The OCO shall incorporate all the appropriate clauses and provisions in each task order solicitation and subsequent award when service contract labor standards apply. When applicable, the OCO shall incorporate wage determinations subject to wage rate requirements in the task order award.

#### **B.4.6 REQUIREMENTS FOR LABOR UNDER T&M AND LH TASK ORDERS**

When preparing solicitations for non-commercial T&M and/or LH task orders, the OCO shall incorporate one of the following provisions in the task order solicitation.

- a. FAR 52.216-29 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition with Adequate Price Competition. For DoD requirements, when selecting FAR 52.216-29, the OCO shall also select Defense Federal Acquisition Regulation Supplement (DFARS) 252.216-7002, Alternate A Time-and-Materials/Labor-Hour Proposal Requirements – Non-Commercial Item Acquisition with Adequate Price Competition
- b. FAR 52.216-30 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition without Adequate Price Competition
- c. FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition
  - a. Master Contract

T&M and LH task orders require labor categories and their associated rates to be identified in the task order award document. T&M and LH task orders with subcontracts that do not specify a labor category in the task order shall be proposed and awarded as Materials in accordance with FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

#### **B.5 TOTAL SOLUTION**

The Master Contract is designed to be a total solution vehicle for services solicited and awarded at the task order level. Total solution is defined as any combination of support that is integral and necessary to the service-based requirements within the scope of the Master Contract and task order award.

For example, a total solution may include any combination of contract types and labor associated with CONUS labor, OCONUS labor, specialized labor, construction wage rate requirements, professional labor, service contract labor standards, and other costs such as subcontracts, travel, supplies, materials, equipment, special test equipment, and special tooling.

The contractor should propose and identify the type of labor and other costs separately in its cost/price proposal and the OCO should, when appropriate, identify the type of labor and other costs by a separate Contract Line Item Number (CLIN) in the task order award.

#### **B.6 TASK ORDER PRICING/COSTS**

Because services are diverse within the scope of the Master Contract, the Master Contract provides the OCO the flexibility and authority to determine fair and reasonable pricing tailored to the individual task order requirement, including the task order statement of work or objectives, risks, uncertainties, complexity, urgency, contract type, and competition. Accordingly, the Master Contract does not predetermine cost and price reasonableness or fair and reasonable labor rates for services performed at the task order level.

The Master Contract does not establish prices for any supply or service at the task order level; therefore, the OCO shall establish cost and price reasonableness for each task order using the policies and methods in FAR Subpart 15.4, internal policies, and other applicable regulatory supplements.

Unless otherwise directed by task order terms and conditions, the contractor may apply indirect costs to labor and other costs consistent with the contractor's DCMA or other Cognizant Federal Agency (CFA) approved accounting system.

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## **B.7 ASTRO SYMPHONY PORTAL (ASP)**

The ASP is a software application the Government intends to use for ASTRO proposal submission, proposal evaluation, and contract management. Training will be provided to contractors regarding the use of ASP for proposal submission and post award requirements.

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## SECTION C – DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

### C.1 BACKGROUND

ASTRO is a family of multiple (ten at initial contract award) separate MA-IDIQ contracts that span multiple NAICS Codes and NAICS Code Exceptions that is sponsored by the DoD. This vehicle will be awarded and administered by the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Service (AAS), Federal Systems Integration and Management Center (FEDSIM).

#### C.1.1 AUTHORITY

Under the Federal Property and Administrative Services Act (40 U.S.C. 501), GSA is authorized to award and administer contracts such as ASTRO for personal property and non-personal services.

### C.2 SCOPE

The scope includes operations, maintenance, readiness, research, development, systems integration, and support for manned, unmanned, and optionally manned platforms and/or robotics, as well as the services that support those platforms and robotics.

The scope of ASTRO spans many areas of expertise and includes any and all components required to formulate a total solution to a requirement, except for those services and products specifically prohibited in this contract. Solutions may include Ancillary Support Services and/or Ancillary Support Products as defined in Sections C.4 and C.5. Requirements may call for solutions that cross over multiple disciplines; include ancillary support services and/or products; require commercial and/or non-commercial items; require professional and/or non-professional labor; and use a variety of contract types including fixed-price (all types), cost reimbursement (all types), T&M/LH, or a hybrid mix of contract types. These platforms and robotics may be based on land, air, sea, and/or space.

#### C.2.1 DOMAINS

ASTRO may be used to provide a total solution for any organization's requirement in any of the identified ASTRO Domains. These requirements include the following domains:

- a. Operations
- b. Maintenance/Readiness
- c. Development/Systems Integration
- d. Support
- e. Research and Development (R&D)

##### C.2.1.1 OPERATIONS DOMAIN

###### C.2.1.1.1 SUBDOMAIN: DATA OPERATIONS

Data Operations includes the performance of data collection, processing, exploitation, and dissemination activities associated with manned, unmanned, and optionally manned platforms and/or robotics supporting mission performance.

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Service areas that are included under the Data Operations subdomain include, but are not limited to, the following examples (listed in alphabetical order):

1. 3D Terrain And Structure Mapping
2. Aerial Surveying
3. Air Quality Monitoring And Measurement
4. Airfield Damage Assessments
5. Anti-Drug Trafficking
6. Anti-Piracy Monitoring
7. Asset Tracking
8. Asset Verification
9. Atmospheric Data Collection And Analysis
10. Battle Damage Management
11. Blue Force Tracking
12. Border Management
13. Border Security Monitoring
14. Captured Enemy Material Analysis
15. Change Detection
16. Coalition ISR
17. Counter Terrorism
18. Crime Scene Situational Awareness
19. Corrosion Under Insulation (CUI) Surveys
20. Detection and Tracking of International Terrorism
21. Data Analysis
22. Data Compression
23. Data Dissemination
24. Data Visualization
25. Detection and Tracking of Narco-Trafficking
26. Detection and Tracking of Alien Smuggling
27. Detection and Tracking of Human Trafficking
28. Detection and Tracking of Weapons Of Mass Destruction
29. Earth Exploration
30. Earth Gravity Information Gathering And Analysis
31. Emergency Preparedness And Assessments
32. Fire Detection
33. Forest Health Protection
34. Friendly Force Tracking
35. Geospatial Intelligence
36. Global Climate Information Gathering And Analysis
37. Ground Traffic Monitoring
38. Health Sciences
39. Humanitarian Relief

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40. Homeland Security
41. Hurricane Analysis, Tracking, And Modeling
42. Improvised Explosive Device (IED) Detection
43. IED Forensics
44. Image and Video Capture
45. Inspections
  - a. Dams and Wells
  - b. Flare Stack
  - c. Infrastructure
  - d. Offshore Platforms
  - e. Pavement
  - f. Pipeline and Row
  - g. Runways
  - h. Solar Farms
  - i. Tank and Vessel
  - j. Water Crossing
  - k. Wind Turbines
46. Intelligence Processing and Collection
47. ISR Demonstrations
48. ISR Exercises
49. ISR Operations
50. Investigation
51. Joint Operations ISR
52. Land Mapping
53. Law Enforcement Operations
54. Leak Detection
55. Mapping
56. Maritime Security
57. Mine Detection and Tracking
58. Mining
59. Monitoring Illegal Dumping
60. Natural Disaster Response
61. Natural Resource Management
62. Navigation
63. Oceanic Data Collection And Analysis
64. Photography and Film Production
65. Population Density Analysis
66. Powerline Intelligence Gathering
67. Precision Agriculture
68. Radar Operations
69. Reconnaissance

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70. Safety
71. Scientific Research
72. Seabed Mapping
73. Sea Life Research Data Gathering And Analysis
74. Search Operations
75. Security
76. Space Exploration
77. Space Operations
78. Submarine Detection and Tracking
79. Surface Ship Detection and Tracking
80. Supportability Analysis and Implementation
81. Surveillance
82. Surveying
83. Tradecraft
84. Traffic Flow Analysis
85. Technical Intelligence Collection
86. Undersea and Seabed Surveillance
87. Urban Planning
88. UxS Detection and Tracking
89. Video/Image/Audio Analysis
90. Weather Analysis And Monitoring
91. Wildlife Monitoring, Research, And Preservation
92. Wildlife Surveys

### **C.2.1.1.2 SUBDOMAIN: DATA OPERATIONS AS A SERVICE**

Data Operations as a Service includes performance of data collection, processing, exploitation, and dissemination activities associated with manned, unmanned, and optionally manned platforms and/or robotics and supporting mission performance exclusively or predominantly with contractor owned, contractor operated (COCO) platforms and/or robotics for land, air, sea, or space. For clarification, the term contractor-owned does NOT mean the prime contractor must technically own the hardware involved. Contractors may own the hardware, but this may also be performed through subcontractors (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), teaming partners (at the task order level), leasing (not naming the Government as the lessee), or any other business mechanism that allows for mission performance, but indemnifies the Government client. These services are normally provided on a consumable basis.

Examples for this subdomain are identical to the examples provided in the Data Operations subdomain.

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## SECTION C – DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

### C.2.1.1.3 SUBDOMAIN: MISSION OPERATIONS

Mission Operations includes performance of operational services not included in Data Operations associated with manned, unmanned, and optionally manned platforms and/or robotics supporting mission performance.

Service areas that are included under the Mission Operations subdomain include, but are not limited to, the following examples (listed in alphabetical order):

1. Air Drop Operations
2. Air Traffic Management
3. Battlefield Support
4. Biological Prediction
5. Command and Control
6. Contingency Operations
7. Electronic Spectrum Management
8. Fire Fighting
9. Humanitarian Assistance/Disaster Relief
10. Launch Services
11. Manned and Unmanned Cargo Transportation
12. Manned and Unmanned Personnel Transportation
13. Medical Evacuation (MEDEVAC)
14. Medical Supply Delivery
15. Natural Disaster Response
16. Non-Combatant Evacuation
17. Personnel Recovery
18. Search and Rescue Operations
19. Special Event Response
20. Target Activities

### C.2.1.1.4 SUBDOMAIN: MISSION OPERATIONS AS A SERVICE

Mission Operations as a Service includes performance of operational services not included in Data Operations associated with manned, unmanned, and optionally manned platforms and/or robotics supporting mission performance exclusively or predominantly with COCO platforms and/or robotics for land, air, sea, or space. For clarification, the term contractor-owned does NOT mean the prime contractor must technically own the hardware involved. Contractors may own the hardware, but this may also be performed through subcontractors (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), teaming partners (at the task order level), leasing (not naming the Government as the lessee), or any other business mechanism that allows for mission performance, but indemnifies the Government client.

Examples for this subdomain are identical to the examples provided in the Mission Operations subdomain.

### C.2.1.2 MAINTENANCE/READINESS DOMAIN

Maintenance/Readiness includes all services related to the maintenance, repair, overhaul, reconditioning, or servicing of manned, unmanned, and/or optionally manned platforms and/or

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## **SECTION C – DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK**

robotics to ensure their continued operations. This includes support functions for these platforms and/or robotics.

Service areas that are included under the Maintenance/Readiness Domain include, but are not limited to, the following examples (listed in alphabetical order):

1. Aircraft Repair and Maintenance
2. Armored Vehicle Repair and Maintenance
3. Coalition Logistics Management
4. Equipment Repair and Maintenance
5. Floating Drydock Repair and Maintenance
6. Industrial Equipment Repair and Maintenance
7. Life Cycle Sustainment
8. Logistics Maintenance
9. Machine Calibration Maintenance
10. Overhaul
11. Predictive Maintenance
12. Preventive Maintenance
13. Prognostics and Diagnostics
14. Radar Ground Station Repair and Maintenance
15. Runway Repair and Maintenance
16. Satellite Servicing
17. Ship Repair and Maintenance
18. Supply Chain Logistics
19. Supply Chain Optimization
20. Tank Repair and Maintenance
21. Test Bed Repair and Maintenance
22. UxS Repair and Maintenance

### **C.2.1.3 DEVELOPMENT/SYSTEMS INTEGRATION DOMAIN**

Development includes all services related to the improvement or enhancement of the overall platform or improvement or enhancement of any subsystem or component of a platform.

Systems Integration includes all services related to the process of bringing together component systems/subsystems into one system (an aggregation of systems/subsystems cooperating so that the system is able to deliver the overarching functionality) and ensuring that the component systems/subsystems function together as a single system.

These services are performed within the framework of manned, unmanned, or optionally manned platform and/or robotics. Service areas that are included under the Development/Systems Integration Domain include but are not limited to the following examples (listed in alphabetical order):

1. 3D Audio Technology
2. AI-Enabled Autonomy
3. Acoustic and Sonar
4. Advanced Technology Pilots and Trials
5. Alternative Energy Sources System Integration

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6. Artificial Intelligence
7. Augmented/Virtual Reality
8. Automated Information Sharing
9. Automation
10. Baseline (Configuration) Management
11. Big Data Analysis
12. Biometrics
13. Coatings
14. Communications
15. Concept Development
16. Configuration Management
17. Cyber Security
18. Data Analytics
19. Data Management
20. Data Protection
21. Design Documentation and Technical Data
22. Detect and Avoid
23. Electromagnetic Spectrum Optimization and Allocation
24. Energy Services to include Management Planning and Strategies, Audit Services and Metering
25. Engineering (Aeronautical, Astronautical, Chemical, Communications, Electrical, Mechanical, Metallurgy/Materials, Optical, Radar, Safety, Sensor, etc.)
26. Engineering Process Improvement
27. Geospatial Intelligence (GEOINT)
28. Human and Machine Symbiosis
29. Human Factors/Usability Engineering
30. Human Interfaces
31. Human-Machine Interfaces
32. Human-Swarm Interfaces
33. Human Systems Integration
34. Hydro-Electric Propulsion
35. Identity and Access Management
36. Independent Verification And Validation
37. Information Assurance
38. Integration
39. Interoperability
40. Launch Processing and Verification
41. Limited Run Initial Production
42. Machine Learning
43. Machine Vision
44. Mesh Networks

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45. Modeling and Simulation
46. Mission Assurance
47. Natural Resources Management
48. Navigation
49. Neural Networks
50. Platform Optimization
51. Power
52. Process Automation
53. Predictive Analysis
54. Propulsion
55. Prototyping and Fabrication Support
56. Quality Assurance
57. Remote Sensing
58. Reverse Engineering
59. Risk Management
60. Sensor Creation, Enhancement, Optimization And Development
61. Signal Intelligence
62. Software Development (for non-IT requirements)
63. Software Independent Verification and Validation (for non-IT requirements)
64. Specialized Tool Development
65. Swarming Modules
66. Stealth
67. System Design
68. System Effectiveness and Analysis
69. System Life Extension Program
70. System Security and Information Assurance
71. System Verification and Validation
72. Systems Engineering
73. Technical Intelligence
74. Technical Planning
75. Technical Requirements Analysis
76. Thermal Management
77. Undersea Navigation
78. Wargaming

### **C.2.1.4 SUPPORT DOMAIN**

#### **C.2.1.4.1 SUBDOMAIN: BUSINESS SUPPORT**

Business Support includes all the programmatic and training services required for successful execution of a product, program, project, or process regarding platforms and/or robotics for land, air, sea, or space.

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Service areas that are included under the Business Support subdomain include, but are not limited to, the following examples (listed in alphabetical order):

1. Acquisition Support
2. Assessments
3. Budget/Financial Support
4. Business Case Development Support
5. Business Process Re-engineering
6. Change Management
7. Concept Development and Requirements Analysis
8. Configuration Management
9. Consultation
10. Cost/Schedule/Performance Improvement
11. Communication Management
12. Courseware Development
13. Curriculum Development
14. Customer Relationship Management
15. Financial Analysis
16. Flight Training
17. Insurance Providers
18. Interface Management
19. Knowledge Based Acquisition
20. Knowledge Management
21. Life Cycle Management
22. Logistics Management
23. Long-Range Planning, Futures, and Forecasting
24. New Technology and Trend Identification
25. Organizational Readiness
26. Other Training
27. Relations and Coordination with Law and Policy Making Entities
28. Risk Management
29. Safety Case Analysis
30. Supply Chain Analysis
31. Supply Chain Management
32. Technical Advisory Services
33. Technical Data Management
34. Workforce Transformation

### C.2.1.4.2 SUBDOMAIN: MISSION SUPPORT

Mission Support includes all the services required for successful operational execution of a product, program, project, or process regarding platforms and/or robotics for land, air, sea, or

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space; the planning necessary to support operational missions; and the resultant analysis of the results of an operational mission.

Service areas that are included under the Mission Support subdomain include, but are not limited to, the following examples (listed in alphabetical order):

1. Command and Control Analysis and Assessments
2. Counterintelligence Support
3. Data Operations Support
4. Data Strategy and Management
5. Decision Analysis
6. Front End Analysis
7. Horizontal Protection Assessment
8. Information Analytics
9. Intelligence Analysis
10. ISR Capability Assessment
11. Kill Chain Analysis
12. Knowledge Management
13. Long-Range Planning, Futures, and Forecasting
14. Mission Planning Support
15. Requirements Management
16. Simulated Environment Support
17. Strategic Forecasting
18. Strategic Planning
19. Strategy Development
20. Tactical and Readiness Planning
21. Technical Data Management
22. Technical Documentation
23. Threat Analysis
24. Use Case Analysis
25. Vulnerability Assessment

### **C.2.1.5 RESEARCH AND DEVELOPMENT (R&D) DOMAIN**

R&D includes all services conducted for the innovation, introduction, and improvement of products and procedures regarding platforms and/or robotics for land, air, sea, or space.

Service areas that are included under the R&D Domain include, but are not limited to, the following examples (listed in alphabetical order):

- a. Advanced Technology Pilots and Trials
- b. Airworthiness
- c. All Applicable Scientific Services
- d. Blockchain
- e. Data Sciences
- f. Developmental Testing
- g. Existing Product or Process Updates
- h. Information Assurance

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- i. Innovation
- j. Joint Test and Evaluation
- k. New Product or Process Development
- l. Quality Checks
- m. Product or Process Enhancement
- n. Prototyping
- o. Regulatory Compliance
- p. Test and Evaluation
- q. Verification and Validation

### C.3 INFORMATION TECHNOLOGY (IT) AND NON-IT

IT means any equipment or interconnected system(s) or subsystem(s) of equipment that is used for the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. For purposes of this contract, equipment is used by an agency if the equipment is used by the agency directly or is used by a contractor under a contract with the agency that require its use; or to a significant extent, its use in the performance of a service or the furnishing of a product.

IT is considered an ancillary support service or product on ASTRO task orders and may be performed only when the service or product is integral and necessary to complete a total solution under a requirement within the scope of ASTRO.

Non-IT includes any service or equipment that is acquired by a contractor incidental to a contract or contains imbedded IT that is used as an integral part of the service or product, but the principal function is not the acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, Heating, Ventilation, and Air Conditioning (HVAC) equipment, such as thermostats or temperature control devices, and medical equipment where IT is integral to its operation, is non-IT.

Non-IT also includes any equipment or services related to a National Security System. The term National Security System means a telecommunications or information system operated by the Federal Government, the function, operation, or use of which involves intelligence activities, cryptologic activities related to national security, command and control of military forces, equipment that is an integral part of a weapon or weapons system; or, is critical to the direct fulfillment of military or intelligence missions, not including a system to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

Non-IT may include imbedded IT components including software, IT hardware, and other items and services traditionally considered IT on IT requirements. Non-IT services and equipment may or may not be considered ancillary, depending on circumstances.

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### C.4 ANCILLARY SUPPORT SERVICES

Ancillary support services, on their own, are not within the scope of ASTRO. However, these services are allowed to be included in ASTRO Task orders when they are integral and necessary to complete a total integrated solution under a requirement within the scope of ASTRO.

Ancillary support services may include, but are not limited to, professional and/or non-professional services, commercial and/or non-commercial items, IT services and/or components, administrative support, data entry, and subject matter expertise.

The OCO may allow and the contractor may propose a labor category or labor categories at the task order level not identified in Section J.1, provided that the contractor complies with all applicable contract clauses and labor laws, including the Service Contract Act or the Davis Bacon Act, if applicable.

#### C.4.1 IT ANCILLARY SUPPORT SERVICES

When providing ancillary support in the form of IT services and/or components, the contractor shall promote IT initiatives and best practices that support Federal Government operational requirements for standardized technology and application service components. This shall facilitate integration requirements for broad Federal IT and E-Gov initiatives, and promote the sharing, consolidation, and re-use of business processes and systems across the Federal Government. The contractor shall promote the use of open source solutions and open technology development where practicable to enable this re-use.

### C.5 ANCILLARY SUPPORT PRODUCTS

Ancillary support products are defined as any product deemed to be integral and necessary to complete a total integrated solution under a requirement within the scope of ASTRO. Ordering activities are authorized to include products in their requirements so long as the products are required for the performance of the services being ordered.

### C.6 FORBIDDEN SERVICES

The contractor shall not accept or perform work for the following services:

- a. Inherently Governmental Functions as defined in FAR Subpart 2.101.

Example 1: For the purposes of this contract, any action that directly and actively engages in the intentional destruction or disabling of enemy personnel or property is considered an Inherently Governmental Function. For example, Unmanned Aircraft Systems (UAS) Mitigation services (the act of defeating an enemy UAS) are considered Inherently Governmental Functions. However, support services like UAS detection and tracking are not considered Inherently Governmental Functions and may be performed under this contract.

Example 2: Acquisition support can cover many different aspects of the process, but making a decision regarding who wins a procurement is an Inherently Governmental Function.

Example 3: Supervision of government personnel is an Inherently Governmental Function.

- b. Personal Services as defined in FAR Subpart 2.101.

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- c. Architecture and Engineering (A&E) Services as defined in FAR Subpart 2.101 and subject to the Brooks Architect-Engineers Act (40 U.S.C. 1102).
- d. Any task order whose primary scope of work is for construction.

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## **SECTION D – PACKAGING AND MARKING**

### **D.1 BACKGROUND**

Clauses, provisions, and other terms and conditions regarding packaging and marking will be designated by the OCO at the task order level.

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## SECTION E – INSPECTION AND ACCEPTANCE

### E.1 BACKGROUND

Inspection and Acceptance at the Master Contract level involve contract administration duties and deliverables.

Clauses, provisions, and other terms and conditions regarding task order inspection and acceptance will be designated by the OCO at the task order level.

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## SECTION F – DELIVERIES OR PERFORMANCE

### F.1 BACKGROUND

Clauses regarding deliveries or performance for the Master Contract are as follows.

FAR	TITLE	DATE
52.242-15	Stop Work Order	AUG 1989
52.247-34	F.O.B. Destination	NOV 1991

Clauses, provisions, and other terms and conditions regarding task order deliveries or performance will be designated by the OCO at the task order level.

### F.2 PLACE OF PERFORMANCE

The services to be provided under the Master Contract shall be accomplished at the locations identified in the task order and may include both CONUS and OCONUS locations.

### F.3 ORDERING PERIOD

The ordering period under the Master Contract is from the Notice-to-Proceed date (November 15, 2021) through five years and one, five-year option period that may extend the cumulative ordering period to ten years.

Task orders may be awarded up to the final date (November 14, 2031) of the ten-year ordering period and may contain a base and option periods that allow for total task order duration of up to five years after the Master Contract's ten-year ordering period expires.

Task order option periods may be exercised after the ten-year ordering period expires as long as the final task order option period does not extend the cumulative term of the task order beyond five years and six months after the Master Contract's ten-year ordering period expires.

After the Master Contract's ordering period expires, the Master Contract will remain an active contract to govern the terms and conditions of active task orders until the final task order is closed out.

### F.4 PERFORMANCE STANDARDS

ASTRO is a performance based contract with measurable standards in terms of quality and timeliness of deliverables and compliances in accordance with Sections F.4.1 and F.4.2.

In the event the ASP is not operational, deliverable and reporting requirements designated for input into the ASP shall be provided as directed by the ASTRO CO within the stated timeframes. The ASTRO CO or an authorized representative shall have the right to examine and audit all supporting records and materials, regardless of whether such items are in written form, in the form of computer data, or in any other form for the purpose of enforcing all deliverables and compliances herein.

Approved accounting systems are mandatory for all contractors on ASTRO. Cost Accounting Standards (CAS) are mandatory unless covered by exemption under 48 CFR 9903.201-1 and 48 CFR 9903.201-2. All other systems and certifications are optional; however, contractors are encouraged to acquire these systems and certifications. OCOs may require certain certifications or business systems at the task order level.

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All Contractor Business Systems shall be maintained at the contractors’ current level at time of award or higher throughout the period of performance of ASTRO. For example, if a contractor received an evaluation credit for having an Approved Purchasing System and Property Management System at time of award, the contractor shall maintain an Approved Purchasing System and Property Management System for the life of ASTRO.

### F.4.1 DELIVERABLE AND REPORTING REQUIREMENTS

The following table contains deliverables and reports required for ASTRO. Task order deliverables and reporting requirements will be specified in the task order. The Government does not waive its right to add reporting requirements, performance standards, or other deliverables or reports not specifically listed in the table below by modification at no additional expense to the Government. Deliverables or reporting requirements are required until the final task order is closed-out for each contractor. If a deliverable or reporting requirement is due on a calendar day that falls on a weekend day or a Government holiday, the deliverable or report is due the following business day.

SECTION	REFERENC E	DESCRIPTION	FREQUENCY	LOCATION
G.3.1.1	Contractor Key Personnel	Revisions of CAPM or CACM Point of Contact Information	Within 5 calendars days of the substitution. Provide new POC information	ASP
G.3.1.2	Contractor Self- Assessment (CSA)	Status update of all systems and certifications claimed in the Contractor’s Proposal. Also, an annual self- certification that the Contractor is complying with 52.204-25. Done electronically through the ASP.	Semi-annually during the performance period ending March 31 <sup>st</sup> (due no later than April 30 <sup>th</sup> ) and the performance period ending September 30 <sup>th</sup> (due no later than October 30th). Any non- compliant CSA shall be resubmitted within 30 days of receiving the notification of non- compliance from the ASTRO CO	ASP
G.3.1.3	Approved accounting system	All updates and status changes, along with correspondence from DCMA, or CFA	Within 5 calendar days after the notification from DCMA or CFA. Provide correspondence from DCMA or CFA.	ASP AND Email: ASTROadmin @gsa.gov

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G.3.1.4	Cost Accounting Standards (CAS)	If applicable, all updates and status changes, along with correspondence from DCMA, or CFA	Within 5 calendar days after the notification from DCMA or CFA. Provide correspondence from DCMA or CFA	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.5	Insurance	ACORD 25, Certificate of Insurance	Shall retain current copy of ACORD 25, Certificate of Insurance, for each contract award. Shall be available within 1 calendar day upon request from the ASTRO CO	ASP
G.3.1.6	Federal Awardee Performance and Integrity Information System (FAPIS)	FAPIS reporting	Semi-Annually starting 6 months from the anniversary date of the Master Contract's Notice-to-Proceed	Website www.sam.gov and report through ASP as part of the CSA IAW G.3.1.2.
G.3.1.7	Employment Reports on Veterans	Veterans' Employment and Training Service (VETS)-4212 reporting	Annually by September 30th of each year	Website dol.gov/agencies/vets/programs/vets4212 and report through ASP as part of the CSA IAW G.3.1.2.
G.3.1.8	Executive Compensation and First-Tier Subcontract Awards Report	Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)	By the end of the month following the month of award of a first-tier subcontract with a value of \$30,000 and annually thereafter (calculated from the Master Contract's Notice-to-Proceed)	Website FSRS.gov and report through ASP as part of the CSA IAW G.3.1.2.
G.3.1.9	Post Award Small Business Program Re-Representation	If applicable, Small Business Size Recertification	Within 30 days after execution of a novation agreement; within 30 days after a merger or acquisition that does not require a novation; and, within 60 to 120	ASP AND Email: ASTROadmin@gsa.gov

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			days prior to the end of the fifth year and exercising the option thereafter	
G.3.1.10	Mergers, Acquisitions, Novations, and Change-of-Name Agreements	If applicable, SF 30 Modification	Copy of SF 30 and other applicable documents showing approval within 5 calendar days of finalization	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.11	Individual Subcontracting Reports (ISR)	If applicable, ISRs from Individual Subcontracting Plans on ASTRO	Semi-annually during the performance period ending March 31st (due no later than April 30th) and the performance period ending September 30th (due no later than October 30th). Any non-compliant ISR shall be resubmitted within 30 days of receiving the notification of non-compliance from the ASTRO CO	Website esrs.gov for every ISR Report  Email: ASTROadmin@gsa.gov only if unable to meet goal
G.3.1.12	Summary Subcontract Reports (SSR)	If applicable, GSA Agency-Wide SSRs	Annually by October 30th for the twelve-month performance period ending September 30th. Any non-compliant SSR shall be resubmitted within 30 days of receiving the notification of non-compliance from the ASTRO CO	Website esrs.gov for every SSR Report  Email ASTROadmin@gsa.gov only if unable to meet goal
G.3.1.13.	PBR, FPRA, and/or FPRR	If applicable, correspondence and audit reports from DCMA or CFA that updates status	Within 5 calendar days after the update	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.14	Purchasing System	If applicable, correspondence and audit reports from	Within 5 calendar days after the update	ASP AND Email:

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		DCMA or CFA that updates status		ASTROadmin@gsa.gov
G.3.1.15	Property Management System	If applicable, correspondence and audit reports from DCMA or CFA that updates status	Within 5 calendar days after the update	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.16	Material Management and Accounting System (MMAS)	If applicable, correspondence and audit reports from DCMA or CFA that updates status	Within 5 calendar days after the update	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.17	Estimating System	If applicable, correspondence and audit reports from DCMA or CFA that updates status	Within 5 calendar days after the update	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.18	Earned Value Management System (EVMS)	If applicable, correspondence and audit reports from DCMA or CFA that updates status	Within 5 calendar days after the update	ASP AND Email: ASTROadmin@gsa.gov
G.3.1.19	Service Contract Reporting Requirements for Indefinite Delivery Contracts	If applicable, reports shall be provided in accordance with clause 52.204-15 (OCT 2016)	Annually, by October 15th	ASP AND Email: ASTROadmin@gsa.gov

**F.4.2 COMPLIANCES**

The following table contains compliances required for ASTRO. Task Order compliances will be specified in the task order. The Government does not waive its right to require other compliances in order to align the ASTRO contract with new statutory or regulatory requirements. The Government will provide the contractor with at least 45 days' notice of these requirements.

<b>SECTION</b>	<b>REFERENCE</b>	<b>COMPLIANCE</b>
G.3.1	ASP Data	The Contractor shall submit timely and accurate data in the ASP
G.3.1.1	Contractor Key Personnel	The Contractor shall maintain responsive and competent Contractor Key Personnel
G.3.1.1	Meetings	The Contractor's Key Personnel shall attend and actively participate in all meetings, including all PMR Meetings

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G.3.1.3	Approved accounting system	The Contractor shall maintain the acceptable/approved status of their Accounting System and submit updates to the current status
G.3.1.4	Cost Accounting Standards (CAS)	The Contractor shall maintain CAS compliance and submit updates to the current status, <u>if applicable</u>
G.3.1.5	Insurance	The Contractor shall submit timely and accurate Certificates of Insurance and maintain adequate insurance coverage at the ASTRO and task order level
G.3.1.6	Responsibility and FAPIIS	The Contractor shall submit timely and accurate FAPIIS information and maintain sufficient financial resources and meet the responsibility standards and qualifications set forth in FAR Part 9
G.3.1.7	VETS 4212 Reporting	The Contractor shall report timely and accurate VETS 4212 reports in the DoL website and send confirmation to the ASTRO CO
G.3.1.8	Reporting Executive Compensation and First-Tier Subcontract Awards	The Contractor shall report timely and accurate sub-award and executive compensation data regarding first-tier sub-awards in FSRS to meet the FFATA reporting requirements and send confirmation to the ASTRO CO
G.3.1.9	Post-Award Small Business Program Re-Representation	If applicable, The Contractor shall report timely and accurately their small business program re-representation and update <a href="http://www.sam.gov">www.sam.gov</a> .
G.3.1.10	Mergers, Acquisitions, Novations and Change-of-Name Agreements	The Contractor shall submit timely notice of Merger and Acquisitions or contractual copies of Novation or Change-of-Name Agreements, <u>if applicable</u>
G.3.1.11	Subcontracting Goals and Reporting	The Contractor shall submit timely and accurate ISR subcontract reports, <u>if applicable</u> , and SSR subcontract reports and make good faith efforts in meeting small business goals in accordance with the Contractor's subcontracting plan
G.3.1.13	Approved Purchasing System	The Contractor shall maintain an Approved Purchasing System and submit updates, <u>if applicable</u>
G.3.1.14	Property Management System	The Contractor shall maintain a Property Management System and submit updates, <u>if applicable</u>
G.3.1.15	Material Management and Accounting System (MMAS)	The Contractor shall maintain an Material Management and Accounting System (MMAS) and submit updates, <u>if applicable</u>
G.3.1.16	Estimating System	The Contractor shall maintain an Estimating System and submit updates, <u>if applicable</u>
G.3.1.17	EVMS ANSI-standard	The Contractor shall maintain or exceed their EVMS ANSI-standard and submit updates, <u>if applicable</u>
H.8.2	Ethics and Conduct	The Contractor shall adhere to the standards under Section H.13

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H.14	Task Order Close-Out	The Contractor agrees to cooperate with the OCO to close out task orders as soon as practical after expiration, cancellation, or termination
L.5.1.6	Meaningful Relationship Commitment Letters (MRCL)	The Contractor shall honor the commitments contained in all MRCLs, <u>if applicable</u>
H.16	SCRM Plan	For ASTRO Pool 1 contractors and those contractors specifically identified, annually, beginning one year from the date of the ASTRO Notice to Proceed

### F.5 CONTRACTOR PERFORMANCE

Contractor performance information is relevant information, for future source selection purposes, regarding a contractor’s actions under a previously awarded contract. It includes, for example, the contractor’s record of conforming to contract requirements and to standards of good workmanship; record of forecasting and controlling costs; adherence to contract schedules, including the administrative aspects of performance; history of reasonable and cooperative behavior and commitment to customer satisfaction; reporting into required databases; record of integrity and business ethics; and business-like concern for the interest of the customer.

The Master Contract requires use of the Contractor Performance Assessment Reporting System (CPARS) modules as the secure, confidential, information management tool to facilitate the performance evaluation process for both the Master Contract and task orders awarded under the Master Contract located at <http://www.cpars.gov>.

The Corporate ASTRO Contract Manager (CACM) shall serve as a primary contact and be authorized access to the evaluation for review and comment for the Master Contract. The CACM shall respond promptly to Past Performance evaluations as documented by the ASTRO CO. The CACM shall identify an alternate contact that will be responsible for notifying the ASTRO CO in the event the primary contact is unavailable to process evaluations within the required 30-day time frame.

Evaluations of contractor performance will be provided to the contractor as soon as practicable after completion of the evaluation. Contractors will be given a minimum of 30 days to submit comments, rebutting statements, or additional information.

Copies of the evaluations, contractor responses, and review comments, if any, will be retained as part of the task order file, which may be used by Federal agencies to support future award decisions.

#### F.5.1 MASTER CONTRACT CPARS

Evaluation factors for CPARS include Technical, Cost Control, Schedule/Timeliness, Management/Business Relations, Small Business Subcontracting, and Other. For the purposes of the Master Contract, Technical and Cost Control will not be rated. Other will only be rated if applicable.

For the Master Contract, the following ratings will be evaluated:

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- a. Schedule/Timeliness: This factor will be rated on the timeliness of meeting the reporting standards in Section F.4.
- b. Management/Business Relations: This factor will be rated on the quality and responsiveness of the duties performed by both the CACM and Corporate ASTRO Program Manager (CAPM) (See Section G.3.1.1.1).
- c. Small Business Subcontracting: This factor will be rated on whether or not the contractor has met its small business subcontracting goals (See Section G.3.1.11).
- d. Other: This factor will only be rated if applicable (e.g., trafficking violations, tax delinquency, suspension and debarments, dormant status, or off-ramping).

The ASTRO CO will conduct CPAR evaluations annually during the performance period ending September 30<sup>th</sup> of each year.

### F.5.2 TASK ORDER CPARS

The ASTRO CO does not administer or evaluate task order performance. It is the sole responsibility of the OCO using the process and criteria set forth in CPARS. OCOs shall use CPARS for task orders awarded under the Master Contract, if applicable. CPARS may not be required for certain requirements like classified work and intelligence. If a customer agency's policy requires an alternative Past Performance assessment reporting system for a specific task order, the alternative reporting system takes precedence over CPARS.

At a minimum, the OCO will be responsible for evaluating final contractor performance upon task order completion. Interim performance evaluations may be conducted as prescribed by the ordering agency's policies.

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## SECTION G – CONTRACT ADMINISTRATION DATA

### G.1 BACKGROUND

This section provides roles, responsibilities, and contract administration requirements for the Master Contract.

Clauses, provisions, and other terms and conditions regarding task order administration will be designated by the OCO at the task order level.

### G.2 ROLES AND RESPONSIBILITIES OF GOVERNMENT KEY PERSONNEL

This section describes the roles and responsibilities of Government and contractor personnel.

The current Point of Contact (POC) information for the Government's ASTRO Program Manager and CO, the CAPM and CACM, and other duly authorized representatives for the Master Contract will be maintained in the ASP.

#### G.2.1 ASTRO GOVERNMENT KEY PERSONNEL

The Government Key Personnel for the ASTRO program are the ASTRO Program Manager (PM), ASTRO CO, and ASTRO Ombudsman.

##### G.2.1.1 ASTRO PROGRAM MANAGER

The ASTRO PM is the primary Government official who performs various programmatic functions with contractors and customers for the overall success of the ASTRO program.

##### G.2.1.2 ASTRO CONTRACTING OFFICER

The ASTRO CO is the sole Government official with authority to interpret, administer, and/or modify the terms and conditions of the Master Contract.

The ASTRO CO may delegate routine administrative functions to an authorized representative to assist on matters related to the Master Contract's terms and conditions and monitoring contractor's performance.

##### G.2.1.3 ASTRO OMBUDSMAN

If a contractor has a pre-award or post-award complaint at the task order level, it is encouraged that the contractor initially consult with the ASTRO CO. In the case that the contractor is not satisfied with the resolution of the complaint by the ASTRO CO, the contractor may follow the procedures outlined in the General Services Administration Acquisition Regulation (GSAR) 552.216-74 as follows:

GSAR 552.216-74 GSA Task-Order and Delivery-Order Ombudsman (Jan 2017)

- (a) GSA has designated a Task-Order and Delivery-Order Ombudsman who will review complaints from contractors and ensure that they are afforded a fair opportunity for consideration in the award of task or delivery orders under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, consistent with the procedures in the contract. Written complaints shall be submitted to the Ombudsman, with a copy to the CO.
- (b) In the case that the contractor is not satisfied with the resolution of the complaint by the GSA Task-Order and Delivery-Order Ombudsman, the contractor may follow the procedures outlined in subpart 33.1.

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- (c) The GSA Task-Order and Delivery-Order Ombudsman is located at the GSA, Office of Government-wide Policy (OGP), Office of Acquisition Policy (MV). Contact information for the GSA Task-Order and Delivery-Order Ombudsman can be found at: <http://www.gsa.gov/ombudsman>.

### G.2.2 TASK ORDER KEY PERSONNEL

The Key Personnel for pre-award and post-award administration of task orders under the Master Contract is the OCO and the OCO's appointed Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR).

#### G.2.2.1 ORDERING CONTRACTING OFFICER (OCO)

The OCO for each task order is the sole and exclusive Government official with authority to solicit, award, administer, and/or modify a task order under the Master Contract.

On a case by case basis, a warranted CO, as defined in FAR Subpart 2.101, may request a DPA from the ASTRO Program Office. Only if a DPA is granted from the ASTRO CO may a non-FEDSIM OCO solicit and award a task order under the Master Contract.

The OCO is encouraged to contact the ASTRO Program Office for any task order assistance including the following:

- a. Training on the ASTRO program and ordering procedures.
- b. Task order scope compliance with the Master Contract.
- c. Task order solicitation development.
- d. Assistance on disputes, claims, or protests at the task order level.
- e. Contractor performance issues at the task order level.

OCO duties include:

- a. Complying with the scope, terms and conditions of the Master Contract, ordering procedures outlined in the ASTRO ordering guide, FAR Subpart 16.505, and other regulatory supplements.
- b. Identifying the proper Pool, commercial or non-commercial items, contract type(s), terms and conditions, and clauses and provisions applicable to the task order solicitation and award.
- c. Allowing a reasonable time for fair opportunity proposal submission.
- d. Resolving any performance issues, disputes, claims, or protests at the task order level.
- e. Responding to all Freedom of Information Act (FOIA), Congressional, Inspector General, Small Business Administration, and/or the General Accountability Office requests for task order information.
- f. Entering task order performance evaluation in the CPARS, if applicable.
- g. Entering task order award data in the Federal Procurement Data System – Next Generation (FPDS-NG) upon task order award, if applicable.
- h. Closing out task orders in a timely manner.

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### G.2.2.2 CONTRACTING OFFICER’S REPRESENTATIVE

The OCO for each task order may designate a COR or COTR to perform specific administrative or technical functions.

The specific rights and responsibilities of the COR or COTR for each task order shall be described in writing, which upon request, shall be provided to the contractor.

### G.3 CONTRACT ADMINISTRATION REQUIREMENTS

This section describes all the administration requirements for the entire duration of the Master Contract.

#### Master Contract G.3.1 GENERAL ADMINISTRATION REQUIREMENTS

General administration requirements are required administration duties of the Master Contract. All contractor information will be maintained and reported in the ASP.

##### G.3.1.1 CONTRACTOR KEY PERSONNEL

The Key Personnel for the contractor’s ASTRO program are the CAPM and the CACM. Additional Key Personnel requirements may be designated by the OCO at the task order level.

The contractor shall assign a CAPM and a CACM as contractor Key Personnel to represent the contractor as primary POCs to resolve issues and perform administrative duties and other functions that may arise relating to the Master Contract, including task orders solicited and awarded. The contractor shall ensure that the ASTRO CO has current POC information for both the CAPM and CACM.

There are no minimum qualification requirements established for the CAPM and CACM. The CAPM and CACM do not have to be full-time positions; however, the CAPM and CACM are expected to be fully proficient in the performance of their duties. All costs associated with CAPM and CACM duties shall be handled in accordance with the contractor’s standard accounting practices; however, no costs for CAPM and CACM duties may be billed directly to the ASTRO Program Office.

##### G.3.1.1.1 CORPORATE ASTRO PROGRAM MANAGER (CAPM)

The contractor’s corporate management structure shall guarantee senior, high-level, program management of the ASTRO Program, including a CAPM to represent the company in all ASTRO program related matters.

CAPM duties include:

- a. Providing a cohesive partnership between the contractor, ASTRO Program Manager, and Federal agency customers to identify and achieve reciprocal goals, with effective and efficient customer-focused service, in accordance with the terms of the Master Contract.
- b. Advising and assisting current and potential Federal agency customers regarding the technical scope of the Master Contract and the overall attributes of the ASTRO Program.
- c. Attending all ASTRO PMR meetings and other ASTRO meetings as scheduled.

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### G.3.1.1.2 CORPORATE ASTRO CONTRACT MANAGER (CACM)

The contractor's corporate management structure shall guarantee senior, high-level, contract management of the ASTRO Program, including a CACM to represent the company in all ASTRO related matters.

CACM duties include:

- a. Ensuring that all contract administration functions and reporting information required under the Master Contract is provided accurately, thoroughly, and timely.
- b. Addressing all performance issues related to the Master Contract.
- c. Attending all ASTRO and ASTRO PMR meetings as scheduled.

### G.3.1.2 CONTRACTOR SELF-ASSESSMENT (CSA)

The CSA is a status update for all systems and certifications that were claimed in the proposal submission. The purpose of the CSA is to keep contractor data up to date. The CACM shall submit the CSA to the ASTRO CO using the ASP.

### G.3.1.3 APPROVED ACCOUNTING SYSTEM

The contractor shall maintain an approved accounting system, as approved by the cognizant ACO of the DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract. An approved accounting system provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for Government procurements and is mandatory for the entire duration of the Master Contract.

Only those contractors that maintain an approved accounting system shall be eligible for Cost Reimbursement (all types) or Non-Commercial T&M/LH task order solicitations and awards. Approved accounting systems do not apply to task orders for the acquisition of commercial items or when the task orders are firm-fixed-price or fixed-price with economic price adjustment provided that the price adjustment is not based on actual costs incurred.

### G.3.1.4 COST ACCOUNTING STANDARDS (CAS)

If applicable, the contractor shall maintain CAS coverage as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract. CAS are a set of 19 standards and rules promulgated by the Government for use in determining costs on procurements and for contractors to disclose in writing and follow consistently in their cost accounting practices.

The contractor and its subcontractors (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), may be subject to full CAS coverage, which requires all 19 standards; modified CAS coverage, which requires Standards 401, 402, 405, and 406; or be exempt from CAS coverage under 48 CFR 9903.201-1 and 48 CFR 9903.201-2.

A contractor under coverage is not subject to a standard where it does not apply. CAS does not apply to task orders for the acquisition of commercial items or when the task orders are firm-fixed-price or fixed-price with economic price adjustment provided that the price adjustment is not based on actual costs incurred.

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### G.3.1.5 INSURANCE

The insurance coverage specified in FAR Subpart 28.3 is the minimum insurance coverage required for the entire duration of the Master Contract. If a task order does not specify any insurance coverage amounts, the minimum insurance requirements in FAR Subpart 28.3 shall apply.

The OCO may require additional insurance coverage or higher limits specific to a task order awarded under the Master Contract. OCOs shall tailor insurance coverage clauses, provisions, and other applicable terms and conditions specific to each task order's contract type, solicitation, and award.

The contractor shall acquire and maintain insurance coverage for each Pool in which it has an award. The contractor shall retain copies of ACORD Form 25, Certificate of Liability, for each Pool awarded under the Master Contract and the certificate shall be made available upon request of the ASTRO CO.

### G.3.1.6 FEDERAL AWARDEE PERFORMANCE AND INTEGRITY INFORMATION SYSTEM (FAPIS)

Subject to FAR 9.104-6, Federal Awardee Performance and Integrity Information System, and FAR 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters, the contractor shall update responsibility matters in FAPIS, including criminal, civil, and administrative proceedings in connection with Federal awards; suspensions and debarments; administrative agreements issued in lieu of suspension or debarment; non-responsibility determinations; contract terminations for fault; defective pricing determinations; and Past Performance evaluations.

### G.3.1.7 EMPLOYMENT REPORTS ON VETERANS

Subject to FAR 22.1306, Department of Labor Notices and Reports, and FAR 52.222-37, Employment Reports on Veterans, the contractor shall report veteran employment and hiring data annually to the DoL by filing a VETS-4212, Federal Contractor Veterans' Employment Report.

### G.3.1.8 EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS REPORT

Subject to FAR 4.14 and FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards, the contractor shall report executive compensation and first-tier subcontract awards in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).

### G.3.1.9 POST AWARD SMALL BUSINESS PROGRAM RE-REPRESENTATION

Subject to FAR 52.219-28, Post-Award Small Business Program Re-representation, if a contractor represented that it was a small business concern prior to award of a given Pool under the Master Contract, the contractor shall re-represent its size status upon the occurrence of any of the following:

- a. Within 30 days after execution of a novation agreement.

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- b. Within 30 days after a merger or acquisition that does not require a novation.
- c. Within 60 to 120 days prior to the end of the fifth year of the contract.

For each Pool the contractor has an award, the contractor shall re-represent its size status in accordance with the size standard in effect at the time of this re-representation that corresponds to the NAICS code assigned to the Pool(s) that corresponds to the contractor’s Master Contract.

The contractor shall make the re-representation required by this section as follows:

- (1) By validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) at www.sam.gov and its other data in SAM, as necessary, to ensure that they reflect the contractor’s current status. The contractor shall notify the ASTRO CO in writing within the timeframes specified above that the data has been validated or updated, and provide the date of the validation or update.
- (2) If the contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to the Master Contract, the contractor is required to complete the following re-representation and submit it to the ASTRO CO in writing, along with the contract number(s) and the date on which the re-representation was completed using the format below:

The contractor represents that it  is,  is not, a small business concern under NAICS code \_\_\_\_\_ assigned to contract number \_\_\_\_\_ for Pool name \_\_\_\_\_.

*[Contractor to sign and date and insert authorized signer’s name and title]*

Point of Contact:	
Title:	
Date:	
Signature:	

**G.3.1.10 MERGERS, ACQUISITIONS, NOVATIONS, AND CHANGE-OF-NAME AGREEMENTS**

In accordance with GSAM 542.12 and FAR 42.12, if a contractor merges, is acquired, or recognizes a successor in interest to Government contracts when contractor assets are transferred; or, recognizes a change in a contractor’s name; or, executes novation agreements and change-of-name agreements by a CO other than the ASTRO CO, the contractor shall notify the ASTRO CO and provide a copy of the novation or other any other agreement that changes the status of the contractor.

Title 41 U.S.C. 6305 prohibits the transfer of Government contracts from an awardee to a third party. However, the Government may, when in its interest, novate an awardee’s contract to a third party when there is a transfer of all of the awardee’s assets or the entire portion of the assets involved in the performance of the Master Contract. In a services contract, assets are generally defined as personnel performing work under the contract being transferred. For companies with task order awards, assets refer to all of the personnel performing those task orders as well as the personnel performing at the Master Contract level (e.g., the CACM and CAPM). For companies

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without task order awards, assets mean personnel performing at the Master Contract level only (e.g., the CACM and CAPM).

For a novation to be approved by the ASTRO CO, the following elements shall occur:

- a. The company shall first submit a proposal to the ASTRO CO under the most recent solicitation of the Master Contract.
- b. The proposal shall achieve an evaluated numerical score that is equal to or higher than the lowest evaluated numerical score in the Pool being applied for at the time of the original Master Contract awards.
- c. The company shall submit a novation agreement with all the required legal elements in accordance with GSAM 542.12 and FAR 42.12.
- d. The novation agreement shall include the transfer of personnel performing work under the Master Contract and any awarded task orders, as applicable.
- e. The novation agreement shall be determined by the ASTRO CO to be in the best interest of the Government.
- f. If a company, including affiliates, divisions, or subsidiaries already has a Master Contract within the same Pool, one of the companies shall be put in Dormant Status in accordance with Section H.10.

### G.3.1.11 INDIVIDUAL SUBCONTRACTING PLAN(S)

In accordance with GSAM 519.7 and FAR 19.7, for other than small business concerns, the contractor shall comply with its approved subcontracting plan for each Pool the contractor has an award. The contractor shall maintain an acceptable individual subcontracting plan for each Pool, as awarded, for the entire duration of the Pool(s). The contractor may or may not have received an evaluation scoring credit for small business subcontracting goals proposed on an individual subcontracting plan by Pool; however, the contractor shall meet or exceed the small business subcontracting goal, as proposed by Pool, for each reporting period under the Pool(s).

An individual subcontracting plan means a subcontracting plan specific to each Pool awarded under the Master Contract and covers the entire five-year ordering period and one, five-year option period, and it has goals that are based on the contractor's planned subcontracting in support of each Pool awarded under the Master Contract. Each individual subcontracting plan shall ensure that small businesses, Small Disadvantage Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Under-utilized Business Zones (HUBZone), Veteran-Owned Small Businesses (VOSB), and Service-Disabled Veteran-Owned Small Businesses (SDVOSB) are provided the maximum practicable opportunity to participate as subcontractors (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), at the task order level.

The US General Services Administration, and Other Federal Agencies given Delegation of Procurement Authority, are committed to ensuring maximum practicable opportunity is provided to small business concerns to participate in the performance of this contract consistent with its efficient performance. GSA expects any individual small business subcontracting plan submitted pursuant to FAR Clause 52.219-9, Small Business Subcontracting Plan, to reflect this commitment. Consequently, an offeror, other than a small business concern, before being awarded an ASTRO contract, shall demonstrate that its subcontracting plan represents a creative and innovative program for involving small, HUBZone, disadvantaged, women owned, veteran-

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owned, and service-disabled veteran owned concerns as subcontractors in the performance of this contract. (a) The Individual Small Business Subcontracting Plan, is made a part of this contract. The Contractor shall provide a signed copy of the Master Contract Individual Small Business Subcontracting Plan to the ASTRO OCO, whenever requested by the OCO. (b) The Individual Small Business Subcontracting Plan covers the Base Period of five (5) years and the option term for an additional five (5) years. (c) Compliance with the Individual Small Business Subcontracting Plan will be addressed via the Contractor Performance Assessment Reporting System (CPARS).

### **G.3.1.11.1 Minimum Subcontracting Goals**

Because of the size, scope, and magnitude of this acquisition, the government anticipates substantial subcontracting opportunities for small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. The Contractor shall maintain a Subcontracting Plan pursuant to FAR Clause 52.219-9, Individual Subcontracting Plan, in accordance with the Master Contract. Small Business Subcontracting Goals Category (% of Planned Subcontracted Dollars) Total Small Business 23; Small Disadvantaged Business 5; Woman-owned Small Business 5 HUBZone Small Business 3 Veteran-owned Small Business 3 Service-disabled Veteran-owned Small Business 3 NOTE: The goals are expressed as a percentage of planned subcontracted dollars, and not contracting ceiling. The small business subcontracting goals are an aggregate of potential subcontracted dollars for Task Order(s) that a Contractor plans to receive under the ASTRO, and not to the aggregate Master Contract ceiling value. Small Business subcontracting goal achievement for the Master Contract is assessed annually and performance ratings will be based exclusively on the goal percentages submitted as part of the offerors Subcontracting Plan.

### **G.3.1.11.2 Subcontracting Reports**

Per FAR 52.219-9(d) (10), Contractors submitting Individual Subcontracting Plans are required to: (a) Cooperate in any studies or surveys as may be required; (b) Submit periodic reports, which show compliance with their subcontracting plan; (c) Submit Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SSRs); (d) Ensure that subcontractors with subcontracting plans agree to submit their ISR and SSR if required. The ISR covers subcontract award data related to this Master Contract and shall be submitted semi-annually till last Task Order completion. The SSR encompasses all Contracts with GSA and is submitted annually. The ISR and SSR shall be submitted electronically via the Electronic Subcontract Reporting System (eSRS) at [www.esrs.gov](http://www.esrs.gov) and must be received within the date specified in this Master Contract. Reports are due, regardless of whether there has been any subcontracting activity since contract inception or since time of previous report submission. Notes: Individual Subcontracting Reports shall reflect the subcontracting dollars on a PAYMENT basis only. The Payment Basis is the process of capturing subcontract dollars no sooner than the time a contractor pays the subcontractor's invoices. This Payment Basis reporting method must be used for the entire contract term. Entering subcontracting dollars into the Government's Electronic Subcontracting Reporting System (eSRS) on a Commitment Basis is not permitted. (A Commitment Basis, which is not allowed for this Master Contract, is the process of capturing subcontract dollars when the Contractor executes the subcontract award documents). The

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Contractor shall ensure that their entries in the column “Current Goal: Percentage of Total Subcontract Awards”, is the negotiated percentages as cited in the Individual Subcontracting Plan goals. If the Contractor does not meet the Master Contract Small Business Subcontracting Goals, they shall provide a succinct description of how goals will be achieved in the “Remarks” section of the form. Summary Subcontracting Reports If the Contractor is using the Parent DUNS when reporting, the awardee’s DUNS number shall be cited in the “Remarks” section of the form, if different than the Parent DUNS. The Contractor shall list their entire GSA contract numbers associated with the reported dollars in the “Remarks” section of the form. NonGSA contract numbers shall not be reported with the GSA contract numbers. Both Individual Subcontracting Reports and Summary Subcontracting Reports Contractors shall reference the GSA Agency Code 4732. Contractors shall include the astro@gsa.gov email address in Government Email section of the form.

For each Pool in which the contractor has an award and approved subcontracting plan, the contractor shall submit Individual Subcontract Reports (ISR) for each individual subcontracting plan and a Summary Subcontract Reports (SSR) for all subcontract activity with GSA using the web-based electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>. The eSRS will serve as the sole secure and confidential information management tool to manage and evaluate subcontracting goal performance for the duration of the Master Contract.

Each individual subcontracting plan is incorporated into the Master Contract. Contractors are obligated to meet or exceed the small business and socio-economic goals under the individual subcontracting plan for each Pool. When a contractor does not meet any one or more of its subcontracting goals for a given reporting period, the contractor shall explain in writing the rationale for not meeting the goals in the comments section of the ISR and/or SSR in eSRS.

In accordance with 15 U.S.C. 637(d)(8), any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in material breach of its contract. Furthermore, 15 U.S.C. 637(d)(4)(F) directs that a contractor’s failure to make a good faith effort shall result in the imposition of liquidated damages pursuant to FAR 52.219-16, Liquidated Damages-Subcontracting Plan.

### **G.3.1.12 APPROVED PURCHASING SYSTEM**

If initial proposal points were claimed for this scoring element, the Contractor shall maintain a purchasing system, as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, under a formal Contractor Purchasing System Review (CPSR), for the entire duration of the Pool(s).

Approved purchasing systems provide for efficiency and effectiveness with which the Contractor spends Government funds and complies with Government policy when subcontracting.

Advance notification requirements for subcontracting and consent to subcontract are not required when a Contractor has an approved purchasing system unless otherwise requested by the OCO on an individual task order, task orders with no subcontracting possibilities, or task orders for the acquisition of commercial items.

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### **G.3.1.13 FPRAs, FORWARD PRICING RATE RECOMMENDATIONS (FPRRs), AND/OR PROVISIONAL BILLING RATES**

If initial proposal points were claimed for this scoring element, the contractor shall maintain PBRs, FPRAs, and/or FPRRs, as approved by the cognizant ACO of the DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract.

- a. PBRs are indirect cost rates established temporarily for interim reimbursement of incurred indirect costs and adjusted, as necessary, pending establishment of final indirect cost rates.
- b. FPRA is an agreement between a contractor and a Government agency in which certain indirect rates are established for a specified period of time.
- c. FPRR means rates set unilaterally by the DCMA ACO or other CFA for use by the Government in negotiations or other contract actions when FPRA negotiations have not been completed or when the contractor will not agree to a FPRA.

PBRs, FPRAs, or FPRRs, will not be disclosed by the ASTRO CO to any unauthorized person. Only an OCO with a specific need to know will have access to this information upon request. PBRs, FPRAs, or FPRRs do not apply to task orders for the acquisition of commercial items or when the task orders are firm-fixed-price or fixed-price with economic price adjustment provided that the price adjustment is not based on actual costs incurred.

### **G.3.1.14 EARNED VALUE MANAGEMENT SYSTEM (EVMS)**

EVMS means a project management tool that effectively integrates the project scope of work with cost, schedule, and performance elements for optimum project planning and control. The qualities and operating characteristics of EVMS are described in American National Standards Institute/Electronics Industries Alliance (ANSI/EIA) Standard-748.

If initial proposal points were claimed for this scoring element, the contractor shall maintain an EVMS, as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract. EVMS does not apply to task orders for the acquisition of commercial items.

### **G.3.1.15 PROPERTY MANAGEMENT SYSTEM**

An approved property management system provides for internal controls to manage, control, use, preserve, protect, repair, and maintain Government property in its possession. An approved property management system does not apply to task orders for the acquisition of commercial items.

If initial proposal points were claimed for this scoring element, the contractor shall maintain a property management system, as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, under a formal Property Management Systems Analysis (PMSA), for the entire duration of the Master Contract.

### **G.3.1.16 MATERIAL MANAGEMENT AND ACCOUNTING SYSTEM (MMAS)**

An MMAS provides for planning, controlling, and accounting for the acquisition, use, issuing, and disposition of material. An MMAS may be manual or automated; it may be a stand-alone system or integrated with planning, engineering, estimating, purchasing, inventory,

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accounting, or other systems. MMAS does not apply to task orders for the acquisition of commercial items.

If initial proposal points were claimed for this scoring element, the contractor shall maintain an MMAS, as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract.

### **G.3.1.17 COST ESTIMATING SYSTEM**

An approved cost estimating system is:

- a. Maintained, reliable, and consistently applied.
- b. Verifiable, supportable, documented, and timely in providing cost estimates that are an acceptable basis for negotiation of fair and reasonable prices.
- c. Consistent with and integrated with the contractor's related management systems.
- d. Subject to applicable financial control systems

Approved estimating systems do not apply to task orders for the acquisition of commercial items or when the task orders are firm-fixed-price or fixed-price with economic price adjustment provided that the price adjustment is not based on actual costs incurred.

If initial proposal points were claimed for this scoring element, the contractor shall maintain a cost estimating system, as approved by the cognizant ACO of DCMA or other CFA and validated by the ASTRO CO, for the entire duration of the Master Contract.

### **G.3.1.18 SERVICE CONTRACT REPORTING REQUIREMENTS FOR INDEFINITE DELIVERY CONTRACTS**

In accordance with the clause 52.204-15, contractors shall provide a report to the ASTRO CO, via the ASP, for Indefinite Delivery contracts. This report shall be delivered annually by no later than October 15th. This clause and associated report are NOT required for actions entirely funded by DoD, contracts awarded with a generic entity identifier, or in classified solicitations, contracts, or orders.

### **G.3.1.19 SUPPLY CHAIN RISK MANAGEMENT (SCRM)**

Annually, each contractor shall re-certify that it is in compliance with FAR clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).

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## SECTION H – SPECIAL CONTRACT REQUIREMENTS

### H.1 BACKGROUND

This section provides special contract requirements for the Master Contract. Clauses, provisions and other terms and conditions regarding special contract requirements will be designated by the OCO at the task order level.

GSA is specifically authorized to procure on behalf of the Federal Government, DoD, and other Federal agencies under the Federal Property and Administrative Services Act (40 U.S.C. 501). In accordance with FAR 17.502-2(b) and 40 U.S.C. 501, the Economy Act does not apply to task orders awarded under the Master Contract.

The Master Contract is awarded and administered by GSA, FAS, AAS, FEDSIM, ASTRO Program Office. Task orders are solicited, awarded, and administered by FEDSIM and those COs possessing a DPA issued by the ASTRO Program Office.

### H.2 OBSERVANCE OF FEDERAL HOLIDAYS

Contractors shall observe Federal holidays and other days identified in this section unless otherwise indicated in individual task orders. The Government observes the following days as holidays:

- a. New Year's Day
- b. Birthday of Martin Luther King Jr.
- c. Washington's Birthday
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Columbus Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Christmas Day

In addition to the days designated as holidays, the Government may also observe any day designated by Federal Statute, Executive Order, or President's Proclamation.

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### H.3 POOL SELECTION

The Pools of ASTRO are functional Pools. OCOs shall select the appropriate Pool for task order solicitation based upon the preponderance of work in the requirement being solicited. While requirements may contain functional elements that overlap multiple Pools, only a single Pool will be solicited for any single requirement. While a representative NAICS code is assigned to each Pool, the NAICS code does not limit the kind of work that can be performed in the Pool. For example, R&D for nanotechnology can be performed in the ASTRO Research Pool because it fits within the function of the Pool. The same would apply to all of the R&D exceptions, even though a different NAICS code would usually apply. See Section B.2 for a table providing the Pool Name, functional description, NAICS code assignment, and associated small business size standard assignments for each Pool.

### H.4 HSPD-12

When a contractor or its subcontractors (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), are required to physically access a Federally-controlled facility or access a Federal information system, the contractor shall comply with agency personal identity verification procedures in task orders that implement Homeland Security Presidential Directives-12 (HSPD-12).

### H.5 SUSTAINABILITY

In accordance with GSAM 523.1 and FAR Part 23, the Master Contract seeks to benefit from the use of sustainable management practices by contractors by ensuring that new task order actions for the supply of products and acquisition of services require that the products are Energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP)-designated, water-efficient, biobased, environmentally preferable (e.g., EPEAT®-registered, or non-toxic or less toxic alternatives), mon-ozone depleting, or made with recovered materials.

Public disclosures of environmental impacts and sustainable management practices have been associated with increased operational efficiency, lower overhead costs, and reduced supply chain and other business risks for disclosing companies. These disclosures can help ASTRO customers understand the major environmental impacts of procured products and services, familiarize themselves with the available strategies for reducing these impacts, and design projects and task order requirements that incorporate these strategies.

GSA encourages contractors to provide the location(s) (Internet URL(s)) of one or more sources of publicly available information regarding its company-wide environmental impacts and sustainable management practices (sustainability disclosures) on the contractor's webpage. In making sustainability disclosures, the contractor is requested to utilize existing, widely recognized, third-party sustainability reporting portals and services such as the Global Reporting Initiative (GRI) Sustainability Disclosure Database (database of Corporate Social Responsibility (CSR) reports) and the Carbon Disclosure Project (CDP) Climate Change and Water Disclosure Questionnaires. Additionally, it is strongly encouraged that all sustainability disclosures be kept up-to-date and accurate.

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### H.6 PROPRIETARY SOLUTIONS

Contractors are discouraged from proposing proprietary solutions in response to task order requirements that necessitate the contractor's proprietary process, system, maintenance, and/or solution that would prevent competition at a future point or require sustained and non-competitive support.

If a proprietary solution is proposed by a contractor for a given task order requirement, the contractor shall mark its proposal accordingly and clearly notify the OCO of all limitations and costs associated with the proprietary solution.

### H.7 TASK ORDER PERSONNEL

The contractor shall provide fully trained and experienced personnel required for performance under task orders awarded under the Master Contract. The contractor shall train contractor personnel, at its own expense, except when the OCO has given prior approval for specific training to meet special requirements that are peculiar to a particular task order.

Except as otherwise provided in an individual task order, the contractor shall, at its own expense, be responsible for obtaining any and all licenses, certifications, authorizations, approvals, and permits and for complying with any applicable Federal, national, state, and municipal laws, codes, regulations, and any applicable foreign work permits, authorizations, and/or visas in connection with the performance of any applicable task order issued under the Master Contract.

#### H.7.1 SECURITY CLEARANCES

Security clearances for contractor employees, including subcontractor employees, may require Confidential, Secret, Top Secret, Agency-Specific Clearances, and/or Special Background Investigations for Sensitive Compartmented Information or Special Access Programs. In such cases, the contractor, at its own expense, is responsible for providing and maintaining personnel with the appropriate security clearances to ensure compliance with Government security regulations as specified in the individual task order. Task orders containing classified work may also include a Contract Security Classification Specification, (i.e., DD Form 254 or civilian agency equivalent). The contractor shall fully cooperate on all security checks and investigations by furnishing requested information to verify the contractor employee's trustworthiness and suitability for the position.

The Government has full and complete control over granting, denying, withholding or terminating security clearances for employees. The granting of a clearance shall not prevent, preclude, or bar the withdrawal or termination of any such clearance by the Government. All necessary facility and employee security clearances shall be at the expense of the contractor. In some cases, Government offices that conduct background investigations do not have a means for accepting direct compensation from contractors and instead charge customer agencies for the background investigations. In these cases, the contractor shall be flexible in establishing ways of reimbursing the Government for these expenses. The individual task order should specify the terms and conditions for reimbursement, if any, for obtaining security clearances.

#### H.7.2 ETHICS AND CONDUCT

The Master Contract is strictly a non-personal services contract, which means the personnel rendering the services under awarded task orders are not subject, either by the contract's terms or

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by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

The contractor shall not supervise, direct, or control the activities of Government personnel or the employee of any other contractor. The Government will not exercise any supervision or control over the contractor in the performance of contractual services. The contractor is accountable to the Government for the actions of its personnel.

Contractor employees shall not represent themselves as Government employees, agents, or representatives or state orally or in writing at any time that they are acting on behalf of the Government. In all communications with third parties, the contractor shall ensure that all contractor employees identify themselves as contractor employees and identify the name of the company for which they work and shall not carry out any direction that violates the terms and conditions of the Master Contract and task order.

The contractor shall not discuss with unauthorized persons any information obtained in the performance of work under a task order, conduct business other than that which is covered by the task order, conduct business not directly related to the task order on Government premises, use Government computer systems and/or other Government facilities for company or personal business, recruit on Government premises, or otherwise act to disrupt official Government business.

The contractor shall ensure that all of its employees, including subcontractor employees, are informed of the substance of this contractual requirement. If a contractor believes any action or communication has been given that would create a business ethic or conduct violation, the contractor shall notify the OCO and ASTRO CO immediately of this communication or action.

### H.7.3 CONFLICTS OF INTEREST

An ASTRO Prime contractor may be a subcontractor (for clarity, see FAR Part 42 - *Subcontractor* means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.), to another ASTRO Prime contractor on task orders solicited and awarded under the Master Contract; however, the OCO may require that the contractor sign an Organizational Conflict of Interest (OCI) Statement.

All contractor personnel (including subcontractors and consultants) who will be personally and substantially involved in the performance of any task order issued under the Master Contract, which requires the contractor to act on behalf of, or provide advice with respect to, any phase of an agency procurement, shall execute and submit an “Employee/Contractor Non-Disclosure Agreement” Form. The OCO will provide the appropriate nondisclosure form specific to the task order. This form shall be required prior to the commencement of any work and whenever replacement personnel are proposed under an ongoing task order.

The contractor shall be responsible for identifying and preventing personal conflicts of interest of their employees. The contractor shall prohibit employees who have access to non-public information from using that information for personal gain.

In the event that a task order requires activity that would create an actual or potential conflict of interest, the contractor shall immediately notify the OCO of the conflict, submit a plan for mitigation, and not commence work until specifically notified by the OCO to proceed; or, identify the conflict and recommend to the OCO an alternate approach to avoid the conflict. The

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OCO will review the information provided by the contractor and make a determination whether to proceed with the task order and process a request for waiver, if necessary.

### H.7.4 COOPERATION WITH OTHER CONTRACTORS ON GOVERNMENT SITES

The Government may undertake or award other contracts or task orders for work at or in close proximity to the site of the work under the Master Contract. The contractor shall fully cooperate with the other contractors and with Government employees and shall carefully adapt scheduling and performing the work under the Master Contract to accommodate the working environment, heeding any direction that may be provided by the OCO. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Government employees.

### H.8 GOVERNMENT FACILITIES

The contractor shall arrange with the OCO or other designated representative for means of access to premises, delivery and storage of materials and equipment, and use of approaches, corridors, stairways, elevators, and similar matters.

A contractor working in a Government facility shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and taking disciplinary action with respect to its employees as necessary. The contractor is responsible for ensuring that its employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized. Each employee is expected to adhere to standards of behavior that reflect favorably on its employer and the Federal Government.

The contractor shall ensure that all of its employees, including subcontractor employees working under the Master Contract, are informed of the substance of this section.

#### H.8.1 RIGHTS OF INGRESS AND EGRESS

The rights of ingress to, and egress from, Government facilities for the contractor's personnel shall be specified in the task order. Specific Federally-controlled facilities or those areas located within a given facility may have additional security clearance requirements that shall be specified in the task order. During all operations on Government premises, the contractor's personnel shall comply with the rules and regulations governing the facility access policies and the conduct of personnel.

Contractor employees, including subcontractor employees, shall have in their possession, at all times while working, the specific Government-issued identification credential. The identification credential shall be displayed and visible at all times while on Government property. The Government reserves the right to require contractor personnel to sign-in upon entry and sign-out upon departure from the Government facilities. The contractor shall be responsible for ensuring that all identification credentials are returned to the issuing agency when contract employees leave the contract, the task order has been completed, employees leave the company, or employees are dismissed or terminated. In addition, the contractor shall notify the issuing agency whenever employee badges are lost.

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### H.8.2 LEASING OF REAL AND PERSONAL PROPERTY

The Government contemplates that leases may be part of task order solutions offered by the contractor, but the Government, where the contractor's approach includes leasing, shall not be the Lessee. Under no circumstances shall the Government be deemed to have privity-of-contract with the Owner/Lessor of the Leased Items, nor shall the Government be held liable for early Termination/Cancellation damages if the Government decides not to exercise an option period under the TO.

### H.9 ON-RAMPING

The total number of contractors within any given Pool may fluctuate due to novations, acquisitions, and mergers, or the Government's exercise of the off-ramp process. In addition, it is in the Government's best interest to include additional qualified contractors to meet customer requirements and enhance competition at the task order level. The original number of awards (45) in each Pool only applies to the original award process. On-ramps may result in more contractors in a given Pool or all Pools based on the Government's discretion.

Any on-ramping procedure identified below is at the sole discretion of the Government. On-ramping may be performed for any single Pool or multiple Pools at any time during the ordering period of the Master Contract.

If the intent of an on-ramp is to "add" contractors to increase the total number of contractors in a given Pool beyond the original number of awards, the new standard of highest technically rated qualifying offerors will be identified in the solicitation and the highest technically rated qualifying offerors will receive those awards regardless of how their scores compare to the original awardees.

If the intent of an on-ramp is to "replace" contractors removed from a Pool as a result of novations, acquisitions, mergers, or the Government's exercise of the off-ramp process, offerors shall achieve an evaluated numerical score that is equal to or higher than the lowest evaluated numerical score in the Pool at the time of the original Master Contract awards. The lowest evaluated numerical score will be identified in the reopening of the original ASTRO solicitation for any given on-ramped Pool.

The following procedures apply to on-ramping:

- a. An on-ramping notice is published in accordance with FAR Part 5, Publicizing Contract Action.
- b. A re-opening of the ASTRO solicitation will be posted including the representations and certifications, evaluation factors, and scoring methodology materially identical to the original version of the ASTRO solicitation.
- c. The terms and conditions of the on-ramping solicitation will be materially identical to the original version of the Master Contract.
- d. When determined to be in the best interest of the Government, contractors may be required to achieve an evaluated numerical score that is equal to or higher than the lowest evaluated numerical score in the Pool at the time of the original Master Contract awards.
- e. The solicitation will identify the applicable definition of Qualifying Offeror (number of contracts that GSA intends to award).

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- f. The ordering period for the on-ramp awards will be coterminous with the existing ordering period of the original Master Contract awards.

### H.9.1 LATERAL POOL ON-RAMPING

GSA will determine whether it would be in the Government’s best interest to initiate an open season for lateral Pool ramping. Lateral Pool ramping means that existing ASTRO contractors will be eligible to compete for a Pool(s) that they don’t already have an award.

### H.9.2 SUBPOOL ON-RAMPING

GSA will determine whether it would be in the Government’s best interest to initiate an open season to create a subpool within an already established Pool. This may be done in response to customer needs, competition levels, or other factors.

Any contractor already possessing a contract in the affected Pool will automatically be included in the newly formed subpool if the contractor can provide evidence that it has performed as a prime contractor within the function of the new subpool.

New offerors shall compete under the evaluation factors and scoring methodology of the solicitation.

### H.9.3 OPEN SEASON ON-RAMPING

GSA will determine whether it would be in the Government’s best interest to initiate an open season to “replace” or “add” contractors to any given Pool.

### H.10 DORMANT STATUS

GSA is responsible for ensuring performance and compliance with the terms and conditions of the Master Contract and safeguarding the interests of the customer and the American taxpayer. If the ASTRO CO determines that any requirement of ASTRO is not being met then the contractor may be placed into Dormant Status.

Dormant status may be activated for a given ASTRO Pool that a contractor has been awarded or Dormant Status may be activated for all ASTRO Pools a contractor has been awarded. If Dormant Status is activated and the process articulated herein is afforded, the contractor shall not be eligible to participate or compete in any subsequent ASTRO task order solicitations; however, the contractor shall continue performance on previously awarded and active task orders, including the exercise of options and modifications of those active task orders.

Dormant Status is not a Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4 or a Termination as defined in FAR Part 49. Dormant Status is a condition that applies to the Master Contract only. Grounds for being placed in Dormant Status are a contractor’s material breach of the Master Contract or any task order, including but not limited to, a pattern of nonperformance; failure to meet the deliverables requirements of the Master Contract; failure to meet small business subcontracting goals; or failure to maintain Government business systems under the Master Contract.

Dormant status will only be imposed after careful consideration of the situation and collaboration with the contractor to resolve the issues. GSA must ensure that contractors receive impartial, fair, and equitable treatment. To place a contractor in Dormant Status, the ASTRO CO shall first send

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a letter, in writing, to the contractor regarding the non-compliance issue. The contractor shall have reasonable time, at the discretion of the ASTRO CO, to provide a remediation plan to correct the deficiencies or to contest the purported factual basis of the deficiencies. If the ASTRO CO is satisfied with the contractor's response, the contractor will not be placed in Dormant Status as long as the contractor successfully follows the remediation plan. If the ASTRO CO is not satisfied with the response, or the remediation plan is not effective, the ASTRO CO may issue a final decision, in writing, placing the contractor in a Dormant Status. The ASTRO CO's final decision may be appealed to the GSA Ombudsman under Alternative Disputes Resolution (ADR), as defined in GSAM 533.214 and FAR Subpart 33.201.

If the ASTRO CO places a contractor in Dormant Status, the contractor may exit Dormant Status by proposing a remediation plan to the ASTRO CO for any existing contracts and successfully following the plan. If the ASTRO CO is not satisfied with the response, or the remediation plan is not effective, the ASTRO CO, at their discretion, may refuse to remove the contractor from Dormant Status.

### H.11 OFF-RAMPING

GSA reserves the unilateral right to Off-Ramp non-performing contractors. Contractors that are Off-Ramped shall have no active task orders under their corresponding Pool at the time of the Off-Ramping. Contractors under more than one Pool may only be off-ramped from the Pool where the non-performing issues have occurred.

Off-ramping methods may result from one of the following conditions:

- a. Permitting the contractor's Pool(s) to expire instead of exercising the First Option Period.
- b. After a contractor is placed in Dormant Status and the contractor has completed all previously awarded task orders under the Master Contract.
- c. Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4.
- d. Termination as defined in FAR Part 49.
- e. Failure to meet the standards of performance, deliverables, or compliances.
- f. Taking any other action which may be permitted under the Master Contract's terms and conditions.

### H.12 OPTION TO EXTEND THE TERM

After the initial contract term of five years, the Master Contract has included FAR 52.217-9, Option to Extend the Term of the Contract, for a subsequent contract term of five years.

The purpose of this option is to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful contractor performing at a level that meets or exceeds GSA's quality performance expectations.

In recognition of exceptional contract and task order performance during its initial five-year term of performance, the Government will consider exercising a contractor's option for an additional five-year term of performance.

The option determination will be based on the conditions set forth in FAR Subpart 17.207, the overall quality of the contractor's Past Performance under the Master Contract and awarded task

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orders, meeting the deliverable and compliance standards of the Master Contract, and maintaining a strategic partnership between the ASTRO contractors, GSA personnel, and Federal customers to identify and achieve reciprocal goals.

### H.13 CLOSEOUTS

The Master Contracts will be closed out upon the closeout of all task orders awarded under the Master Contract.

The OCO is responsible for closing their task orders under the Master Contract. Task order closeout will be accomplished within the procedures set forth in FAR Part 4, Administrative Matters, and FAR Part 42, Contract Administration and Audit Services.

The OCO is encouraged to utilize FAR Subpart 42.708, Quick-Closeout Procedures, to the maximum extent practicable. The OCO has the authority to negotiate settlement of indirect costs in advance of the determination of final indirect cost rates if the task order is physically complete and the amount of unsettled indirect cost to be allocated to the task order is relatively insignificant. A determination of final indirect costs under quick-closeout procedures shall be final for the task order it covers and no adjustment shall be made to other task orders for over-or under-recoveries of costs allocated or allocable to the task order covered by the agreement. Once agreement for quick-closeout is reached on an individual task order, a bilateral modification will be issued to close out the task order.

The contractor agrees to cooperate with the OCO to close out task orders as soon as practical after expiration, cancellation, or termination.

### H.14 PARTNERING

GSA intends to encourage the foundation of a cohesive partnership between the ASTRO contractors, GSA ASTRO personnel, and Federal agency customers to identify and achieve reciprocal goals, with effective and efficient customer-focused service, in accordance with the terms of the ASTRO contract.

Failure to attend meetings, maintain a contractor ASTRO webpage, or otherwise comply with this section may result in activation of Dormant Status and/or a contractor being Off-Ramped (See Sections H.10 and H.11).

#### H.14.1 MEETINGS

From time to time, the Government may require contractor attendance, including the attendance of contractor Key Personnel, at meetings at various locations. Meetings may be via web-casting or in-person at a Government facility, commercial conference center, or mutually agreed-upon contractor facility on a rotational basis, as determined by the Government. Follow-up meetings may be held periodically throughout the duration of ASTRO in order to assess performance against the goals and to reinforce partnering principles.

GSA may require up to two ASTRO Ecosystem (AE) meetings per year. The goal of the AE meetings are to provide a platform for ASTRO contractors, ASTRO staff, and other agency representatives to communicate current issues; resolve potential problems; discuss business and marketing opportunities; review future and ongoing initiatives; create networking opportunities between ASTRO Prime contractors; introduce small businesses with unique or special skill

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sets/products; and address ASTRO fundamentals. Any contractor costs associated with AE Meetings shall be at no direct cost to the Government.

### H.14.2 GSA ASTRO WEBPAGE

GSA will establish an ASTRO website for the purposes of informing customers, stakeholders, and the general public of the attributes and procedures for ASTRO.

The GSA ASTRO webpage may include, but not be limited to, the following:

- a. General overview of the attributes of ASTRO.
- b. The ASTRO conformed contract (Sections B through J).
- c. GSA Key Personnel POC information (Names, Titles, Phone Numbers, and Email Addresses).
- d. Contractor Key Personnel POC information (Names, Titles, Phone Numbers, and Email Addresses).
- e. List of Contractor Numbers, Company Names by NAICS Pools and MA-IDIQ task order contracts, and direct POC for issuing task order solicitations by an OCO.
- f. DPA process for the OCO.
- g. ASTRO Training and Ordering Guides.
- h. Sample procurement templates for the OCO.
- i. Scope review process for the OCO.
- j. Links to other mandatory websites for reporting purposes or ordering procedures.
- k. List of contractors not eligible for solicitations and awards due to Dormant Status or Off-Ramping, if necessary.
- l. Frequently Asked Questions.

### H.14.3 CONTRACTOR ASTRO WEBPAGE

Within 30 days of the Notice to Proceed, the contractor shall develop and maintain a current, publicly available webpage accessible via the Internet throughout the term of ASTRO and task orders awarded under ASTRO. The contractor shall make its ASTRO webpage Rehabilitation Act Section 508 compliant.

The purpose of the webpage is for the contractor to communicate with potential customers regarding the contractor's ability to provide in-scope services under ASTRO. At a minimum, this webpage shall include, but is not limited to, the following:

- a. Link to the GSA ASTRO webpage.
- b. General overview of ASTRO.
- c. ASTRO related marketing materials and news releases.
- d. Contractor capabilities for ASTRO.
- e. Contractor Key Personnel POC information (Names, Titles, Phone Numbers, and Email Addresses).
- f. Data Universal Numbering Systems (DUNS) Number.
- g. Sustainability disclosures, if any.
- h. Supply Chain Risk Management (SCRM) strategies, if applicable.

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### H.14.4 MARKETING

The contractor shall maintain participation by actively pursuing work and competing for task order solicitations under ASTRO. The contractor may participate in various conferences and trade shows to facilitate outreach efforts for Federal agency customers and to aid in the marketing of ASTRO.

The contractor may develop company specific ASTRO brochures for distribution at trade shows, conferences, seminars, etc., and distribute printed materials to enhance awareness of ASTRO. All marketing, promotional materials, and news releases in connection with ASTRO or task order awards under ASTRO, including information on the contractor's ASTRO webpage, may be co-branded with marks owned or licensed by the contractor and GSA, as long as the contractor complies with GSAM 552.203-71, Restriction on Advertising.

GSA reserves the right to review and approve, any marketing, promotional materials, or news releases by a contractor that is ASTRO-related, including information on the contractor's ASTRO webpage.

### H.15 CYBERSECURITY MATURITY MODEL CERTIFICATION (CMMC) PILOT PROGRAM

This procurement has been identified as a CMMC Pilot activity. This will not be a condition of award, but will be a voluntary opportunity to participate in CMMC assessments of the prime and select members of the supply chain. These assessments will be not for attribution or for certification. These assessments will provide the Government and contractors with awareness of their cyber vulnerabilities. There will be a post award conference held between the Government and contractor to identify the Controlled Unclassified Information (CUI) and map it through the supply chain. Based on this mapping several contractors who would handle CUI would have a CMMC Level 3 assessment performed and those not handling CUI would have a CMMC Level 1 assessment performed, again not for attribution or certification.

### H.16 SUPPLY CHAIN RISK MANAGEMENT (SCRM)

GSA has taken a leadership position (along with other key federal entities) within the federal government in the implementation and oversight of SCRM. SCRM standards and guidance for civilian agencies is working to move in line with the levels found in defense and national security related agencies. Currently, the SCRM landscape is in its infancy and many tools and standards are yet to be defined or in a state of change. However, this is a critical issue to the federal government with regards to cybersecurity, information assurance, supply chain risk, and national defense. While most SCRM requirements and analysis shall take place at the task order level based on the requirements involved, an effort to recognize the importance of SCRM is being placed at the Master Contract level as well. In support of this, the Master Contract includes the following terms and conditions for SCRM measures:

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- a) All ASTRO Contractors agree to work cooperatively and bilaterally with the ASTRO PMO in the future implementation of SCRM issues.
- b) Contractors in the Data Operations Pool shall submit a SCRM Mitigation Plan annually beginning one year AFTER the ASTRO Notice to Proceed. More information regarding the details of the plan shall be provided 90 days prior to the initial submission date. ASTRO Contractors in other Pools may be required to submit a SCRM Mitigation Plan as well if deemed that the task orders they are performing under ASTRO are covered under supply chain risk guidelines.
- c) GSA is currently developing a tool to assess SCRM issues called the GSA Vendor Risk Assessment Program (VRAP) to identify, assess and monitor supply chain risks of critical vendors. The Government may use any information from public unclassified, classified or any other source for its analysis. Once complete, the Contractor agrees the Government may, at its own discretion, perform audits of supply chain risk processes or events. On site assessments may be required. VRAP is designed to monitor the following:
  - 1) Risk of Foreign ownership, control or influence
  - 2) Cyber risk
  - 3) Factors which would impact the company's vulnerability, such as financial performance.
- d) In the event that supply chain risks are identified and corrective action becomes necessary, such corrective actions would be mutually agreed to, based upon specific identified risks.

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## SECTION I – CONTRACT CLAUSES

### I.1 TASK ORDER CLAUSES

In accordance with FAR 52.301, Solicitation Provisions and Contract Clauses (Matrix), the ASTRO Master Contracts cannot predetermine all the contract provisions/clauses for future individual task orders. However, all applicable and required provisions/clauses set forth in FAR 52.301 automatically flow down to all ASTRO task orders, based on their specific contract type (e.g. cost, fixed price etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued.

However, the OCO shall identify in the task order solicitation whether FAR Part 12 commercial clauses/provisions do or do not apply. Furthermore, the OCO shall identify any optional and/or agency-specific provisions/clauses for each individual task order solicitation and subsequent award. For optional and/or agency-specific provisions/clauses, the OCO shall provide the provision/clause number, title, date, and fill-in information (if any), as of the date the task order solicitation is issued.

### I.2 MASTER CONTRACT CLAUSES

The following clauses apply only to the ASTRO MA-IDIQ task order contract. The clauses and dates remain unchanged throughout the term of ASTRO unless changed through a bi-lateral modification to ASTRO.

#### I.2.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE

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. Also, the full text of a clause may be accessed electronically at <http://acquisition.gov/>.

#### I.2.2 GSAR 552.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (DEVIATION FAR 52.252-6)(SEP 1999)

(a) *Deviations to FAR clauses.*

(1) This solicitation or contract indicates any authorized deviation to a Federal Acquisition Regulation (48 CFR Chapter 1) clause by the addition of “(DEVIATION)” after the date of the clause, if the clause is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5).

(2) This solicitation indicates any authorized deviation to a Federal Acquisition Regulation (FAR) clause that is published in the General Services Administration Acquisition Regulation by the addition of “(DEVIATION (FAR clause no.))” after the date of the clause.

(b) *Deviations to GSAR clauses.* This solicitation indicates any authorized deviation to a General Services Administration Acquisition Regulation clause by the addition of “(DEVIATION)” after the date of the clause.

(c) *“Substantially the same as” clauses.* Changes in wording of clauses prescribed for use on a “substantially the same as” basis are not considered deviations.

(End of clause)

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### I.2.3 FAR PROVISIONS AND CLAUSES INCORPORATED BY REFERENCE

FAR	PROVISION/CLAUSE TITLE	DATE
52.202-1	Definitions	JUN 2020
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions on Subcontractor Sales to the Government	JUN 2020
52.203-6	Restrictions on Subcontractor Sales to the Government Alternate I	OCT 1995
52.203-7	Anti-Kickback Procedures	JUN 2020
52.203-8	Cancellation, Rescission, and Recovery of Funds For Illegal or Improper Activity	MAY 2014
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	MAY 2014
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	JUN 2020
52.203-13	Contractor Code of Business Ethics and Conduct	JUN 2020
52.203-14	Display of Hotline Poster(s)	JUN 2020
52.203-16	Preventing Personal Conflict of Interest	JUN 2020
52.203-17	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights	JUN 2020
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-5	Women-Owned Business (Other Than Small Business).	OCT 2014
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUN 2020
52.204-12	Unique Entity Identifier Maintenance	OCT 2016
52.204-13	System for Award Management Maintenance	OCT 2018
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts.	OCT 2016
52.204-16	Commercial and Government Entity Code Reporting.	JUL 2016
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.204-19	Incorporation by Reference of Representations and Certifications	DEC 2014
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.204-22	Alternative Line Item Proposal.	JAN 2017
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	JUL 2018
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.	AUG 2020
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	AUG 2020
52.204-26	Covered Telecommunications Equipment or Services-Representation.	DEC 2019
52.207-3	Right of First Refusal of Employment	MAY 2006

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52.207-6	Solicitation of Offers from Small Business Concerns and Small Business Teaming Arrangements or Joint Ventures (Multiple-Award Contracts).	OCT 2016
52.208-8	Required Sources of Helium and Helium Usage Data	AUG 2018
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	MAY 2014
52.209-6	Protecting the Government’s Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	JUN 2020
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	OCT 2018
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	NOV 2015
52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.	FEB 2016
52.209-13	Violation of Arms Control Treaties or Agreements-Certification.	JUN 2018
52.210-1	Market Research	APR 2011
52.211-5	Materials Requirements	AUG 2000
52.215-2	Audit and Records —Negotiation	OCT 2010
52.215-8	Order of Precedence – Uniform Contract Format	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 2010
52.215-15	Pension Adjustments and Asset Reversions	OCT 2010
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions	JUL 2005
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data-Modifications	OCT 2010
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data-Modifications Alternate IV	OCT 2010
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.219-8	Utilization of Small Business Concerns	OCT 2018
52.219-9	Small Business Subcontracting Plan	JUN 2020
52.219-9	Alternate II	NOV 2016
52.219.14	Limitations on Subcontracting	MAR 2020
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.219-28	Post-Award Small Business Program Re-representation	May 2020
52.222-1	Notice to the Government of Labor Disputes	FEB 1997
52.222-3	Convict Labor	JUN 2003
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-19	Child Labor-Cooperation with Authorities and Remedies	JAN 2020
52.222-20	Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000	MAY 2014
52.222-21	Prohibition of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-27	Affirmative Action Compliance Requirements for Construction	APR 2015
52.222-29	Notification of Visa Denial	APR 2015

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52.222-30	Construction Wage Rate Requirements-Price Adjustment (None or Separately Specific Method)	AUG 2018
52.222-35	Equal Opportunity For Veterans	OCT 2015
52.222-36	Equal Opportunity For Workers With Disabilities	JUL 2014
52.222-37	Employment Reports Veterans	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	AUG 2018
52.222-50	Combating Trafficking in Persons	JAN 2019
52.222-51	Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements	MAY 2014
52.222-54	Employment Eligibility Verification	OCT 2015
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.222-62	Paid Sick Leave Under Executive Order 13706	JAN 2017
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts	SEP 2013
52.223-5	Pollution Prevention and Right-To-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-11	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons	JUN 2016
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-17	Affirmative Procurement of EPA-designated Items in Service and Construction Contracts	AUG 2018
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance with Environmental Management Systems	MAY 2011
52.223-20	Aerosols	JUN 2016
52.223-21	Foams	JUN 2016
<b>52.223-99</b>	<b>Ensuring Adequate COVID Safety Protocols for Federal Contractors</b>	
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.224-3	Privacy Training	JAN 2017
52.225-1	Buy American-Supplies	MAY 2014
52.225-3	Buy American-Free Trade Agreements-Israeli Trade Act	MAY 2014
52.225-5	Trade Agreements	OCT 2019
52.225-9	Buy American-Construction Materials	MAY 2014
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-19	Contractor Personnel in a Designated Operational Area or Supporting a Diplomatic or Consular Mission Outside the United States	MAY 2020
52.225-26	Contractors Performing Private Security Functions Outside the United States	OCT 2016

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52.227-1	Authorization and Consent	JUN 2020
52.227-1	Authorization and Consent Alternate I	APR 1984
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	JUN 2020
52.227-3	Patent Indemnity	APR 1984
52.227-4	Patent Indemnity-Construction Contracts	DEC 2007
52.227-10	Filing of Patent Applications-Classified Subject Matter	DEC 2007
52.227-11	Patent Rights-Ownership by the Contractor	MAY 2014
52.227-13	Patent Rights-Ownership by the Government	DEC 2007
52.227-14	Rights in Data—General	MAY 2014
52.227-22	Major System-Minimum Rights	JUN 1987
52.228-3	Workers’ Compensation Insurance (Defense Base Act)	JUL 2014
52.228-4	Workers’ Compensation and War-Hazard Insurance Overseas	APR 1984
52.228-5	Insurance – Work on a Government Installation	JAN 1997
52.228-7	Insurance-Liability to Third Persons	MAR 1996
52.228-8	Liability and Insurance-Leased Motor Vehicles	MAY 1999
52.229-3	Federal, State, and Local Taxes	FEB 2013
52.230-2	Cost Accounting Standards	JUN 2020
52.230-3	Disclosure and Consistency of Cost Accounting Practices	JUN 2020
52.230-4	Disclosure and Consistency of Cost Accounting Practices-Foreign Concerns	JUN 2020
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-23	Assignment of Claims	MAY 2014
52.232-33	Payment by Electronic Funds Transfer-System for Award Management	OCT 2018
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes	MAY 2014
52.233-1	Disputes Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law For Breach of Contract Claim	OCT 2004
52.234-1	Industrial Resources Developed Under Title III, Defense Production Act	SEP 2016
52.236-5	Material and Workmanship	APR 1984
52.236-7	Permits and Responsibilities	NOV 1991
52.237-3	Continuity of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-3	Penalties for Unallowable Costs	MAY 2014
52.242-5	Payments to Small Business Subcontractors	JAN 2017
52.242-13	Bankruptcy	JUL 1995
52.244-5	Competition in Subcontracting	DEC 1996
52.245-1	Government Property	JAN 2017
52.245-9	Use and Charges	APR 2012
52.246-16	Responsibilities for Supplies	APR 1984

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52.246-25	Limitation of Liability – Services	FEB 1997
52.251-1	Government Supply Sources	APR 2012
52.253-1	Computer Generated Forms	JAN 1991

### 1.2.4 GSAR PROVISIONS AND CLAUSES INCORPORATED BY REFERENCE

GSAR	TITLE	DATE
552.203-71	Restriction on Advertising	SEP 1999
552.204-9	Personal Identity Verification Requirements	OCT 2012
552.215-70	Examination of Records by GSA	JUL 2016
552.215-73	Notice	JUL 2016
552.216-74	GSA Task-Order and Delivery-Order Ombudsman	JAN 2017
552.223-73	Preservation, Packaging, Marking, and Labeling of Hazardous Materials (HAZMAT) for Shipments	JUN 2015
552.228-5	Government as Additional Insured	JAN 2016
552.232-1	Payments (DEVIATION FAR 52.232-1)	NOV 2009
552.232-23	Assignment of Claims	SEP 1999
552.232-25	Prompt Payment (DEVIATION FAR 52.232-25)	NOV 2009
552.232-39	Unenforceability of Unauthorized Obligations (DEVIATION FAR 52.232-39)	FEB 2008
552.232-78	Commercial Supplier Agreements-Unenforceable Clauses	FEB 2018
552.237-71	Qualifications of Employees	MAY 1989
552.237-73	Restriction on Disclosure Of Information	JUN 2009

### 1.2.5 FAR AND GSAR CLAUSES IN FULL TEXT

#### 1.2.5.1 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is in accordance with Section B.2 for each Pool.
- (2) The small business size standard is in accordance with Section B.2 for each Pool.
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) (1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:
- (i)  Paragraph (d) applies.
- (ii)  Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

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- (i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless–
- (A) The acquisition is to be made under the simplified acquisition procedures in part 13;
  - (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
  - (C) The solicitation is for utility services for which rates are set by law or regulation.
- (ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.
- (iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation. This provision applies to all solicitations.
- (iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.
- (v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that–
- (A) Are not set aside for small business concerns;
  - (B) Exceed the simplified acquisition threshold; and
  - (C) Are for contracts that will be performed in the United States or its outlying areas.
- (vi) 52.204-26, Covered Telecommunications Equipment or Services-Representation. This provision applies to all solicitations.
- (vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations-Representation.
- (viii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.
- (x) 52.214-14, Place of Performance-Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
- (xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (xii) 52.219-1, Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

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(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.

(xiii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xvi) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation. This provision applies to solicitations that include the clause at 52.204-7.)

(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xxi) 52.225-4, Buy American-Free Trade Agreements-Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$83,099, the provision with its Alternate II applies.

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(D) If the acquisition value is \$83,099 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan-Certification. This provision applies to all solicitations.

(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.204-20, Predecessor of Offeror.

(iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment- Certification.

(v) 52.222-52, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification.

(vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

(vii) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(d) The offeror has completed the annual representations and certifications electronically in SAM website accessed through <https://www.sam.gov>. After reviewing the SAM information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

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FAR Clause #	Title	Date	Change
_____			

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of Provision)

### I.2.5.2 FAR 52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the Master Contract’s Notice-to-Proceed (November 15, 2021) through five years and one (five-year) option that may extend the cumulative ordering period to ten years.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered “issued” when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

### I.2.5.3 FAR 52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than the simplified acquisition threshold, as amended, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) *Maximum order.* The Contractor is not obligated to honor—
  - (1) Any order for a single item in excess of: **Not Applicable**
  - (2) Any order for a combination of items in excess of: **Not Applicable**
  - (3) A series of orders from the same ordering office within 365 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.
- (c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.
- (d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within five days after issuance, with written notice stating the Contractor’s intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

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(End of clause)

### **I.2.5.4 FAR 52.216-22 INDEFINITE QUANTITY (OCT 1995)**

- (a) This is an indefinite-quantity contract for the supplies or services specified and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the “maximum.” The Government shall order at least the quantity of supplies or services designated in the Schedule as the “minimum.”
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor’s and Government’s rights and obligations with respect to that order to the same extent as if the order were completed during the contract’s effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after five years after the Master Contract’s ten-year ordering period expires.

(End of clause)

### **I.2.5.5 FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed six months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

### **I.2.5.6 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed the ordering period of ten years for task orders issued under the Master

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## SECTION I – CONTRACT CLAUSES

Contract plus five years after the Master Contract’s ordering period expires for task order performance.

### **I.2.5.7 GSAR 552.216-74 TASK-ORDER AND DELIVERY-ORDER OMBUDSMAN (JAN 2016)**

- (a) GSA has designated a Task-Order and Delivery-Order Ombudsman who will review complaints from contractors and ensure that they are afforded a fair opportunity for consideration in the award of task or delivery orders under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, consistent with the procedures in the contract. Written complaints shall be submitted to the Ombudsman, with a copy to the Contracting Officer.
- (b) In the case that the contractor is not satisfied with the resolution of the complaint by the GSA Task-Order and Delivery-Order Ombudsman, the contractor may follow the procedures outlined in subpart 33.1.
- (c) The GSA Ombudsman is located at the GSA, Office of Government-wide Policy (OGP), Office of Acquisition Policy (MV). Contact information for the GSA Ombudsman can be found at: <http://www.gsa.gov/ombudsman>.

(End of Clause)

### **I.2.6 DFARS PROVISIONS AND CLAUSES INCORPORATED BY REFERENCE**

252.223-7999 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (Deviation 2021-O0009) (FOR DOD TASK ORDERS ONLY)

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## J.1 LABOR CATEGORIES AND DEFINITIONS – ATTACHMENT A

### ASTRO LABOR CATEGORIES and BUREAU OF LABOR STATISTICS SERVICE OCCUPATIONAL CLASSIFICATIONS

#### BACKGROUND:

ASTRO labor categories utilize the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data. Each labor category is further defined as Junior, Journeyman, Senior, or Subject Matter Expert (SME) as follows:

- a. **JUNIOR:** Applies fundamental concepts, processes, practices, and procedures on technical assignments. Performs work that requires practical experience and training. Work is performed under supervision.
- b. **JOURNEYMAN:** Possesses and applies expertise on multiple complex work assignments. Assignments may be broad in nature, requiring originality and innovation in determining how to accomplish tasks. Operates with appreciable latitude in developing methodology and presenting solutions to problems. Contributes to deliverables and performance metrics where applicable.
- c. **SENIOR:** Possesses and applies a comprehensive knowledge across key tasks and high impact assignments. Plans and leads major technology assignments. Evaluates performance results and recommends major changes affecting short-term project growth and success. Functions as a technical expert across multiple project assignments. May supervise others.
- d. **SME:** Provides technical/management leadership on major tasks or technology assignments. Establishes goals and plans that meet project objectives. Has domain and expert technical knowledge. Directs and controls activities for a client, having overall responsibility for financial management, methods, and staffing to ensure that technical requirements are met. Interactions involve client negotiations and interfacing with senior management. Decision-making and domain knowledge may have a critical impact on overall project implementation. May supervise others.

#### INDIVIDUAL LABOR CATEGORIES

Except as noted, the following individual labor categories correspond to a single SOC Number, Title, and Functional Description. Functional Descriptions of the labor categories can be found at the SOC website:

[https://www.bls.gov/soc/2018/major\\_groups.htm#11-0000](https://www.bls.gov/soc/2018/major_groups.htm#11-0000)

In accordance with Section B.4.1, the contractor shall identify both Prime and Subcontractor labor using the ASTRO Labor Categories, as well as the corresponding SOC number and title

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that applies. The Labor ID# must have a G or C designator to represent Government or Contractor site.

<b>Major Group</b>	<b>SOC Number</b>	<b>Labor Category Title</b>
<b>11-0000</b>		<b>Management Occupations</b>
	11-1021	General and Operations Managers
	11-3013	Facilities Managers
	11-3021	Computer and Information Systems Managers
	11-3031	Financial Managers
	11-3051	Industrial Production Managers
	11-3061	Purchasing Managers
	11-3071	Transportation, Storage, and Distribution Managers
	11-3131	Training and Development Managers
	11-9039	Education Administrators, All Other
	11-9041	Architectural and Engineering Managers
	11-9121	Natural Sciences Managers
	11-9161	Emergency Management Directors
	11-9199	Managers, All Other
<b>13-0000</b>		<b>Business and Financial Operations Occupations</b>
	13-1022	Wholesale and Retail Buyers, Except Farm Products
	13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products
	13-1031	Claims Adjusters, Examiners, and Investigators
	13-1041	Compliance Officers
	13-1051	Cost Estimators
	13-1071	Human Resources Specialists
	13-1075	Labor Relations Specialists
	13-1081	Logisticians
	13-1082	Project Management Specialists
	13-1111	Management Analysts
	13-1121	Meeting, Convention, and Event Planners
	13-1141	Compensation, Benefits, and Job Analysis Specialists
	13-1151	Training and Development Specialists
	13-1199	Business Operations Specialists, All Other
	13-2011	Accountants and Auditors
	13-2031	Budget Analysts
	13-2051	Financial and Investment Analysts
	13-2054	Financial Risk Specialists
	13-2061	Financial Examiners
	13-2099	Financial Specialists, All Other

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<b>15-0000</b>		<b>Computer and Mathematical Occupations</b>
	15-1211	Computer Systems Analysts
	15-1212	Information Security Analysts
	15-1221	Computer and Information Research Scientists
	15-1231	Computer Network Support Specialists
	15-1232	Computer User Support Specialists
	15-1241	Computer Network Architects
	15-1242	Database Administrators
	15-1243	Database Architects
	15-1244	Network and Computer Systems Administrators
	15-1251	Computer Programmers
	15-1252	Software Developers
	15-1253	Software Quality Assurance Analysts and Testers
	15-1254	Web Developers
	15-1255	Web and Digital Interface Designers
	15-1299	Computer Occupations, All Other
	15-2021	Mathematicians
	15-2031	Operations Research Analysts
	15-2041	Statisticians
	15-2051	Data Scientists
	15-2099	Mathematical Science Occupations, All Other
<b>17-0000</b>		<b>Architecture and Engineering Occupations</b>
	17-1011	Architects, Except Landscape and Naval
	17-1021	Cartographers and Photogrammetrists
	17-1022	Surveyors
	17-2011	Aerospace Engineers
	17-2021	Agricultural Engineers
	17-2031	Bioengineers and Biomedical Engineers
	17-2041	Chemical Engineers
	17-2051	Civil Engineers
	17-2061	Computer Hardware Engineers
	17-2071	Electrical Engineers
	17-2072	Electronics Engineers, Except Computer
	17-2081	Environmental Engineers
	17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors
	17-2112	Industrial Engineers
	17-2121	Marine Engineers and Naval Architects
	17-2131	Materials Engineers

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	17-2141	Mechanical Engineers
	17-2151	Mining and Geological Engineers, Including Mining Safety Engineers
	17-2161	Nuclear Engineers
	17-2171	Petroleum Engineers
	17-2199	Engineers, All Other
	17-3011	Architectural and Civil Drafters
	17-3012	Electrical and Electronics Drafters
	17-3013	Mechanical Drafters
	17-3019	Drafters, All Other
	17-3021	Aerospace Engineering and Operations Technologists and Technicians
	17-3022	Civil Engineering Technologists and Technicians
	17-3023	Electrical and Electronic Engineering Technologists and Technicians
	17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians
	17-3025	Environmental Engineering Technologists and Technicians
	17-3026	Industrial Engineering Technologists and Technicians
	17-3027	Mechanical Engineering Technologists and Technicians
	17-3028	Calibration Technologists and Technicians
	17-3029	Engineering Technologists and Technicians, Except Drafters, All Other
	17-3031	Surveying and Mapping Technicians
<b>19-0000</b>		<b>Life, Physical, and Social Science Occupations</b>
	19-1011	Animal Scientists
	19-1012	Food Scientists and Technologists
	19-1013	Soil and Plant Scientists
	19-1021	Biochemists and Biophysicists
	19-1022	Microbiologists
	19-1023	Zoologists and Wildlife Biologists
	19-1029	Biological Scientists, All Other
	19-1031	Conservation Scientists
	19-1032	Foresters
	19-1041	Epidemiologists
	19-1099	Life Scientists, All Other
	19-2011	Astronomers
	19-2012	Physicists
	19-2021	Atmospheric and Space Scientists

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	19-2031	Chemists
	19-2032	Materials Scientists
	19-2041	Environmental Scientists and Specialists, Including Health
	19-2042	Geoscientists, Except Hydrologists and Geographers
	19-2043	Hydrologists
	19-2099	Physical Scientists, All Other
	19-3011	Economists
	19-3051	Urban and Regional Planners
	19-3092	Geographers
	19-3099	Social Scientists and Related Workers, All Other
	19-4012	Agricultural Technicians
	19-4021	Biological Technicians
	19-4031	Chemical Technicians
	19-4042	Environmental Science and Protection Technicians, Including Health
	19-4043	Geological Technicians, Except Hydrologic Technicians
	19-4044	Hydrologic Technicians
	19-4051	Nuclear Technicians
	19-4071	Forest and Conservation Technicians
	19-4092	Forensic Science Technicians
	19-4099	Life, Physical, and Social Science Technicians, All Other
	19-5011	Occupational Health and Safety Specialists
	19-5012	Occupational Health and Safety Technicians
<b>21-0000</b>		<b>Community and Social Service Occupations</b>
	23-1011	Lawyers
	23-1012	Judicial Law Clerks
	23-1021	Administrative Law Judges, Adjudicators, and Hearing Officers
	23-1022	Arbitrators, Mediators, and Conciliators
	23-1023	Judges, Magistrate Judges, and Magistrates
	23-2011	Paralegals and Legal Assistants
	23-2093	Title Examiners, Abstractors, and Searchers
	23-2099	Legal Support Workers, All Other
<b>25-0000</b>		<b>Educational Instruction and Library Occupations</b>
	25-3099	Teachers and Instructors, All Other
	25-9031	Instructional Coordinators
	25-9049	Teaching Assistants, All Other
	25-9099	Educational Instruction and Library Workers, All Other
	27-3031	Public Relations Specialists
	27-3041	Editors

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	27-3042	Technical Writers
	27-3043	Writers and Authors
	27-3091	Interpreters and Translators
	27-3092	Court Reporters and Simultaneous Captioners
	27-3099	Media and Communication Workers, All Other
	27-4011	Audio and Video Technicians
	27-4012	Broadcast Technicians
	27-4014	Sound Engineering Technicians
	27-4015	Lighting Technicians
	27-4021	Photographers
	27-4031	Camera Operators, Television, Video, and Film
	27-4032	Film and Video Editors
	27-4099	Media and Communication Equipment Workers, All Other
<b>33-0000</b>		<b>Protective Service Occupations</b>
	33-1021	First-Line Supervisors of Firefighting and Prevention Workers
	33-2011	Firefighters
	33-2021	Fire Inspectors and Investigators
	33-2022	Forest Fire Inspectors and Prevention Specialists
	33-9021	Private Detectives and Investigators
	33-9032	Security Guards
	33-9099	Protective Service Workers, All Other
<b>43-0000</b>		<b>Office and Administrative Support Occupations</b>
	43-2099	Communications Equipment Operators, All Other
	43-3061	Procurement Clerks
	43-3099	Financial Clerks, All Other
	43-5011	Cargo and Freight Agents
	43-5032	Dispatchers, Except Police, Fire, and Ambulance
	43-5061	Production, Planning, and Expediting Clerks
	43-5071	Shipping, Receiving, and Inventory Clerks
	43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping
	43-6011	Executive Secretaries and Executive Administrative Assistants
	43-6012	Legal Secretaries and Administrative Assistants
	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
	43-9061	Office Clerks, General
	43-9081	Proofreaders and Copy Markers
	43-9111	Statistical Assistants
	43-9199	Office and Administrative Support Workers, All Other

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<b>49-0000</b>		<b>Installation, Maintenance, and Repair Occupations</b>
	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
	49-2021	Radio, Cellular, and Tower Equipment Installers and Repairers
	49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers
	49-2091	Avionics Technicians
	49-2092	Electric Motor, Power Tool, and Related Repairers
	49-2093	Electrical and Electronics Installers and Repairers, Transportation Equipment
	49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
	49-2095	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
	49-2096	Electronic Equipment Installers and Repairers, Motor Vehicles
	49-2097	Audiovisual Equipment Installers and Repairers
	49-3011	Aircraft Mechanics and Service Technicians
	49-3023	Automotive Service Technicians and Mechanics
	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
	49-3042	Mobile Heavy Equipment Mechanics, Except Engines
	49-3051	Motorboat Mechanics and Service Technicians
	49-9011	Mechanical Door Repairers
	49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
	49-9041	Industrial Machinery Mechanics
	49-9043	Maintenance Workers, Machinery
	49-9051	Electrical Power-Line Installers and Repairers
	49-9052	Telecommunications Line Installers and Repairers
	49-9061	Camera and Photographic Equipment Repairers
	49-9069	Precision Instrument and Equipment Repairers, All Other
	49-9071	Maintenance and Repair Workers, General
	49-9081	Wind Turbine Service Technicians
	49-9092	Commercial Divers
	49-9098	Helpers--Installation, Maintenance, and Repair Workers
	49-9099	Installation, Maintenance, and Repair Workers, All Other
<b>51-0000</b>		<b>Production Occupations</b>
	51-1011	First-Line Supervisors of Production and Operating Workers
	51-2011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
	51-2022	Electrical and Electronic Equipment Assemblers
	51-2023	Electromechanical Equipment Assemblers

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	51-2031	Engine and Other Machine Assemblers
	51-2041	Structural Metal Fabricators and Fitters
	51-2051	Fiberglass Laminators and Fabricators
	51-2092	Team Assemblers
	51-2099	Assemblers and Fabricators, All Other
	51-4041	Machinists
	51-4121	Welders, Cutters, Solderers, and Brazers
	51-4199	Metal Workers and Plastic Workers, All Other
	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers
<b>53-0000</b>		<b>Transportation and Material Moving Occupations</b>
	53-1041	Aircraft Cargo Handling Supervisors
	53-1042	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand
	53-1043	First-Line Supervisors of Material-Moving Machine and Vehicle Operators
	53-1049	First-Line Supervisors of Transportation Workers, All Other
	53-2011	Airline Pilots, Copilots, and Flight Engineers
	53-2012	Commercial Pilots
	53-2021	Air Traffic Controllers
	53-2022	Airfield Operations Specialists
	53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
	53-3099	Motor Vehicle Operators, All Other
	53-5011	Sailors and Marine Oilers
	53-5021	Captains, Mates, and Pilots of Water Vessels
	53-5022	Motorboat Operators
	53-5031	Ship Engineers
	53-6031	Automotive and Watercraft Service Attendants
	53-6032	Aircraft Service Attendants
	53-6041	Traffic Technicians
	53-6051	Transportation Inspectors
	53-6099	Transportation Workers, All Other
	53-7062	Laborers and Freight, Stock, and Material Movers, Hand
	53-7121	Tank Car, Truck, and Ship Loaders
	53-7199	Material Moving Workers, All Other

Contract Number: