



## **SECTION J**

### **LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

#### **J.1 LIST OF ATTACHMENTS**

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- J.1.5** ATTACHMENT J-5 – CS3 Monthly Business Volume (Sales) Report Format
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**J.1.20** ATTACHMENT J-20 – eliminated

(END OF SECTION J)



## ATTACHMENT J-1 ACRONYMS AND ABBREVIATIONS

ACO	Administrative Contracting Officer
ACH	Automated Clearing House
ADP	Automated Data Processing
ANC	Alaskan Native Corporations
BER	Bit Error Rate
BIR	Burst Information Rate
BOM	Bill of Materials
BSS	Business Support Systems
BSS	Broadcast Satellite Services
C&A	Certification and Accreditation
C&F	Cost and Freight
CAGE	Commercial and Government Entity
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
c.i.f	Cost, Insurance, and Freight
CIR	Committed Information Rate
CLIN	Contract Line Item Number
CMMI	Capability Maturity Model Integration
CNSSP	Committee on National Security Systems Policy
CO	Contracting Officer
COO	Chief Operating Officer
COMSATCOM	Commercial Satellite Communications
COOP	Continuity of Operations
COMSEC	Communications Security
CONUS	Contiguous United States
COR	Contracting Officers Representative
COTS	Commercial Off The Shelf
CS3	Complex Commercial SATCOM Solutions
CSCSS	Contingency Satellite Communications System and Services
CTO	Chief Technology Officer
CUI	Controlled Unclassified Information
CWT	Hundredweight
DAA	Designated Accrediting Authority
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DISA	Defense Information Systems Agency
DISN	Defense Information Systems Network
DITCO	Defense Information Technology Contracting Organization
DLA	Defense Logistics Agency
DOC	Department of Commerce
DoD	Department of Defense
DoDD	Department of Defense Directive



DoDI	Department of Defense Instruction
DOE	Department of Energy
DPA	Delegation of Procurement Authority
DOJ	Department of Justice
DPAS	Defense Priorities and Allocation System
DSS	Defense Security Service
DSTS-G	DISN Satellite Transmission Services-Global
DTIC	Defense Technical Information Center
DUNS	Data Universal Numbering System
EAA	Environmental Assessment Agency
ECP	Engineering Change Proposal
EDI	Electronic Data Interchange
EDWOSB	Economically Disadvantaged Women-Owned Small Business
EFT	Electronic Funds Transfer
EIRP	Effective Isotropic Radiated Power
EIT	Electronic and Information Technology
EMI	Electromagnetic Interference
EPA	Environmental Protection Agency
eSRS	Electronic Subcontract Reporting System
FAPIIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
f.a.s	Free Alongside Ship
FBI	Federal Bureau of Investigation
FedBizOps	Federal Business Opportunities
FCSA	Future COMSATCOM Services Acquisition
FIPS	Federal Information Processing Standards
FISMA	Federal Information Security Management Act
f.o.b	Free On Board
FOIA	Freedom of Information Act
FTR	Federal Travel Regulations
G/T	Gain to noise temperature ratio
GAO	General Accounting Office
GoS	Grade of Service
GSA	General Services Administration
GSA PCO	GSA Procuring Contracting Officer
GSAM	General Services Administration Acquisition Manual
GSAR	General Services Administration Acquisition Regulation
HAZMAT	Hazardous Materials
HAIBE	High Assurance Internet Protocol Encryptor
HNA	Host Nation Agreement
HUBZone	Historically Underutilized Business Zones (HUBZones)
IA	Information Assurance
IAW	In Accordance With
ID/IQ	Indefinite Delivery/Indefinite Quantity
IFB	Invitation For Bid



IGCE

Independent Government Cost Estimate

IP	Internet Protocol
iRAPT	Invoicing, Receipt, Acceptance, and Property Transfer
ISAC	Information Sharing and Analysis Center
ISO	International Organization for Standardization
ISR	Individual Subcontracting Report
IT	Information Technology
ITAR	International Traffic in Arms Regulations
ITS	Information Technology Services
JPAS	Joint Personnel Adjudication System
JPEG	Joint Photographic Experts Group
JTR	Joint Travel Regulations
Kps	Kilobits per second
LAN	Local Area Network
LORA	Level of Repair Analysis
LPTA	Lowest Price Technically Acceptable
M2M	Machine-to-Machine
MBI	Moderate Background Investigation
MBPS	Megabits Per Second
MBVSR	Monthly Business Volume (Sales) Report
MHz	Megahertz
MIL-STD	Military Standard
MOA	Memorandum of Agreement
MRG	Minimum Revenue Guarantee
MRR	Monthly Revenue Report
MTBF	Mean Time Between Failure
MTTR	Mean Time to Repair
NAICS	North American Industry Classification System
NASA	National Aeronautics and Space Administration
NATO	North Atlantic Treaty Organization
NIPRNET	Non-Secure Internet Protocol Router Network
NISPOM	National Industry Security Program Operating Manual
NIST	National Institute of Standards and Technology
NIST SP	National Institute of Standards and Technology Special Publication
NOC	Network Operations Center
NPV	Net Present Value
NSA	National Security Agency
OCO	Ordering Contracting Officer
OCONUS	Outside the Contiguous United States
OMB	Office of Management and Budget
OPSEC	Operations Security
OSBU	Office of Small Business Utilization
PCO	Procuring Contracting Officer
PDF	Portable Document Format
PEB	Power Equivalent Bandwidth
PNM	Price Negotiation Memorandum



POC	Point of Contact
PoP	Period of Performance
PoP	Point of Presence
POS	Point of Sale
PPIRS	Past Performance Information Retrieval System
PWS	Performance Work Statement
RAM	Reliability, Availability, and Maintainability
RMF	Risk Management Framework
RF	Radio Frequency
RFI	Radio Frequency Interference
RFID	Radio Frequency Identification
RFP	Request for Proposal
RFQ	Request for Quote
RTM	Requirement Traceability Matrix
SAM	System for Award Management
SAP	Special Access Programs
SATCOM	Satellite Communications
SBA	Small Business Administration
SBTA	Small Business Technical Advisor
SCI	Sensitive Compartmented Information
SCA	Service Contract Act
SDB	Small Disadvantaged Business
SDVOSB	Service-Disabled Veteran-Owned Small Business
SIM	Subscriber Identity Module
SIPRNET	Secure Internet Protocol Router Network
SMO	Security Management Office
SNMP	Signaling Network Management Protocol
SOC	Satellite Operations Center
SOW	Statement of Work
SP	Special Publication
SSR	Summary Subcontracting Report
STE	Secure Terminal Equipment
STO	Sample Task Order
TBD	To Be Determined
TDMA	Time Division Multiple Access
TM	Task Monitor
TO	Task Order
TOR	Task Order Request
TRANSEC	Transmission Security
TS/SCI	TOP SECRET/Sensitive Compartmented Information
TT&C	Telemetry, Tracking, and Control
U.S.	United States
U.S.C.	United States Code
USDA	United States Department of Agriculture
USG	US Government
USGO	US Government Organization



USSTRATCOM	United States Strategic Command
VAR	Visit Access Request
VoIP	Voice over Internet Protocol
VOSB	Veteran-owned small business
VSAT	Very Small Aperture Terminal
WiFi	Wireless Fidelity (IEEE 802.11)
WOSB	Women-Owned Small Business
XML	eXtensible Markup Language

(END OF ATTACHMENT J-1)



## ATTACHMENT J-4

# SMALL BUSINESS SUBCONTRACTING GOALS GUIDANCE AND MODEL SUBCONTRACTING PLAN

### Small Business Subcontracting Goals Guidance

Prior to contract award, Contractors shall provide a small business subcontracting plan in accordance with FAR Part 19. The Government expects Contractors to thoroughly review the requirements set forth in FAR 19.704, Subcontracting plan requirements, and FAR clause 52.219-9, Small Business Subcontracting Plan, before submitting their contracting plans. In accordance with FAR 19.704(d) and clause 52.219-9(g), the preference is for Contractors to submit a Commercial Plan. This type of plan shall relate to the Contractor's planned subcontracting generally, for both commercial and government business, rather than solely to the CS3 contract.

The General Services Administration (GSA) fiscal year 2016 subcontracting goals appear in the table below.

Small Business Category	Goal
Small Business	36.5%
Small Disadvantaged Business	5.00%
Women-owned Small Business	5.00%
HUBZone Small Business	3.00%
Service-Disabled Veteran-owned Small Business	3.00%





## Model Subcontracting Plan

### Cover Page To Model Subcontracting Plan

**IMPORTANT: Notice to Contractors: GSA provides this model plan as a tool. You must adapt this model plan to fit your subcontracting situation. The plan is NOT a fill-in-the-blank form and you must remove instructional language. This model does not establish minimum requirements for an acceptable plan. The model reflects objectives GSA encourages contractors to adopt. GSA expects Contractors to thoroughly review the requirements set forth in FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan before submitting their subcontracting plans.**

#### Definitions of Types of Plans:

- **COMMERCIAL PLAN:** Covers the Contractor's fiscal year and applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line.) Note that this type of plan shall relate to the Contractor's planned subcontracting generally, for both commercial and government business, rather than solely to the government contract. Per FAR 19.704(d) and clause 52.219-9(g), this is the preferred type of plan for contractors furnishing commercial items. Once a contractor's commercial plan has been approved, the Government shall not require another subcontracting plan from the same contractor while the plan remains in effect, as long as the product or service being provided by the contractor continues to meet the definition of a commercial item. The contractor shall— (1) Submit the commercial plan to either the first contracting officer awarding a contract subject to the plan during the contractor's fiscal year, or, if the contractor has ongoing contracts with commercial plans, to the contracting officer responsible for the contract with the latest completion date. The contracting officer shall negotiate the commercial plan for the Government. The approved commercial plan shall remain in effect during the contractor's fiscal year for all Government contracts in effect during that period; (2) Submit a new commercial plan, 30 working days before the end of the Contractor's fiscal year, to the contracting officer responsible for the uncompleted Government contract with the latest completion date. The contractor must provide to each contracting officer responsible for an ongoing contract subject to the plan, the identity of the contracting officer that will be negotiating the new plan; (3) When the new commercial plan is approved, provide a copy of the approved plan to each contracting officer responsible for an ongoing contract that is subject to the plan; and (4) Comply with the reporting requirements stated in paragraph (a)(10) of this section by submitting one SSR in eSRS, for all contracts covered by its commercial plan. This report will be acknowledged or rejected in eSRS by the contracting officer who approved the plan. The report shall be submitted within 30 days after the end of the Government's fiscal year.
- **INDIVIDUAL CONTRACT PLAN:** Covers the entire contract period, applies to a specific contract, and has goals that are based on the Contractor's planned subcontracting (and purchasing) in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract. For contracts with option periods, the plan will include separate goals and estimated value (or sales) for the base period with separate goals and estimated value for each option period.



Per FAR 52.219-9(c) this type of plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business (including ANCs and Indian Tribes), and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the Contractor ineligible for award of a contract. The Contractor shall submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS and in accordance with FAR clause 52.219-9.

- **MASTER PLAN:** Contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved. A master plan on a plant or division-wide basis that contains all the elements, except goals, may be incorporated by reference as a part of the subcontracting plan required of the Contractor by the clause 52.219-9; **provided** (1) The master plan has been approved; (2) The Contractor ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and (3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan. A contract may have no more than one plan. When a modification meets the criteria in FAR 19.702 for a plan, or an option is exercised, the goals associated with the modification or option shall be added to those in the existing subcontracting plan. The failure of the Contractor or subcontractor to comply in good faith with the clause at FAR 52.219-8 or an approved plan required by FAR 52.219-9 shall be a material breach of the contract. The Contractor shall submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS and in accordance with FAR clause 52.219-9.

#### **GSA SUBCONTRACTING GOALS (How to do the math tips)**

**IMPORTANT: Subcontracting goals are subject to change, based on recent achievement levels and as negotiated with the Small Business Administration (SBA). SBA is responsible for the Federal Government Goaling Program and their website at [www.sba.gov](http://www.sba.gov) includes details and background on the goaling process.**

- Total estimated subcontracting dollars (or spend) planned to all types of business concerns must be provided, then separately state the dollars that will be subcontracted to each category. All percents for each category will be expressed as a percentage of the total subcontracting dollars to all concerns (both large and small)\*.
- The Small business dollar amount must include all sub-group category amounts; i.e., HUBZone, SDB, WOSB, VOSB, SDVOSB (plus any "other small" businesses that do not fall within one of these specified subgroups). Again note that Alaskan Native Corporations (ANCs) and Indian tribes will be included in the SDB and total small amounts.



\*Only the large plus all small should equal the total in both dollars and percents. Do not add together subgroups to reach the total Small figure, as the same dollars can be double and triple counted for each group as applicable to the company receiving the order.

	Sample Dollars	GSA Goal
(FY 2012-13)		
Total dollars to be subcontracted (to both Large and Small Businesses)	\$1,000,000	100%
*To Large Businesses	\$700,000*	*70%
*To all Small Businesses (includes HUBZone Small, Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, and Other Small Business Concerns)	\$300,000*	*30%
To HUBZone Small Businesses	\$30,000	3%
To Small Disadvantaged Businesses	\$50,000	5%
To Women-Owned Small Businesses	\$50,000	5%
To Veteran-Owned Small Businesses (includes SDVOSB below in this total)	\$30,000	3%
To Service-Disabled Veteran-Owned Small Businesses	\$30,000	3%

\*NOTE: The total \$300,000 to all Small businesses already includes each subgroup (HUBZone, SDB, ANCs, WOSB, VOSB, and SDVOSB), plus other small businesses that are only small and do not fall into a specified category.

**IMPORTANT: PLEASE REMOVE THE COVER PAGES BEFORE SUBMITTING THE SUBCONTRACTING PLAN TO GSA. THEY ARE ONLY FOR YOUR INFORMATION AND CONVENIENCE.**



Template: March 2013

[INSERT COMPANY NAME]

**SMALL BUSINESS SUBCONTRACTING PLAN (MODEL)**

**I. IDENTIFICATION DATA:**

Address:	
Date Prepared:	
Description of Supplies/Services:	
Solicitation Number: (Completed for Individual Plans; N/A for commercial plans)	
Contract Number: (Completed for Individual Plans during option period; N/A for commercial plans)	

**If submitting an Individual Contract Plan, insert dates below for the contract duration, if known (or insert N/A if the contract does not include specified option period).**

Individual Plan Period:

Base Period:	(Insert Date of Award thru ?? years)
Option Period 1:	(1 Year, 5 Years, etc.)
Option Period 2:	(1 Year, 5 Years, etc.)
Option Period 3:	(1 Year, 5 Years, etc.)
Option Period 4:	(1 Year, 5 Years, etc.)

Estimated Contract Value (Provide separate estimate for base contract period and each option):

Base Period:	(Insert Dollar Amount)
Option Period 1:	(Insert Dollar Amount)
Option Period 2:	(Insert Dollar Amount)
Option Period 3:	(Insert Dollar Amount)
Option Period 4:	(Insert dollar amount if applicable/Not used for MAS)

Place of Performance:	
DUNS Number:	(under the contract awarded or pending award)

**If submitting a Commercial Plan, insert dates below:**

Commercial Plan Period:	(Insert 12 Month Fiscal Year Dates for Contractor/Offeror)
Projected annual sales (Company-wide):	(Insert Dollar Amount)

**II. TYPE OF PLAN – FAR 19.701 (For definitions, see Cover Page and FAR clause 52.219-9):**  
 Place an “X” in the appropriate field to indicate the correct plan type.

Commercial Plan	
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Individual Plan	
Master Plan (incorporated into Individual Plan)	



III. GOALS: A. The FAR clause at 52.219-9(d) states that the subcontracting plan shall include (1) goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns as subcontractors; and (2) A statement of total dollars planned to be subcontracted for an individual contract plan; or the Contractor's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan. FAR 19.704(a)(1) requires separate percentage goals for using small business (including Alaskan Native Corporations (ANCs) and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; and (3) A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns.

Commercial plans will always reflect annual company-wide goals. Individual plans will reflect contract-specific goals and shall contain separate statements and goals for the basic contract (period) and separately for each option (period). Note that dollars and percentages to large and total small businesses (all inclusive) must equal the total subcontracted to all categories in both dollars and percentages. EACH CONTRACTOR IS EXPECTED TO OFFER THE MAXIMUM PRACTICABLE OPPORTUNITIES TO EACH TYPE OF SMALL BUSINESS CONCERN CONSISTENT WITH THEIR BEST FAITH EFFORTS AND SUPPORTED BY THEIR REPORTS AND RECORDS.

**COMPLETE FORMAT BELOW IF SUBMITTING AN INDIVIDUAL PLAN and note that a separate part is required for the base contract period and for each option period, if any. (IMPORTANT: Please remove this section and following page if submitting a commercial plan.)**

[Company Name] provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category:

**BASE GOALS are expressed in dollars and percentages of the total dollars planned to be subcontracted.**

PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

**If applicable: 1<sup>ST</sup> OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.**

PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
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1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		



**If applicable: 2ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.**

PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

**If applicable: 3ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.**

PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

**If applicable: 4TH OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted. (IMPORTANT: LEAVE BLANK FOR MAS)**

PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted (2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		





**COMPLETE FORMAT BELOW IF SUBMITTING A COMMERCIAL PLAN (IMPORTANT: Please remove this page/section if submitting an individual plan.)**

1. Estimated TOTAL dollars planned to be subcontracted to all types of concerns (generally for both commercial and government business, in support of commercial items sold during company fiscal year):

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	= 100% subcontracted

2. Total dollars planned to be subcontracted to large business concerns (or classified as other than small):

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

3. Total dollars planned to be subcontracted to all small business concerns (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB small business concerns:

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

4. Total dollars planned to be subcontracted to veteran-owned small business concerns (including service-disabled veteran-owned small businesses):

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

5. Total dollars planned to be subcontracted to service-disabled veteran-owned small business concerns (subset of VOSB above and cannot be higher than #4 above):

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

6. Total dollars planned to be subcontracted to HUBZone small business concerns:

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

7. Total dollars planned to be subcontracted to small disadvantaged business concerns (including ANCs and Indian tribes):



Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total

8. Total dollars planned to be subcontracted to women-owned small business concerns:

Description	Dollar Amount	Percentage
Annual Commercial Purchases/Spend:	\$	% of Total



B. FAR 19.704(a)(3) and the clause at 52.219-9(d)(3) requires a description of the principal types of supplies and services to be subcontracted and an identification of types planned for subcontracting to SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns. Check all that apply below, ensuring that at least one item is indicated for each column. If assistance is needed to locate small business sources, contact your local Small Business Administration Commercial Market Representative via [www.sba.gov/localresources](http://www.sba.gov/localresources), or access the Dynamic Small Business Search database at [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm). You may also post solicitations for small business opportunities on SBA's SUB-Net at <https://eweb1.sba.gov/subnet/search/index.cfm>.

The principal types of supplies and/or services that [Company Name] anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

Business Category or Size

Supplies/Services	Large	Small	VOSB	SDVOSB	HUBZone	SDB	WOSB

**ATTACH ADDITIONAL SHEETS IF NECESSARY (OR REMOVE LINES IF NOT NEEDED)**

C. FAR 19.704(a)(4) and the clause at 52.219-9(d)(4) require a description of the method used to develop the subcontracting goals. Explain or state the basis for establishing your proposed goals (i.e. based on historical data and experience, market research, etc.); and provide justification for any low goal(s).

[Company Name] used the following method to develop the subcontracting goals:

D. FAR 19.704(a)(5) and clause 52.219-9(d)(5) require a description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the System for Award Management (SAM), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in SAM as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB source list. Use of SAM as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.



[Company Name] identifies potential subcontractors using the following source lists and organizations:



E. FAR 19.704(a)(6) and clause 52.219-9(d)(6) require a statement as to whether or not the Contractor included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns. NOTE: indirect costs represent the expenses of doing business that are NOT easily identified with a specific project (i.e. contract or grant) but are generally recognized as ordinary and necessary for the general operation of the contractor's organization and the conduct of activities it performs. Types of indirect costs include overhead (e.g. facility/utility & supplies cost), general and administrative (G&A), and fringe benefits (e.g. services or benefits provided to employees such as health insurance, payroll taxes, pension contribution, etc).

Indirect costs [HAVE BEEN/HAVE NOT BEEN] included in the dollar and percentage subcontracting goals stated above.

**If indirect costs HAVE been included, the method used to determine the proportionate share of indirect costs to be incurred with small business concerns was as follows:**

**IV. PROGRAM ADMINISTRATOR:**

FAR 19.704(a)(7) and clause 52.219-9(d)(7) require the name of an individual employed by the Contractor who will administer the Contractor's subcontracting program, and a description of the duties of the individual. Please add the contact information for this person (telephone number, fax number and/or email address), in case of questions and provide an alternate point of contact if applicable.

Name:	
Title/Position:	
Address:	
City/State/Zip Code:	
Telephone number:	
Fax number:	
Email Address:	

Alternate POC with contact information:

Name:	
Title/Position:	
Address:	
City/State/Zip Code:	



Telephone number:	
Fax number:	
Email Address:	

Duties: In accordance with clause 52.219-9(d)(11)(e), in order to effectively implement this plan to the extent consistent with efficient contract performance, the contractor shall perform the following functions:

1. Assist SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone, SDB and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns in all "make-or-buy" decisions.
3. Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB firms.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the System For Award Management (SAM) database or by contacting SBA.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
6. Develop and promote company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
7. Develop and maintain bidders' lists of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns from all possible sources.
8. Ensure periodic rotation of potential subcontractors on bidders' lists.
9. Ensure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.



10. Ensure that subcontract procurement “packages” are designed to permit the maximum possible participation of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns
11. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
12. Ensure that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
13. Oversee the establishment and maintenance of contract and subcontract award records.
14. Attend or arrange for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
15. Directly or indirectly counsel SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns on subcontracting opportunities and how to prepare bids to the company.
16. Conduct or arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
17. Develop and maintain an incentive program for buyers that support the subcontracting program.
18. Monitor the company’s performance and make any adjustments necessary to achieve the subcontract plan goals.
19. Prepare and submit timely reports.
20. Coordinate the company’s activities during compliance reviews by Federal agencies.

IF YOUR PROGRAM ADMINISTRATOR WILL PERFORM ADDITIONAL SUBCONTRACTING DUTIES NOT SHOWN ABOVE, PLEASE IDENTIFY THEM HERE:

21. Additional Duties:

**V. EQUITABLE OPPORTUNITY:**

FAR 19.704(a)(8) and clause 52.219-9(d)(8) require a description of the efforts the Contractor will make to assure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns have an equitable opportunity to compete for subcontracts.

[[Company Name](#)] will make every effort to ensure that all small business concerns have an equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities: ([please indicate which of the following apply or adapt list to fit your company’s efforts](#))



A. Outreach efforts to obtain sources:

Description	Place "X" in blank if applicable.
Contacting minority and small business trade associations	
Contacting business development organizations	
Requesting sources from the Dynamic Small Business Search, which integrated data from the SBA PRO-Net database	
Attending small and minority business trade fairs and procurement conferences	

B. Internal efforts to guide and encourage purchasing personnel:

Description	Place "X" in blank if applicable.
Presenting workshops, seminars and training programs	
Establishing, maintaining and using small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides, and other data for soliciting subcontracts	
Monitoring activities to evaluate compliance with the subcontracting plan	

C. Other Additional efforts: [\(Please describe below.\)](#)

**VI. ASSURANCES OF CLAUSE INCLUSION AND FLOW DOWN:**

FAR 19.704(a)(9) and clause 52.219-9(d)(9) require assurances that the Contractor will include the clause at [52.219-8, Utilization of Small Business Concerns](#) (see [19.708\(a\)](#)), in all subcontracts that offer further subcontracting opportunities, and that the Contractor will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$700,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of this clause (see [19.708\(b\)](#)).

[\[Company Name\]](#) agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors (except small business concerns) that receive subcontracts in excess of





\$700,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at [52.219-9](#), Small Business Subcontracting Plan.

**VII. REPORTING AND COOPERATION:**

FAR 19.704(a)(10) and clause 52.219-9(d)(10) require assurances that the Contractor will do the following:

[Company Name] agrees to:

- (10)(i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the Contractor with the subcontracting plan;
- (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS;
- (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (v) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (vi) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reports are to be submitted within 30 days after the close of each calendar period as indicated in the following chart:

Calendar Period	Report Due	Date Due	Submit Reports to eSRS with email address for:
10/01--03/31	ISR	04/30	(Administrative) Contracting Officer /SBTA
04/01--09/30	ISR	10/30	Administrative) Contracting Officer /SBTA
10/01--09/30	SSR	10/30	Administrative) Contracting Officer /SBTA

**THE eSRS WEB-BASED REPORTING REQUIREMENT INSTRUCTIONS CAN BE FOUND IN THE ATTACHMENT TO SUBCONTRACTING PLAN TAKEN FROM FAR CLAUSE 52-219-9.**

**VIII. RECORDKEEPING:**

FAR 19.704(a)(11) and clause 52.219-9(d)(11) require a [description](#) of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the



efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them.

[Company Name] will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

1. Source lists (e.g., SAM), guides, and other data that identify SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
2. Organizations contacted in an attempt to locate sources that are SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
3. Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating:
  - (A) Whether small business concerns were solicited and, if not, why not;
  - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
  - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
  - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
  - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
  - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
  - (G) If applicable, the reason award was not made to a small business concern.
4. Records of any outreach efforts to contact
  - (A) Trade associations;
  - (B) Business development organizations;
  - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
  - (D) Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through
  - (A) Workshops, seminars, training, etc.; and
  - (B) Monitoring performance to evaluate compliance with the program's requirements.



6. On a contract-by-contract basis, records to support award data submitted by the Contractor to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.
7. Other records to support your compliance with the subcontracting plan: [\(Please describe below.\)](#)

IX. STATUTORY REQUIREMENTS (Found at FAR 19.702)

- Any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.
- It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
- See 19.702(a)(1) for requirements that are imposed in negotiated acquisitions, and (a)(2) for requirements that are imposed in sealed bidding acquisitions.
- As stated in [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. Further, [15 U.S.C. 637\(d\)\(4\)\(F\)](#) directs that a contractor's failure to make a good faith effort to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages (see 19.702(c) and 19.705-7).

X. DESCRIPTION OF GOOD FAITH EFFORT (Also refer to 13 CFR 125.3(d), Determination of Good Faith Effort)

In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take.

[\[Company Name\]](#) will take the following steps to demonstrate compliance with a good faith effort in achieving small business subcontracting goals:

The above requirements will be negotiated with the contracting officer prior to approval. The contracting officer must ensure per FAR 19.705-5(a)(5) that an acceptable plan is incorporated into and made a material part of the contract.



**SIGNATURE REQUIRED:** Plan must be signed and dated by a company official.

This subcontracting plan was SUBMITTED by:

Signature:	
Typed Name:	
Company Title:	
Date Signed:	

**Government Contracting Officer APPROVAL:**

Signature:	
Printed Name:	
Agency:	
Date Signed:	

**REPORTING INSTRUCTIONS FOR CONTRACTORS**

Electronic Subcontracting Reporting System web-based reporting requirements found at FAR clause 52.219-9(l):

The Contractor shall submit ISRs and SSRs using the web-based eSRS at <http://www.esrs.gov>. Purchases from a corporation, company, or subdivision that is an affiliate of the prime Contractor or subcontractor are not included in these reports. Subcontract award data reported by prime Contractors and subcontractors shall be limited to awards made to their immediate next-tier subcontractors. Credit cannot be taken for awards made to lower tier subcontractors, unless the Contractor or subcontractor has been designated to receive a small business or small disadvantaged business credit from an ANC or Indian tribe.

**(1) ISR.** This report is not required for commercial plans. The report is required for each contract containing an individual subcontract plan and shall be submitted to the Administrative Contracting Officer (ACO) or Contracting Officer, if no ACO is assigned.



(i) The report shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

(ii) When a subcontracting plan contains separate goals for the basic contract and each option, as prescribed by FAR [19.704\(c\)](#), the dollar goal inserted on this report shall be the sum of the base period through the current option; for example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.

(iii) The authority to acknowledge receipt or reject the ISR resides—

(A) In the case of the prime Contractor, with the Contracting Officer; and

(B) In the case of a subcontract with a subcontracting plan, with the entity that awarded the subcontract.

## **(2) SSR.**

### **(i) Reports submitted under individual contract plans—**

(A) This report encompasses all subcontracting under prime contracts and subcontracts with the awarding

agency, regardless of the dollar value of the subcontracts.

(B) The report may be submitted on a corporate, company or subdivision (e.g. plant or division operating as a separate profit center) basis, unless otherwise directed by the agency.

(C) If a prime Contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$700,000 (over \$1,500,000 for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. However, for construction and related maintenance and repair, a separate report shall be submitted for each DoD component.

(D) For DoD and NASA, the report shall be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it shall be submitted annually for the twelve month period ending September 30. Reports are due 30 days after the close of each reporting period.

(E) Subcontract awards that are related to work for more than one executive agency shall be appropriately allocated.

(F) The authority to acknowledge or reject SSRs in eSRS, including SSRs submitted by subcontractors with subcontracting plans, resides with the Government agency awarding the prime contracts.

### **(ii) Reports submitted under a commercial plan—**

(A) The report shall include all subcontract awards under the commercial plan in effect during the Government's fiscal year.

(B) The report shall be submitted annually, within thirty days after the end of the Government's fiscal year.



(C) If a Contractor has a commercial plan and is performing work for more than one executive agency, the Contractor shall specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.

(D) The authority to acknowledge or reject SSRs for commercial plans resides with the Contracting Officer who approved the commercial plan.

(iii) All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a Year-End Supplementary Report for Small Disadvantaged Businesses. The report shall include subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. If the data are not available when the year-end SSR is submitted, the prime Contractor and/or subcontractor shall submit the Year-End Supplementary Report for Small Disadvantaged Businesses within 90 days of submitting the year-end SSR. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

Contracting Officer	(insert e-mail addresses)
Small Business Technical Advisor (SBTA)	(email address for specific office/service/agency)
Subcontracting Manager, Office of Small Business Utilization	(janice.keys@gsa.gov or applicable alternate agency)
Small Business Administration Representative	(found at <a href="http://www.sba.gov">www.sba.gov</a> and enter business zip code to find local resources/POC for contractor's location)

(END OF ATTACHMENT J-4)



**ATTACHMENT J-5 CS3 Monthly Business Volume (Sales) Report**

**CS3 Monthly Business Volume (Sales) Report**

**1. SALES DATA WORKSHEET**

**Vendor Name** – Your Company Name

**Contract Number** – Your CS3 Contract Number

**Agency Name** – Name of the Agency that will receive the products and/or services. Please search for the Agency Name from the "Agency Name-Code List" Worksheet. Once the Agency Name is located, please copy and paste the Agency Name from the "Title" Column, into the "Agency Name" field of the "Enter Sales Data" Worksheet. If unable to locate the specific Agency, please type the Agency Name.

**Ordering Activity** – Name of the Ordering Activity that issued the task order.

**City** – City of the Ordering Activity.

**State** – State of the Ordering Activity in abbreviated format (e.g., AK, VA, MD).

**Zip Code** – Zip Code of the Ordering Activity.

**Contracting Officer Name** – First and Last Name of the Contracting Officer that issued the order.

**Contracting Officer Phone Number** – Phone Number of the Contracting Officer that issued the order. Format: (xxx) xxx-xxx

**Contracting Officer E-mail** – E-mail address of the Contracting Officer that issued the order.

**Date of Order** – The date the order or modification is signed by the Contracting Officer. This is typically located as Item 31c on Standard Form 1449 – Solicitation/Contract/Order for Commercial Items or Block 16C on Standard Form 30 - Amendment of Solicitation/Modification of Contract. Format: M/DD/YYYY

**Order Number** – The order number "assigned" by the Ordering Agency that issued the order.

**Modification Number** – The contract modification number "assigned" by the Ordering Agency, if applicable.

<b>Requisition Number</b> – Identify the requisition number for DISA/DITCO orders only. This is typically located as Item 1 on Standard Form 1449 – Solicitation/Contract/Order for Commercial Items or Block 4 on Standard Form 30 - Amendment of Solicitation/Modification of Contract.			
<b>Description of Services</b> – A brief description of the equipment and/or services acquired. Please include applicable narrative such as MSS, FSS, leased service, modification, in support of, etc., to provide further clarification.			
<b>Period of Performance Start Date</b> – The actual date the service is scheduled to begin. This is typically identified within the task order. Do not report option periods unless they are exercised by the Ordering Activity. Format: M/DD/YYYY			
<b>Period of Performance End Date</b> – The actual date the services are scheduled to end. This is typically identified within the task order/delivery order. Do not report option periods unless they are exercised by the Ordering Activity. Format: M/DD/YYYY			
<b>Total Order Value</b> – Total dollar amount awarded/obligated on the task order, not including options.			
<b>2. LINE ITEM DATA WORKSHEET</b>			
<b>Date of Order</b> – The date the order or modification is signed by the Contracting Officer. This is typically located as Item 31c on Standard Form 1449 – Solicitation/Contract/Order for Commercial Items or Block 16C on Standard Form 30 - Amendment of Solicitation/Modification of Contract. Format: M/DD/YYYY			
<b>Order Number</b> – The order number “assigned” by the Ordering Agency that issued the order.			
<b>Modification Number</b> - The modification number "assigned" by the Ordering Activity (e.g., P00001).			
<b>Line Item Description</b> – Provide product or service description for each line item purchased. Please include Contract Line Item Number description shown on award document.			
<b>Quantity Sold</b> – Self-explanatory.			
<b>Unit</b> – Identify unit measure (e.g., each, lot, minute, day, month, quarter, annual, etc.)			
<b>Unit Price</b> – Cost per unit.			
<b>Extended Price</b> – Unit Price multiplied by Quantity Sold.			
<b>Frequency Band</b> – The portion of the electromagnetic spectrum within a specified upper- and lower-frequency limit (e.g., C-, Ka-, K-, Ku-, X-band).			
<b>Bandwidth Capacity</b> – The information carrying ability of the bandwidth purchased by the Ordering Activity/Agency measured in MHz (e.g. 36).			
<b>Data Rate</b> – The rate at which a channel carries data, measured in Kbps (e.g., 256). Sometimes described in terms of Committed Information Rate (CIR) and Burst Information Rate (BIR).			
<b>Regional Coverage</b> – The geographic area serviced by satellite beam.			



<b>Satellite Name or Number</b> – The satellite name/number providing the service.			
<b>Information System Category</b> – The Information System Category defines the information systems as high-impact, moderate-impact, or low-impact for the security objectives of confidentiality, integrity, and availability.			
<b>Private or Shared Network</b> – A private network is built and owned by an end user organization. A shared network is built and owned by multiple end user organizations.			
<b>HNA Required (Y/N)</b> – The task order requires the contractor to establish relationships and/or negotiate agreements with host nations to obtain spectrum licenses to transmit voice, data, or video services in their international location.			
<b>Portability Service (Y/N)</b> – The task order requires redeployment of satellite services. Portability may include moving from one transponder/satellite to another, one managed service area to another, transpondered capacity redeployment between beams or transponders on a single satellite, redeployment from one frequency band to another, physical relocation of a satellite to a new orbital position, re-routing of teleport services from one teleport to another pre-defined teleport, re-routing of traffic from one terrestrial infrastructure to another pre-defined infrastructure, and movement of Network Operations Center (NOC) services from one NOC to another NOC.			
<b>Expedited Service (Y/N)</b> – The task order requires satellite services 7 calendar days or less after the contractor receives order.			
<b>Commercial Teleport (Y/N)</b> – A commercially available satellite ground station with multiple parabolic antennas that functions as a hub connecting a satellite network with a terrestrial telecommunications network.			

**SEARCH FOR AGENCY CODE OR TITLE -- COPY AND PASTE TO AGENCY NAME COLUMN IN "ENTER SALES DATA" WORKSHEET**

AgencyCode	Title		
0	Congress		
0	Congressional Committees and Subcommittees		
0	House of Representatives		
0	Temporary Comm on Financial Oversight of Dist of Col.		
0	Senate		
0	Presidential Transition		
0	Tribal Organizations		
0	Inaugural Committee		
0	Food and Agriculture Organization of the United Nations		
0	Inter-American Defense Board		
0	Inter-American Development Bank		
0	Intergovernmental Committee for European Migration		
0	International Atomic Energy Agency		
0	International Bank for Reconstruction and Development		
0	International Civil Aviation Organization		
0	International Finance Corporation		
0	International Monetary Fund		
0	International Telecommunications Union		
0	National Academy of Sciences		
0	Organization of American States (Pan American Union)		
0	Pan American Health Organization		
0	Statue of Liberty/Ellis Island Foundation		
0	South Pacific Commission		
0	United Nations		
0	United Nations Educational Scientific, and Cultural Organization		
0	Universal Postal Union		
0	World Health Organization		
0	World Meteorological Organization		
0	American Freedom from Hunger Society		
0	Army and Air Force Exchange Service		

0	Interagency Committee on Marine Research, Education, and Facilities		
0	North Atlantic Treaty Organization		
0	Army and Air Force Motion Picture Service		
0	National Trust for Historical Preservation		
0	Federal Reserve System		
0	American National Red Cross		
0	Caribbean Organization		
0	Miscellaneous Government Non-Appropriated Fund Activities		
0	United Nations-International Labor Office		
0	National Alliance of Businessmen		
0	National Building Museum		
0	National Consumer Cooperative Bank		
0	United Nations Information Service		
0	Miscellaneous Non-Government Accounts		
0	Organization for Economic Cooperation and Development		
0	Navy Resale and Services (Non-Appropriated)		
0	Washington Metropolitan Area Transit Commission		
0	United Nations World Food Program		
0	GSA Advantage IMPAC		
1	Architect of the Capitol		
1	Capitol Buildings		
1	Capitol Grounds		
1	Capitol Power Plant		
1	House Office Buildings		
1	Library of Congress Building		
1	Senate Office Buildings		
1	Supreme Court		
1	GSA Advantage IMPAC		
2	U. S. Capitol Police Office of Financial Management		
3	Library of Congress		
3	GSA Advantage IMPAC		
4	Government Printing Office		
4	census monitoring board,		

4	census monitoring board,		
4	GSA Advantage IMPAC		
5	General Accountability Office		
5	GSA Advantage IMPAC		
9	Legislative, All Other		
9	United States Botanic Garden		
9	Office of Technology Assessment		
9	National Commission on Children		
9	Biomedical Ethics Board		
9	Copyright Royalty Tribunal		
9	Office of Compliance		
9	Helping Enhance the Livelihood of People Around the Globe		
9	Medicaid & CHIP Payment & Access Commission		
9	Prevent Weapons Mass Destruction Proliferation & Terroism		
9	National Commission on Terrorist Attacks Upon the United States		
9	Financial Crisis Inquiry Commission		
9	GSA Advantage IMPAC		
10	Judiciary		
10	Administrative Office of U.S. Courts		
10	Public Defender Service		
10	Courts of the District of Columbia		
10	Bicentennial Commission of the Judicial Conference of the U.S.		
10	District Courts of the United States		
10	United States Bankruptcy Court		
10	United States Sentencing Commission		
10	Territorial Courts		
10	United States Courts of Appeals		
10	United States Claims Court		
10	Bankruptcy Judge Courtrooms		
10	United States Court of International Trade		
10	Bankruptcy Clerk		
10	United States Court of Appeals for the Federal Circuit		
10	United States Supreme Court		

10	Federal Judicial Center		
10	Judicial Panel on Multi-District Legislation		
10	Community Defenders		
10	Court of Appeals Judges Chambers		
10	Court of Appeals Courtrooms		
10	Court of Appeals Clerk		
10	Circuit Executive		
10	Court of Appeals Central Legal Staff		
10	Circuit Libraries		
10	District Judge Chambers		
10	District Judge Courtrooms		
10	Magistrate Judge Chambers		
10	Magistrate Judge Courtrooms		
10	District Clerk		
10	Probation		
10	Pretrial Services		
10	State Courts		
10	Courts, Joint Use Federal and State		
10	GSA Advantage IMPAC		
11	Executive Office of the President		
11	Office of Management and Budget		
11	Council on Environmental Quality		
11	CIA Office of Finance		
11	President's Commission on Medical Ethics		
11	Commission on CIA Activities Within U.S.		
11	Inter-American Foundation		
11	Council of Economic Advisers		
11	U.S. Japan Economic Relations Group		
11	Commission on World Hunger		
11	Native Hawaiian Commission		
11	National Security Council		
11	Commission on Executive, Legislative and Judicial Salaries		
11	Peace Corps		

11	Property Review Board		
11	Office of Policy Development		
11	Office of the Vice President		
11	The White House Office		
11	African Development Foundation		
11	Executive Office of the President - Reform 88		
11	Task Force on Combatting Terrorism		
11	Office of the United States Trade Representative		
11	Points of Light Foundation		
11	Office of Consumer Affairs		
11	White House Conference for a Drug Free America		
11	Office of Administration		
11	Commission on Pension Policy		
11	National Advisory Council on Economic Opportunity		
11	National Space Council		
11	Office of National AIDS Policy		
11	White House Millennium Group		
11	White House Athletic Center		
11	White House Climate Control Task Force		
11	Office of Science and Technology Policy		
11	Council on Wage & Price Stability		
11	Office of National Drug Control Policy		
11	U.S. Trade and Development Agency		
11	Commission on U.S. Intelligence Capabilities Regulating Weapons of Mass Destructions		
11	GSA Advantage IMPAC		
12	Department of Agriculture		
12	Farm Service Agency		
12	National Agricultural Statistics Service		
12	Agricultural Marketing Service		
12	Agricultural Research Service		
12	Office of Small and Disadvantaged Business Utilization		
12	Rural Development Administration		
12	Office of the Chief Information Officer		

12	Cooperative State Research, Education, and Extension Service		
12	Office of Administrative Systems (Exp. Code)		
12	Office of the Chief Information Officer - Washington Telecommunications Services and Operations		
12	Rural Housing Service		
12	Risk Management Agency		
12	Foreign Agricultural Service		
12	Office of Chief Information Officer - National Information Technology Center		
12	Forest Service		
12	Office of the General Counsel		
12	Federal Grain Inspection, Packers, and Stockyards Administration		
12	Office of Communications		
12	Food and Consumer Services		
12	Rural Utilities Services		
12	Office of the Chief Information Officer National Telecommunications Services and Operations		
12	Office of the Secretary		
12	Animal and Plant Health Inspection Service (DHS Code 7053)		
12	Natural Resources Conservation Service		
12	grain insp packrs/stkyd		
12	Food Safety and Inspection Service		
12	office of the cio nitc -		
12	office of administrative		
12	Civil Rights Enforcement and Adjudication		
12	Office of Budget and Program Analysis		
12	human resources manageme		
12	office of operations		
12	External Services		
12	Office of the Chief Financial Officer		
12	Economic Research Service		
12	AMS Contractors		
12	Organization of Professional Employees		
12	USDA Graduate School		

12	International Cotton Advisory Commission		
12	Office of the Inspector General		
12	National Appeals Division		
12	Office of Chief Economist		
12	board of contract appeal		
12	USDA Vacant Space		
12	office of procurement an		
12	Office of Civil Rights		
12	USDA, National Capital Region		
12	Departmental Administration		
12	State Conservation Service		
12	State Forestry Commission		
12	State Extension Service		
12	Farm Service Agency - County		
12	Milk Marketing Association		
12	GSA Advantage IMPAC		
13	Department of Commerce		
13	Office of the Secretary		
13	Minority Business Development Agency		
13	Commerce, Office of Computer Services		
13	Bureau of the Census		
13	National Telecommunications Information Administration		
13	Nat'l Inst. Standards & Technology, Gaithersburg, MD		
13	U.S. Travel and Tourism Administration		
13	National Technical Information Services		
13	Nat'l Inst. Standards & Technology, Boulder, CO		
13	Patent and Trademark Office		
13	International Trade Administration		
13	Office of Inspector General		
13	National Oceanic Atmospheric Administration		
13	Economic Affairs		
13	Bureau of Industry and Security		
13	Technology Administration		



13	Post Regional Task Force (Exp. Code)		
13	Bureau of Economic Analysis (Exp. Code)		
13	Economic Development Administration		
13	Office of the Secretary (Exp. Code - Use Code 1301)		
13	United States Travel Service (Exp. Code)		
13	Economic Development Administration (Exp. Code - Use Code 1320)		
13	Office of Minority Business Enterprise (Exp. Code - Use Code 1302)		
13	Upper Great Lakes Regional Commission (Exp. Code)		
13	New England Regional Commission (Exp. Code)		
13	Pacific-Northwest Regional Commission (Exp. Code)		
13	OP/ADP Management (Exp. Code)		
13	Four Corner Regional Commission (Exp. Code)		
13	Coastal Plains Regional Commission (Exp. Code)		
13	Ozark Regional Commission (Exp. Code)		
13	Old West Regional Commission (Exp. Code)		
13	Southwest Border Region Commission (Exp. Code)		
13	Government Contractors (Exp. Code - Use Code 1399)		
13	GSA Advantage IMPAC		
14	Department of the Interior		
14	Office of Surface Mining and Regulation Enforcement		
14	Geological Survey		
14	Office of Hearing and Appeals		
14	Bureau of Indian Affairs		
14	Bureau of Minerals Management Service		
14	Bureau of Land Management		
14	Office of the Special Trustee for American Indians		
14	Bureau of Mines		
14	National Park Service		
14	Department of Interior, Appraisal Services, Billings, MT		
14	Office of Aircraft Services		
14	Bureau of Reclamation		
14	National Business Center		
14	Office of the Secretary		

14	Office of Water Resources Research (Exp. Code - Use Code 1411)		
14	Office of the Solicitor		
14	Department of Interior-Offc. Historical Trust Accounting		
14	Department of Interior-Enterprise Serv Cntr		
14	Office of InsularAffairs		
14	Fish and Wildlife Service		
14	Office of Inspector General		
14	Construction Management		
14	National Indian Gaming Commission		
14	National Biological Survey		
14	Department of Interior-Bureau of Indian Affairs Education		
14	GSA Advantage IMPAC		
15	Department of Justice		
15	United States Trustees		
15	Justice Management Division		
15	Antitrust Division		
15	Office of Professional Responsibility		
15	Office of the Attorney General		
15	Office of Associate Attorney General		
15	Civil Division		
15	INTERPOL - United States National Central Bureau		
15	Civil Rights Division		
15	Office of Legislative Affairs		
15	Criminal Division		
15	Office of the Deputy Attorney General		
15	Federal Bureau of Investigation		
15	Federal Prison Industries, Inc.		
15	Immigration and Naturalization Service		
15	National Institute of Corrections		
15	Environment and Natural Resources Division		
15	Office of Legal Counsel		
15	Bureau of Prisons		
15	Office of the Solicitor General		

15	Tax Division		
15	Office of Public Affairs		
15	Telecommunications Services and Computer Services Staffs		
15	Pardon Attorney		
15	United States Marshals Service		
15	Executive Office for Immigration Review		
15	Office of Policy Development		
15	Office of Justice Programs		
15	Community Relations Service		
15	Information Systems Staff		
15	United States Parole Commission		
15	Drug Enforcement Administration		
15	Office of Intelligence Policy and Review		
15	Office of the Special Prosecutor		
15	Office of U.S. Attorneys		
15	Foreign Claims Settlement Commission		
15	Office of Special Counsel Related to Unfair Employment Practices		
15	Office of Intergovernmental Affairs		
15	Office of Inspector General		
15	Civil Liberties Public Ed. Fund Board of Dir.		
15	Consolidated Communications Network		
15	National Drug Intelligence Center		
15	Court Services & Offender Supervision Agency (CSOSA)		
15	Office on Violence Against Women		
15	National Prison Rape Elimination Commission (NPREC)		
15	Government Contractors (Exp. Code - Use Code 1599)		
15	Bureau of Alcohol, Tobacco, Firearms, and Explosives		
15	GSA Advantage IMPAC		
16	Department of Labor		
16	Assistant Secretary for Administration and Management		
16	Mine Safety and Health Administration		
16	Office of Inspector General		
16	Employee Benefits Security Administration		

16	Pension Benefit Guaranty Corporation		
16	Bureau of Labor Mgt Relation and Cooperative Programs		
16	Office of Labor Management Standards		
16	Bureau of International Labor Affairs		
16	Office of the Chief Financial Officer		
16	Labor-Management Services Administration (Exp. Code)		
16	Office of Adjudicatory Services		
16	Office of Public Affairs National Call Center		
16	Occupational Safety and Health Administration		
16	Bureau of Labor Statistics		
16	Employment and Training Administration		
16	Office of the Secretary of Labor		
16	Employment Standards Administration		
16	Office of the Solicitor		
16	Veterans Employment and Training Service		
16	Office of Public Affairs		
16	Office of Congressional & Intergovernmental Affairs		
16	Office of the Assistant Secretary for Policy		
16	Women's Bureau		
16	Benefits Review Board		
16	Employees Compensation Appeals Board		
16	Administrative Review Board		
16	Office of Financial and Management Service		
16	Administrative Law Judges		
16	Office of Workmans' Compensation Programs		
16	Wage and Hour Division		
16	Office of Federal Contract Compliance Programs		
16	Bureau of Apprenticeship and Training		
16	Office of Job Corps		
16	Mine Safety and Health Administration, Office of the Assistant Secretary		
16	Mine Safety and Health Administration, Administration and Management		
16	Mine Safety and Health Administration, Office of Assessments		
16	Mine Safety and Health Administration, Coal Mine Safety and Health		

16	Mine Safety and Health Administration, Metal and NonMetal Mine Safety and Health		
16	Mine Safety and Health Administration, Educational Policy and Development		
16	Mine Safety and Health Administration, Office of Standards, Regulations, and Variances		
16	Mine Safety and Health Administration, Technical Support		
16	Office of Small Business Programs		
16	DOL Enterprise Services Office		
16	DOL Working Capital Funds Components		
16	DOL OASAM Consolidated Services		
16	Anti-Poverty Programs (FSS use only)		
16	Government Contractors (Exp. Code - Use Code 1699)		
16	National Skills Standards Board		
16	National Occupational Information Coordinating Committee		
16	President's Committee on Employment of People with Disabilities		
16	National Task Force on Employment of Adults with Disabilities		
16	Department of Labor/Job Corps Program		
16	Employment and Training Administration, Job Corps Centers		
16	GSA Advantage IMPAC		
17	Department of the Navy		
17	Secretary of the Navy		
17	Chief of Naval Research		
17	Commander in Chief Pacific Fleet		
17	Comptroller of the Navy		
17	Commander in Chief Atlantic Fleet		
17	Chief of Naval Operations		
17	Naval Sea Systems Command		
17	Chief of Naval Education and Training		
17	Commander, Naval Air Atlantic Fleet		
17	Chief of Naval Personnel		
17	Commander, Naval Facilities Engineering Command		
17	Bureau of Medicine and Surgery		
17	Commander, Naval Air Pacific Fleet		
17	Naval Materiel Command		
17	Space and Naval Warfare Systems Command		

17	Oceanographer of the Navy		
17	Commander, Naval Supply Systems Command		
17	Naval Telecommunications Command		
17	Commander, Naval Air Systems Command		
17	Naval Security Group Activity		
17	Naval Recruiting Area One		
17	Naval Intelligence Command Headquarters		
17	Commanding General, 4th Marine Division		
17	Commander, Naval Weather Service Command		
17	Naval Reserve Recruiting Command Area Pacific		
17	Commander Military Sealift Command, Wash HQ		
17	Dept of Navy/Marine Corps Mobilization Command		
17	Chief of Naval Reserve		
17	Navy Resale Systems Office		
17	Commandant of the Marine Corps		
17	Naval Recruiting Area Three		
17	Naval Recruiting Area Four		
17	Chief of Naval Air Training		
17	Naval Recruiting Area Five		
17	Naval Recruiting Area Seven		
17	Commander, Naval Recruiting Command		
17	U.S. Marine Corps, Air Bases - Eastern Area		
17	U.S. Marine Corps, Air Bases - Western Area		
17	U.S. Marine Corps, Air Reserve Training Command		
17	U.S. Marine Corps, 6th Marine Corps District		
17	U.S. Marine Corps, 1st Marine Corps District		
17	U.S. Marine Corps, 9th Marine Corps District		
17	U.S. Marine Corps, 8th Marine Corps District		
17	U.S. Marine Corps, 4th Marine Corps District		
17	U.S. Marine Corps, 12th Marine Corps District		
17	Chief of Naval Technical Training		
17	Chief of Information		
17	Naval Recruiting Area Eight		

17	Government Contractors (Exp. Code - Use Code 1799)		
17	U.S. Marine Corps, Quantico Dependent School System		
17	Commander Naval Intallations		
17	Commander Military Sealift Command, Pacific		
17	Commander Military Sealift Command, Atlantic		
17	Commander Military Sealift Command, Europe		
17	Commander Military Sealift Command, Central		
17	Commander Military Sealift Command, Far East		
17	Dept of Navy/Technology Services Organization Kansas City		
17	Dept of Navy/Marine Corps Enterprise Information Services		
17	Naval Medical Information System Support Activity		
17	U.S. Marine Corps, Chief Information Officer		
17	GSA Advantage IMPAC		
18	United States Postal Service		
18	Chief Postal Inspector		
18	Facilities		
18	Office of the Inspector General		
18	Finance and Administration		
18	Operations		
18	Personnel		
18	Postal Supply Depots		
18	Office of Postmaster General		
18	Postmasters		
18	Regional Comptroller		
18	Bureau of Planning and Marketing		
18	Transportation and International Service		
18	District Managers		
18	Commission on Postal Service		
18	Postal Rate Commission		
18	Government Contractors (Exp. Code - Use Code 1899)		
18	GSA Advantage IMPAC		
19	Department of State		
19	Bureau of Administration		

19	Office of the Under Secretary for Management		
19	African Affairs		
19	Politico - Military Affairs		
19	Economic Affairs and Business Affairs		
19	Cuban Haitian Task Force		
19	European Affairs		
19	Bureau of International Narcotics Matters		
19	East Asian and Pacific Affairs		
19	Multinational Force and Observers		
19	Intelligence and Research		
19	Bureau of Refugee Programs		
19	Inter-American Affairs		
19	International Boundary and Water Commission, U.S. and Mexico		
19	International Boundary Commission, U.S. and Canada		
19	International Joint Commission, U.S. and Canada		
19	International Organization Affairs		
19	Ocean and International Environmental Scientific Affairs		
19	Near Eastern and South Asian Affairs		
19	Human Rights and Humanitarian Affairs		
19	Public Affairs		
19	Office of the Secretary		
19	Information Systems Office		
19	Consular Affairs		
19	Office of Foreign Missions		
19	United States Mission to the United Nations		
19	Office of Communications		
19	Deputy Assistant Secretary for Budget and Finance		
19	Office of Foreign Buildings		
19	Foreign Service Institute		
19	Inspector General		
19	Legal Adviser		
19	Office of Management		
19	Deputy Assistant Secretary for Operations		



19	Bureau of Personnel		
19	Deputy Assistant Secretary for Security		
19	No Bureau Identification		
19	Diplomatic Telecommunications Service - Program Office		
19	GSA Advantage IMPAC		
20	Department of the Treasury		
20	Financial Management Service		
20	Office of the Comptroller of the Currency		
20	U.S. Customs Service (DHS Code 7051)		
20	Nat'l Law Enforcement Communications Center, Orlando (DHS Code 7052)		
20	Assistant Secretary for International Affairs		
20	Bureau of Engraving and Printing		
20	Internal Revenue Service National Office		
20	United States Mint - Denver		
20	United States Mint - Washington, DC		
20	United States Mint - San Francisco		
20	Alcohol, Tobacco, Firearms, & Explosives		
20	Bureau of Public Debt		
20	Bureau of Public Debt		
20	Office of the Secretary		
20	Treasury Communications System		
20	Financial Crimes Enforcement Network (FinCEN)		
20	United States Savings Bond Division		
20	United States Secret Service (DHS Code 2027)		
20	Consolidated Federal Law Enforcement Training Center		
20	Office of the Inspector General		
20	Office of Thrift Supervision		
20	Internal Revenue Service - Southeast Region		
20	Internal Revenue Service - Western Region		
20	Internal Revenue Service - Midstates Region		
20	Internal Revenue Service - Northeast Region		
20	Office of the Inspector General for Tax Administration (TIGTA)		
20	Treasury Department Wireless Activities		

20	Alcohol & Tobacco Tax & Trade Bureau		
20	Community Development Financial Institutions Fund		
20	DHS, Office of the Inspector General		
20	GSA Advantage IMPAC		
21	Department of the Army		
21	Communications Command		
21	U.S. Army, Washington, DC		
21	U.S. Army Information Systems Command		
21	Army Reserve		
21	U.S. Army Intelligence Agency		
21	Surgeon General		
21	U.S. Army Recreation Machine Program		
21	Corps of Engineers		
21	Defense Telecommunication System - Washington (FTS Only)		
21	Adjutant General		
21	Army Intelligence and Security Command		
21	Army Recruiting Command - SMB - Active		
21	Criminal Investigation Command		
21	Army Recruiting Command - SMB - Reserve		
21	U. S. Army Medical Command		
21	Army Recruiting Command - SMB - Advertising		
21	Nat'l Guard Bur, AIS		
21	Army Nat'l Guard, State Offices		
21	The Judge Advocate General		
21	Military Police Corps		
21	US Army Accession Command		
21	Civilian Appellate Review Agency		
21	U. S. Army Installation Management Agency		
21	Military Review Boards		
21	Army Recruiting Command, Employee Parking Areas (PBS)		
21	Army Distributed Learning System, Newport News, VA		
21	Miscellaneous Department of the Army Activities		
21	Community & Family Support Cntr NAF Contract Directorate		

21	HQ, US Army Recruiting Command, Fort Knox, KY		
21	Audit Agency		
21	Military Traffic Management Command		
21	Ballistic Missile Defense Communications Activity		
21	Training and Doctrine Command		
21	U.S. Army, Army Materiel Command		
21	US Army Personnel Center		
21	Army Forces Command		
21	Army Recruiting Command		
21	Military Enlistment Processing Command		
21	Alaska Command		
21	Army Communications Electronics Command		
21	US Army Test & Evaluation Command		
21	Army Project Manager, Logistics Information Systems		
21	Department of Army, Army North		
21	US Army Security Assistance Command		
21	United States Property & Fiscal Office for Colorado		
21	Amy, Project Manager/Global Combat Support System		
21	Dept. of Army/National Guard		
21	Community Based Health Care Organization CBHCO		
21	State/Local DOD/DOJ Law Enforcement Support Program		
21	GSA Advantage IMPAC		
22	Resolution Trust Corporation		
23	United States Tax Court		
23	GSA Advantage IMPAC		
24	Office of Personnel Management		
24	Office of Budget and Management		
24	Bureau of Inspections (Exp. Code)		
24	Bureau of Management Services (Exp. Code)		
24	Bureau of Manpower Information Systems (Exp. Code)		
24	Bureau of Policies and Standards (Exp. Code)		
24	Bureau of Personnel Investigations (Exp. Code)		
24	Bureau of Recruiting and Examining (Exp. Code)		

24	Bureau of Retirement, Insurance, & Occupational Health (Exp. Code)		
24	President's Commission on White House Fellows		
24	President's Committee on Personnel Interchange		
24	GSA Advantage IMPAC		
25	National Credit Union Administration		
25	GSA Advantage IMPAC		
26	Federal Retirement Thrift Investment Board		
26	GSA Advantage IMPAC		
27	Federal Communications Commission		
27	GSA Advantage IMPAC		
28	Social Security Administration		
28	Social Security Administration		
28	SSA Office of the Inspector General (FTS Only)		
28	GSA Advantage IMPAC		
29	Federal Trade Commission		
29	Call Center for Consumer Protection		
29	GSA Advantage IMPAC		
31	Nuclear Regulatory Commission		
31	GSA Advantage IMPAC		
32	Synthetic Fuels Corporation		
32	commerce,ofc of computer		
32	GSA Advantage IMPAC		
33	Smithsonian Institution		
33	Archives of American Art		
33	Smithsonian Astrophysical Observatory		
33	Board of Trustees		
33	Smithsonian Tropical Research Institute		
33	Freer Gallery of Art		
33	International Exchange Service		
33	John F. Kennedy Center for the Performing Arts		
33	National Museum of History and Technology		
33	National Museum of Natural History		
33	National Air and Space Museum		

33	National Collection of Fine Arts		
33	National Portrait Gallery		
33	National Gallery of Art		
33	Marine Science Center		
33	National Zoological Park		
33	Radiation Biology Laboratory		
33	United States National Museum		
33	Joseph H. Hirshhorn Museum and Sculpture Garden		
33	Office of Public Affairs		
33	Division on Performing Arts		
33	Smithsonian Museum Shops		
33	Office of Contracting		
33	Woodrow Wilson International Center for Scholars		
33	GSA Advantage IMPAC		
34	International Trade Commission		
34	GSA Advantage IMPAC		
36	Department of Veterans Affairs		
36	Inspector General		
36	Procurement and Supply		
36	Office of Facilities		
36	Office of Information Systems and Telecommunications		
36	Department of Medicine and Surgery		
36	Department of Memorial Affairs		
36	Veterans Benefits Administration		
36	Office of Controller		
36	Administrative Service		
36	Training Academy		
36	Eastern Area Service and Assistance Center		
36	National EES Program		
36	Department of Veteran's Affairs/National Cemetery Administration		
36	GSA Advantage IMPAC		
36	Subcontractors/Private Sector with Federal Agencies		
41	Merit Systems Protection Board		

41	Office of Administration		
41	GSA Advantage IMPAC		
45	Equal Employment Opportunity Commission		
45	GSA Advantage IMPAC		
46	Regional Commissions		
46	Delaware River Basin Commission		
46	Appalachian Regional Commission		
46	Washington Metropolitan Area Transit Authority		
46	Martin Luther King Jr. Federal Holiday Commission		
46	GSA Advantage IMPAC		
47	General Services Administration		
47	Office of Administrator		
47	Office of Acquisition Policy		
47	Office of the Chief Financial Officer		
47	Office of Inspector General		
47	Office of Ethics and Civil Rights		
47	Office of Governmentwide Policy		
47	Federal Supply Service, OE		
47	Office of Citizen Services and Communications		
47	Federal Supply Service, All Other		
47	Office of the Chief Financial Officer, Indian Tribal Claims {PBS space (Rent) only}		
47	Office of General Counsel		
47	Board of Contract Appeals		
47	Public Buildings Service, All Other		
47	Public Buildings Service - FBF		
47	Community Services Administration Closeout		
47	Pennsylvania Avenue Activities		
47	Federal Property Resources Service		
47	Federal Technology Service - Central Office Facilities {PBS space (Rent) only}		
47	Presidential Transition		
47	Special Projects (Presidential)		
47	FTS, IT Solutions Facilities		
47	FTS, Network Services Facilities		

47	Central Office Combined Use Facilities {PBS space (Rent) only}		
47	Allowance to Former Presidents		
47	Office of Enterprise Development (E)		
47	Transition - Outgoing President		
47	Transition - Outgoing Vice President		
47	Office of Management Services and Human Resources		
47	Office of the Chief Information Officer		
47	Regional Administrator's Office		
47	Office of Citizen Services and Communications, Federal Citizen Information Center		
47	Office of Administration Financial Management {PBS space (Rent) only}		
47	GMA, Working Capital Fund {PBS space (Rent) only}		
47	Regional Office of General Counsel (PBS Space Rental Only)		
47	Regional Offices of Operations		
47	Federal Acquisition Service (INACTIVE)		
47	Federal Acquisition Service		
47	Office of Performance Improvement (R)		
47	Regional Public Buildings Service (PBS Space Rental Only)		
47	Public Buildings Service, Delegated Buildings Only {PBS space (Rent) only}		
47	FTS, IT Solutions, ISTS Facilities		
47	FTS, IT Solutions, FAST Facilities		
47	FTS, IT Solutions, Regional ADP Facilities		
47	Federal Technology Service, Federal Information Center {PBS space (Rent) only}		
47	GSA Regional General Management and Administration - Personnel		
47	Federal Supply Service, Customer Supply Centers {PBS space (Rent) only}		
47	Regional FPRS Warehousing Operations		
47	Federal Supply Service, Laboratory {PBS space (Rent) only}		
47	Federal Supply Service, Supply Distribution Warehousing Operations {PBS space (Rent) only}		
47	Federal Supply Service, Personal Property Centers/State Agencies for Surplus Property		
47	Federal Supply Service, Self-Service Stores {PBS space (Rent) only}		
47	Federal Supply Service, Material Returns Program {PBS space (Rent) only}		
47	Regional PBS, Maintenance and Custodial Operations		
47	Public Buildings Service, District Offices {PBS space (Rent) only}		
47	Public Buildings Service, Field Offices {PBS space (Rent) only}		

47	National Commission on Fiscal Responsibility and Reform		
47	FAS,Fleet Management Facilities		
47	Federal Supply Service, Transportation {PBS space (Rent) only}		
47	FAS, Telecommunication Facilities		
47	Agency Liaison Division - RII only {PBS space (Rent) only}		
47	Federal Supply Service, Utilization Offices {PBS space (Rent) only}		
47	Regional Common Use Facilities {PBS space (Rent) only}		
47	FTS, Information Security Management Facilities		
47	FTS, Federal Systems Integration and Management Center (FEDSIM)		
47	FTS IT Solutions Financial Srvc Cntr, Phila, PA		
47	FTS Network Services Financial Srvc Cntr, Atlanta, GA		
47	GSA FTS Professional Services Fund (Fund 295X)		
47	Office of the Chief Acquisition Officer		
47	Office of Acquisition Systems		
47	Outleased {PBS space (Rent) only}		
47	Joint Use Space {PBS space (Rent) only}		
47	Vacant Unassigned Space {PBS space (Rent) only}		
47	District of Columbia Financial Responsibility and Management Assistance Authority		
47	District of Columbia Public Defender's Office		
47	Women's Progress Commemoration Commission		
47	GSA Advantage IMPAC		
48	Miscellaneous Commissions		
48	National Commission to Prevent Infant Mortality		
48	Commission for the Study of International Migration and Cooperative Economic Development		
48	International Cultural and Trade Center Commission		
48	National Economic Commission		
48	National Bankruptcy Review Commission		
48	National Commission on Restructuring the IRS National Commission on Restructuring the IRS		
48	National Alcohol Fuels Commission		
48	Commission on Railroad Retirement Reform		
48	Commission on Agricultural Workers		
48	Nuclear Waste Technical Review Board		



48	Presidential Commission on Catastrophic Nuclear Accidents		
48	Office of Nuclear Waste Negotiator		
48	Interagency/Council for the Homeless		
48	National Commission on Severely Distressed Public Housing		
48	National Commission on American Indian, Alaska Native, and Native Hawaiian Housing		
48	National Commission on Judicial Discipline and Removal		
48	Joint Federal-State Commission on Policies and Programs Affecting Alaska Natives		
48	United States Commission on Improving the Effectiveness of the United Nations		
48	National Commission on Manufactured Housing		
48	Thomas Jefferson Commemoration Commission		
48	John F. Kennedy Assassination Records Review Board		
48	Commission Rail Road Retirement		
48	Medicare Payment Advisory Commission		
48	National Commission on Student Financial Assistance		
48	Commission on the Ukraine Famine		
48	State Justice Institute		
48	Commission on Education of the Deaf		
48	Aviation Safety Commission		
48	National Commission on Financial Institution Reform, Recovery and Enforcement		
48	National Gambling Impact Study Commission		
48	National Commission on Cost of Higher Education		
48	National Commission on Advancement of Federal Law Enforcement		
48	Medicare Payment Advisory Commission		
48	President's Advisory Commission on Holocaust Assets in the United States		
48	Commission on Ocean Policy		
48	Commission on On-Line Child Protection		
48	Commission on Affordable Housing and Health Care Facility Needs in the 21st Century		
48	Dwight D. Eisenhower Memorial Commission		
48	U.S. China Security Review Commission		
48	Commission for International Religious Freedom		
48	Trade Deficit Review Commission		
48	GSA Advantage IMPAC		
48	Millennial Housing Commission		

49	National Science Foundation		
49	National Radio Astronomy Observatory		
49	National Center for Atmospheric Research		
49	United States Arctic Research Commission		
49	GSA Advantage IMPAC		
50	Securities and Exchange Commission		
50	GSA Advantage IMPAC		
51	Federal Deposit Insurance Corporation		
51	GSA Advantage IMPAC		
52	Permitting and Enforcement Federal Inspector for the Alaska Gas Pipeline		
52	GSA Advantage IMPAC		
54	Federal Labor Relations Authority		
54	GSA Advantage IMPAC		
55	Advisory Commission on Inter-governmental Relations		
55	GSA Advantage IMPAC		
56	Central Intelligence Agency		
56	GSA Advantage IMPAC		
57	Department of the Air Force		
57	Headquarters, Air Staff (Not for Fleet Lease)		
57	Air Force District of Washington (Not for Fleet Lease)		
57	Air Force Space Command (Not for Fleet Lease)		
57	Accounting and Finance Center (Historical, Not for Fleet Lease)		
57	Air Force Communications Command (Historical, Not for Fleet Lease)		
57	Air Force Reserve Service (Not for Fleet Lease)		
57	Electronic Security Command (Not for Fleet Lease)		
57	Air Training Command, Recruiting Service (Historical, Not for Fleet Lease)		
57	Air University (Historical, Not for Fleet Lease)		
57	Air Force Logistics Command (Historical, Not for Fleet Lease)		
57	Military Airlift Command (Historical, Not for Fleet Lease)		
57	Strategic Air Command (Historical, Not for Fleet Lease)		
57	Air Force Systems Command (Historical, Not for Fleet Lease)		
57	Air Combat Command (Not for Fleet Lease)		
57	Manpower Personnel Center (Not for Fleet Lease)		

57	Appellate Review (Not for Fleet Lease)		
57	Regional Civil Engineer (Not for Fleet Lease)		
57	Air Force Publication Distribution Center (Not for Fleet Lease)		
57	Office of Special Investigations (Not for Fleet Lease)		
57	Alaskan Air Command (Historical, Not for Fleet Lease)		
57	Pacific Air Forces (Not for Fleet Lease)		
57	U.S. Air Force Academy (Not for Fleet Lease)		
57	U.S. Air Force Europe (Not for Fleet Lease)		
57	Standard Systems Center (Not for Fleet Lease)		
57	Air National Guard (Not for Fleet Lease)		
57	Air Force Reserve Officers Training Corps (ROTC) Program (Not for Fleet Lease)		
57	Air Force Civil Air Patrol (Not for Fleet Lease)		
57	Air Force, Recruiting Squadron, Recruit Suppt Section Finance		
57	Air Combat Command (Incl. CENTCOM) (For Fleet Lease)		
57	Air Mobility Comd., Incl. Def. Courier Srv., (Fleet Lse)		
57	Air Educ. & Training Cmd., Excl. Recruit Srv. (Flt Lse)		
57	AF Recruiting Service - AETC (For Fleet Lease)		
57	Air Force Reserve Command (For Fleet Lease)		
57	Air Force Material Command (For Fleet Lease)		
57	Air National Guard Bureau (For Fleet Lease)		
57	U.S. Air Force Academy, Dir. Reporting Unit (Flt Lse)		
57	Air Force Space Command (For Fleet Lease)		
57	Bolling AFB, Direct Reporting Unit (For Fleet Lease)		
57	Air Force Off. Of Spec. Investigations (Fleet Lease)		
57	Pacific Air Forces (For Fleet Lease)		
57	U.S. Air Forces Europe (For Fleet Lease)		
57	Joint Communications Support Element (For Fleet Lease)		
57	Air Force Special Operations Command (For Fleet Lease)		
57	GSA Advantage IMPAC		
59	National Foundation on the Arts and the Humanities		
59	National Endowment for Humanities (PBS and FTS Long Dist.)		
59	National Endowment for the Arts		
59	National Endowment for the Humanities (FTS Local Service)		

59	Institute of Museum Services		
59	national endowment for t		
59	GSA Advantage IMPAC		
60	Railroad Retirement Board		
60	Washington Liaison Office		
60	District Office		
60	GSA Advantage IMPAC		
61	Consumer Product Safety Commission		
61	GSA Advantage IMPAC		
62	U.S. Office of Special Counsel		
62	GSA Advantage IMPAC		
63	National Labor Relations Board		
63	GSA Advantage IMPAC		
64	Tennessee Valley Authority		
64	GSA Advantage IMPAC		
65	Federal Maritime Commission		
65	GSA Advantage IMPAC		
68	Environmental Protection Agency		
68	Office of Water Programs		
68	Office of Pesticides Programs		
68	Office of Air Programs		
68	Regional Offices		
68	Solid Waste Programs		
68	Radiation Programs		
68	Office of the Administrator		
68	GSA Advantage IMPAC		
69	Department of Transportation		
69	Office of the Secretary		
69	Office of Inspector General		
69	Federal Aviation Administration		
69	Working Capital Fund		
69	Federal Highway Administration		
69	AMTRAK		

69	Federal Railroad Administration		
69	Maritime Administration		
69	St. Lawrence Seaway Development Corporation		
69	National Highway Traffic Safety Administration		
69	Alaska Railroad		
69	Surface Transportation Board		
69	Federal Transit Administration		
69	Research and Innovative Technology Administration		
69	Federal Motor Carrier Safety Administration		
69	Transportation Administrative Service Center		
69	Transportation Systems Center		
69	Pipeline Hazardous Materials and Safety Administration		
69	State Highway Departments		
69	GSA Advantage IMPAC		
70	Department of Homeland Security		
70	United States Secret Service		
70	United States Coast Guard		
70	Departmental Operations (Immediate Office of the Secretary)		
70	Bureau of Citizenship and Immigration Services		
70	Office of the Inspector General		
70	DHS/Intelligence & Analysis		
70	Office of the Under Secretary for Management		
70	Federal Air Marshal Service		
70	National Protection Program Directorate		
70	Critical Infrastructure Assurance Office (Commerce - NOAA)		
70	National Infrastructure Simulation and Analysis Center (DOE)		
70	Energy Security and Assurance Program (DOE)		
70	National Communications System (DFAS)		
70	National Infrastructure Protection Center (FBI)		
70	Federal Computer Incident Response Center (GSA)		
70	Office of the Under Secretary for Science and Technology		
70	Environmental Measurements Laboratory (DOE)		
70	National Bio-Weapons Defense Analysis Center		

70	DHS/Domestic Nuclear Detection Office		
70	Federal Emergency Management Agency (FEMA) Headquarters		
70	Disaster Finance Center, Berryville, VA		
70	Working Capital Fund		
70	National Emergency Training Center, Emmitsburg, MD		
70	Federal Insurance Administration		
70	National Disaster Medical System, Metropolitan Medical Response System		
70	Strategic National Stockpile (HHS)		
70	Fire Satellite System (FIRESAT - NOAA)		
70	Office of the Under Secretary, Emergency Preparedness and Response		
70	U.S. VISIT Program Office		
70	DHS, Customs and Border Protection		
70	DHS, National Law Enforcement Communications Center, Orlando, FL		
70	Animal and Plant Health Inspection Service (APHIS)		
70	Transportation Security Administration		
70	Immigration and Customs Enforcement		
70	Federal Protective Service (GSA)		
70	Federal Law Enforcement Training Center, Glynco, GA		
70	Office of Domestic Preparedness (DOJ)		
70	DHS/Operations Coordination		
70	FEMA/Disaster Emergency Stafford ACT		
71	Overseas Private Investment Corporation		
71	GSA Advantage IMPAC		
72	Agency for International Development		
72	Office of Inspector General		
72	GSA Advantage IMPAC		
73	Small Business Administration		
73	GSA Advantage IMPAC		
74	American Battle Monuments Commission		
74	GSA Advantage IMPAC		
75	Department of Health and Human Services		
75	Office of the Secretary		
75	Health Resources and Services Administration		

75	Social Security Administration (Exp. Code)		
75	Center for Medicare and Medicaid Services		
75	Food and Drug Administration		
75	Health Resources Administration (Expired Code)		
75	National Institute of Health		
75	Center for Disease Control		
75	Indian Health Service		
75	Program Support Center		
75	Substance Abuse and Mental Health Services Admin.		
75	President's Council on Bio-Ethics		
75	White House Conference on Aging (Exp. Code)		
75	Administration for Children and Families		
75	Agency for Health and Research Quality		
75	Administration on Aging		
75	Departmental Management (IG)		
75	State Agency for Surplus Property		
75	American Printing House for the Blind		
75	Gallaudet College		
75	Howard University (Including Hospital)		
75	Pediatric Vaccination Program (Exp. Code)		
75	GSA Advantage IMPAC		
76	Commemorative Commissions		
76	Franklin Delano Roosevelt Memorial Commission		
76	Christopher Columbus Quincentenary Jubilee Commission		
76	Bicentennial Constitution Commission		
76	James Madison Memorial Commission		
76	Lewis and Clark Trial Commission		
76	Dwight David Eisenhower Centennial Commission		
76	US Territorial Expansion Memorial Commission		
76	Woodrow Wilson Memorial Commission		
76	Martin Luther King, Jr., Federal Holiday Commission		
76	Christopher Columbus Fellowship Foundation		
76	GSA Advantage IMPAC		

78	Farm Credit Administration		
78	Banks for Cooperatives		
78	Federal Credit Banks		
78	Federal Land Banks		
78	Farm Credit Administration		
78	GSA Advantage IMPAC		
79	Foreign Claims Settlement Comm. Of the U.S. (Exp. Code)		
80	National Aeronautics and Space Administration		
80	Headquarters		
80	Ames Research Center		
80	Dryden Flight Research Center		
80	Goddard Space Flight Center		
80	Jet Propulsion Laboratory		
80	Johnson Space Center		
80	Kennedy Space Center		
80	Langley Research Center		
80	Lewis Research Center		
80	Marshall Space Flight Center		
80	Michoud Assembly Facility		
80	John C. Stennis Space Center		
80	Pasadena Office		
80	Wallops Flight Center		
80	Western Launch Operations		
80	White Sands Test Facility		
80	Gladstone Tracking Station		
80	Canoga Park Industrial Plant {PBS space (Rent) only}		
80	Downey Industrial Plant {PBS space (Rent) only}		
80	Edwards Test Station {PBS space (Rent) only}		
80	Plum Brook Station {PBS space (Rent) only}		
80	Santa Susana Industrial Plant {PBS space (Rent) only}		
80	Slidell Computer Complex {PBS space (Rent) only}		
80	Slidell Computer Complex (Exp. Code)		
80	NASA Mission Communications Services (FTS Only)		



80	NASA Mission Support Communications Services (FTS Only)		
80	NASA Reimbursable Communications Services (FTS Only)		
80	NASA International Communications Services (FTS Only)		
80	NASA Integrated Service Network (FTS Only)		
80	NASA/CLIN Group 1 Switch Voice		
80	NASA/CLIN Group 2 Out of Band Access		
80	NASA/CLIN Group 3 Tail Circuits		
80	NASA/Service Group 1 Mission Services		
80	NASA/Service Group 2 Conferencing		
80	NASA/Mission Support Core Backbone Circuits		
80	NASA/Mission Support Regional Circuits		
80	GSA Advantage IMPAC		
82	Federal Home Loan Bank Board		
83	Export-Import Bank of the United States		
83	GSA Advantage IMPAC		
84	Armed Forces Retirement Home		
84	United States Soldiers' and Airmen's Home		
84	United States Naval Home		
84	GSA Advantage IMPAC		
85 (INACTIVE)	Water Resources Council		
85 (INACTIVE)	Great Lakes Basin Commission		
85 (INACTIVE)	Pacific Northwest Basin Commission		
85 (INACTIVE)	Ohio River Basin Commission		
85 (INACTIVE)	New England Basin Commission		
85 (INACTIVE)	Water Resources Council Headquarters		
85 (INACTIVE)	Missouri River Basin Commission		
85 (INACTIVE)	Upper Mississippi River Basin Commission		
85 (INACTIVE)	GSA Advantage IMPAC		
86	Department of Housing and Urban Development		
86	Office of the Secretary		
86	Office of General Counsel		
86	Assistant Secretary for Metropolitan Planning and Development		
86	Assistant Secretary for PD&R		

86	Assistant Secretary for Housing Production and Mortgage Credit and Federal Housing Commissioner		
86	Assistant Secretary for EO		
86	Government National Mortgage Association		
86	Office of Personnel-Union Conference Calls		
86	Assistant Secretary for Housing Management		
86	Field Offices		
86	Assistant Secretary for Administration		
86	National Commission on Neighborhoods		
86	GSA Advantage IMPAC		
88	National Archives and Records Administration {PBS space (Rent) and FTS2000 only}		
88	Central Office and Presidential Libraries		
88	National Archives and Records Administration - Regional {PBS space (Rent) and FTS2000 only}		
88	National Archives and Records Administration - Records Depositing Operations (PBS rent and FTS2000)		
88	GSA Advantage IMPAC		
89	Department of Energy		
89	Richland Operations Office {PBS space (Rent) only}		
89	Federal Energy Regulatory Commission		
89	Strategic Petroleum Reserve Project Management Office {PBS space (Rent) only}		
89	Nevada Operations Office {PBS space (Rent) only}		
89	NNSA Service Center		
89	Oakland Operations		
89	Schenectady Naval Reactors Office {PBS space (Rent) only}		
89	Idaho Operations Office {PBS space (Rent) only}		
89	Chicago Operations Office {PBS space (Rent) only}		
89	Savannah River Operations Office {PBS space (Rent) only}		
89	Pittsburgh Naval Reactors Office {PBS space (Rent) only}		
89	Western Area Power Administration {PBS space (Rent) only}		
89	Naval Petroleum and Oil Shale Reserves		
89	Bonneville Power Administration		
89	Southeastern Power Administration		
89	Southwestern Power Administration		

89	Alaska Power Administration		
89	Oak Ridge Operations Office {PBS space (Rent) only}		
89	Golden, CO Field Office		
89	Enterprise Training Services MEO (ETS MEO)		
89	Emergency Operations Training Academy (EOTA)		
89	National Training Center (NTC)		
89	Various (FSS Billing only)		
89	Energy, National Security Administration, National Secure Manufacturing Center		
89	Office of Energy Research		
89	Rocky Flats Office		
89	Department of Energy Chiquita Center		
89	Various (FSS Billing only)		
89	Various (FSS Billing only)		
89	Various (FSS billing only)		
89	Commission on U.S. Nuclear Weapons		
89	GSA Advantage IMPAC		
90	Selective Service System		
90	GSA Advantage IMPAC		
91	Department of Education		
91	GSA Advantage IMPAC		
93	Federal Mediation and Conciliation Service		
93	GSA Advantage IMPAC		
95	Independent U.S. Government Offices		
95	Board of International Broadcasters		
95	National Capital Planning Commission		
95	Physician Payment Review Commission		
95	Federal Mine Safety and Health Review Commission		
95	Eisenhower Exchange Fellowship Program Trust Fund		
95	Federal Election Commission		
95	Commodity Futures Trading Commission		
95	National Transportation Safety Board		
95	Appraisal Subcommittee of the Federal Financial Institutions Examination Council		
95	Harry S Truman Scholarship Foundation		

95	Federal Housing Finance Board		
95	Japan-United States Friendship Commission		
95	Marine Mammal Commission		
95	Occupational Safety and Health Review Commission		
95	Administrative Conference of the United States		
95	Advisory Committee on Federal Pay		
95	Commission on Civil Rights		
95	Comm. For Purchase From Blind & Other Severely Hndcpd.		
95	Intelligence Community Oversight		
95	Commission of Fine Arts		
95	Panama Canal Commission		
95	Architectural and Transportation Barriers Compliance Board		
95	Prospective Payment Assessment Commission		
95	National Mediation Board		
95	President's Crime Prevention Council		
95	White House Conference on Library and Information Services		
95	United States Holocaust Memorial Council		
95	National Commission on Libraries and Information Science		
95	National Council on Disability		
95	United States Institute of Peace		
95	National Afro-American History and Culture Commission		
95	Institute of American Indian Arts		
95	Barry Goldwater Scholarship and Excellence in Education Foundation		
95	National Commission on Migrant Education		
95	Prescription Drug Payment Review Commission		
95	National Commission on Acquired Immune Deficiency Syndrome		
95	Commission for the Preservation of America's Heritage Abroad		
95	Defense Nuclear Facilities Safety Board		
95	United States Court of Appeals for Veterans Claims		
95	Neighborhood Reinvestment Corporation		
95	James Madison Memorial Fellowship Foundation		
95	Office of Government Ethics		
95	Federal Financial Institutions Examination Council		

95	Competitiveness Policy Council		
95	Corporation for National and Community Service		
95	National Advisory Council on the Public Service Act of 1990		
95	Commission on Immigration Reform		
95	United States Enrichment		
95	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation		
95	Chemical Safety Board		
95	Director of National Intelligence		
95	Presidio-San Francisco		
95	Congressional Executive Commission on China		
95	Election Assistance Commission		
95	Court Services & Offender Supervision Agency (DC)		
95	Public Defenders Service for the District of Columbia		
95	Federal Coordinator Alaska Natural Gas Transportation Projects		
95	Denali Commission		
95	Broadcasting Board of Governors		
95	Delta Regional Authority		
95	Commission on the National Moment of Remembrance		
95	Vietnam Education Foundation		
95	Millenium Challenge Corporation		
95	Council of Inspector General on Integrity & Efficiency		
95	Northern Border Regional Commission		
95	D.C. Superior Court		
95	GSA Advantage IMPAC		
96	Corps of Engineers, Civil		
96	US Army Corps of Engineers - Head Quarters		
96	US Army Corps of Engineers Automation Program		
96	US Army Corps of Engineers Video Teleconference System		
96	Humphreys Engineer Center Support Activity		
96	US Army Corps of Engineers Programming Installation & Execution		
96	US Army Topographic Engineering Center		
96	US Army Engineering and Support Center		
96	US Army Corps of Engineers Division, Mississippi Valley		

96	US Army Corps of Engineers District, Memphis		
96	US Army Corps of Engineers District, New Orleans		
96	US Army Corps of Engineers District, St. Louis		
96	US Army Corps of Engineers District, Vicksburg		
96	US Army Corps of Engineers District, Rock Island		
96	US Army Corps of Engineers District, St. Paul		
96	US Army Corps of Engineers Division, North Atlantic		
96	US Army Corps of Engineers District, Baltimore		
96	US Army Corps of Engineers District, New York		
96	US Army Corps of Engineers District, Norfolk		
96	US Army Corps of Engineers District, Philadelphia		
96	US Army Corps of Engineers District, New England		
96	US Army Corps of Engineers Division, North Western		
96	US Army Corps of Engineers District, Portland		
96	US Army Corps of Engineers District, Seattle		
96	US Army Corps of Engineers District, Walla Walla		
96	US Army Corps of Engineers District, Kansas City		
96	US Army Corps of Engineers District, Omaha		
96	US Army Corps of Engineers Regional Office, Missouri River		
96	US Army Corps of Engineers Division, Great Lakes and Ohio River		
96	US Army Corps of Engineers District, Huntington		
96	US Army Corps of Engineers District, Louisville		
96	US Army Corps of Engineers District, Nashville		
96	US Army Corps of Engineers District, Pittsburgh		
96	US Army Corps of Engineers District, Buffalo		
96	US Army Corps of Engineers District, Chicago		
96	US Army Corps of Engineers District, Detroit		
96	US Army Corps of Engineers Regional Office, Great Lakes		
96	US Army Corps of Engineers District, Alaska		
96	US Army Corps of Engineers Division, South Atlantic		
96	US Army Corps of Engineers District, Charleston		
96	US Army Corps of Engineers District, Jacksonville		
96	US Army Corps of Engineers District, Mobile		

96	US Army Corps of Engineers District, Savannah		
96	US Army Corps of Engineers District, Wilmington		
96	US Army Corps of Engineers Transatlantic Program Center		
96	US Army Corps of Engineers Division, South Pacific		
96	US Army Corps of Engineers District, Los Angeles		
96	US Army Corps of Engineers District, Sacramento		
96	US Army Corps of Engineers District, San Francisco		
96	US Army Corps of Engineers District, Albuquerque		
96	US Army Corps of Engineers Division, Southwestern		
96	US Army Corps of Engineers District, Fort Worth		
96	US Army Corps of Engineers District, Galveston		
96	US Army Corps of Engineers District, Little Rock		
96	US Army Corps of Engineers District, Tulsa		
96	US Army Construction Engineering Research Laboratory		
96	US Army Cold Regions Research and Engineering Laboratory		
96	US Army Engineers Waterways Experiment Station		
96	US Army COE, Pacific Ocean Division, Japan District		
96	US Army Corps of Engineers, Far East District		
96	US Army Corps of Engineers, Europe District		
96	US Army Corps of Engineers, Honolulu District		
96	GSA Advantage IMPAC		
97	Office of the Secretary of Defense		
97	Joint-Brazil-United States Defense Commission		
97	Joint-Mexican-United States Defense Commission		
97	National Security Agency		
97	Permanent Joint Board on Defense United States and Canada		
97	Office of the Secretary of Defense		
97	Board of Contract Appeals		
97	United States Court of Military Appeals		
97	Inspector General		
97	Department of Defense Education Activity		
97	Defense Nuclear Agency		
97	Defense Logistics Agency		

97	National Geospatial- Intelligence Agency		
97	Defense Intelligence Agency		
97	Defense Investigative Service		
97	Joint National Integration Center (Shriever AFB, CO)		
97	Defense Information Systems Agency		
97	Defense Contract Audit Agency		
97	Defense Contract Management Agency - National		
97	Defense Contract Management Agency - Local		
97	Campaign Management Control Activity		
97	Defense Research and Engineering Test and Evaluation		
97	Defense Finance and Accounting Service		
97	Joint Interagency Task Force West		
97	Defense Commissary Agency - Information Technology Communications		
97	Department of Defense - Consolidatd Switches		
97	Ballistic Missile Defense Organization		
97	Dept. of Defense Joint Technology Office (Albuquerque)		
97	Tri-Service Infrastructure Management Program Office (TIMPO)		
97	Armed Forces Information Service, Air Reserve, March AFB, CA		
97	Defense Acquisition University (Ft. Belvoir, VA)		
97	Defense Advanced Research Projects Agency		
97	Department of Defense Dependent Schools - Europe		
97	Department of Defense - TRICARE		
97	US Joint Forces Command J9		
97	US Joint Forces Command J7		
97	US Joint Forces Command War Fighting CTR J7		
97	Tricare Management Activities		
97	Office of the Secretary of Defense, US Special Operations Command		
97	U.S. Transportation Command		
97	Dept of Defense Microelectronic Activity		
97	GSA Advantage IMPAC		
97	Department of Defense, Washington Headquarters Service		
98	United States Railway Association		
98	GSA Advantage IMPAC		



99	District of Columbia		
99	Dept of Consumer & Regltry Affairs		
99	Department Of Public Works		
99	Emergency Mgmt Administration		
99	Chief Medical Examiner		
99	Office of the Corporation Counsel		
99	Department of Corrections		
99	Public Schools		
99	Executive Office Of The Mayor		
99	Fire And Emergencies Med Svcs		
99	Ofc Of Chief Technology Officer		
99	Dept Of Insurance & Securities Reg		
99	Office Of Chief Financial Officer		
99	Minimum Wage and Industrial Safety Board		
99	Department of Motor Vehicles		
99	Department of Health		
99	Office of Zoning		
99	Metropolitan Police Department		
99	Public Libraries		
99	Department Of Human Services		
99	DC Department of Recreation		
99	DC Superior Court (use 95 95)		
99	Board of Appeals and Review		
99	National Guard of the District of Columbia		
99	Armory Board		
99	Planning And Economic Development		
99	Board Of Elections & Ethics		
99	Wash Metropltn Area Trans Auth		
99	Public Service Commission		
99	DC Govt, Child & Family Svcs Ag		
99	Washington Convention Center Authority		
99	Water And Sewer Authority		
99	DC Pretrial Svcs Agncy		

99	DC Court Of Appeals		
99	DC Housing Authority		
99	DC Retirement Board		
99	DC Hlth Pub Benefit Corp		
99	DC Department Of Mental Health		
99	DC Govt, Univ of District of Columbia		
99	GSA Advantage IMPAC		
99	Subcontractors/Private Sector with Federal Agencies		

SECTION J, Attachment J-5 (CS3: Contract #: )

CS3 Monthly Business Volume (Sales) Report

Reporting Period: Month Day, 20XX to Month Day, 20XX

Vendor Name	Contract Number	Agency Name	Ordering Activity	City	State	Zip Code	Contracting Officer Name	Contracting Officer Phone Number	Contracting Officer Email	Date of Order	Order Number	Modification Number	Requisition Number	Description of Services	Period of Performance Start Date	Period of Performance End Date	Total Order Value		
																Total Sales this Month	\$	-	
																Cumulative Sales to Date			





**ATTACHMENT J-6 CS3 Monthly Revenue Report**

**CS3 Monthly Revenue Report**

**Reporting Period - Identify the current Reporting Period (e.g., October 1, 20XX to October 31, 20XX).**

**Vendor Name** – Your Company Name

**Contract Number** – Your CS3 Contract Number

**Task Order Number** – The order number “assigned” by the Ordering Agency.

**Date Received Payment** - Date the payment is received by the vendor from the Agency.

**Agency Name** - Name of Agency

**Total Order Value** – Total dollar amount awarded/obligated on the task order, not including options.

**Total GSA Management Fee Due (2%)** - Equals 2% of Total Order Value. This amount is the total fee the vendor will pay to GSA for this order.

**Amount Received from Agency** - Total dollar amount received in payment by the vendor, from the Agency.

**GSA Management Fee Remitted (2%)** - This fee is 2% of the total payment amount received from the Agency for a specific order.

**Previous GSA Management Fees Remitted** - Amount the vendor previously submitted to GSA in prior months for a specific order.

**Remaining Balance of Un-remitted GSA Management Fee** - Equals "Total GSA Management Fee Due" minus "GSA Management Fee Remitted" for the current reporting period, minus the "Previous GSA Management Fees Remitted" in prior months for a specific order.

SECTION J, Attachment J-6 (CS3: Contract #:)

CS3 Monthly Revenue Report

Reporting Period: Month Day, 20XX to Month Day, 20XX

Vendor Name	Contract Number	Task Order Number	Date Received Payment	Agency Name	Total Order Value	Total GSA Management Fee Due (2%)	Amount Received from Agency	GSA Management Fee Remitted (2%)	Previous GSA Management Fees Remitted	Remaining Balance of Unremitted GSA Management Fee
<b>TOTALS</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EFT Number:		Date:		Amount:						



## **ATTACHMENT J-8**

### **SAMPLE TASK ORDER (STO) #1 – CONTINGENCY SATELLITE COMMUNICATIONS SYSTEM AND SERVICES**

#### **1.0 Introduction**

The United States (US) Government Organization (USGO) has 10 quick reaction teams and requires a turnkey system with commercial satellite communications services as its primary means of communication for both training in garrison and operational deployment for each team. The USGO base of operations is in Germany. Training occurs at the USGO location in Germany. Operational deployment may be anywhere in Southwest Asia, or Northern Africa. Operational deployments occur with less than 48 hours' notice and require units to be passing data traffic within three hours of arrival at the deployed location. Deployments may be two weeks to two months in length. The normal operational tempo will require six (6) terminals to be deployed to multiple locations at one time operating simultaneously, however if a crisis occurs in the Area of Responsibility (AOR), all ten (10) terminals may be deployed and operating simultaneously. Due to changing mission requirements and flexibility required in the network, the Government is not able to provide a distribution of the terminals across the coverage area. The network should be designed to support all of the terminals operating simultaneously in any location in the required coverage area.

#### **2.0 Objective**

The objective is to obtain engineering design support, integration services, equipment, commercial satellite communications services, and training for a USGO that has both training and rapid-deployment operational requirements.

#### **3.0 Summary of Requirements**

The Contractor shall propose a solution compliant with all sample task order requirements that delivers the required quality of service and availability and articulates rationale for the choice of architecture and components, including life cycle cost considerations.

Services and equipment to be provided include:

- System design
- System documentation
- Integration
- Testing
- Engineering
- On-going maintenance and operational support services
- Training
- Customer care and help desk support
- Central satellite gateway site – Contractor defined location with connection to the internet
- Satellite connectivity to the training area and operational areas



- Deployed terminals

### **3.1 Management Requirements**

3.1.1 The Contractor shall provide a detailed project schedule (e.g., Microsoft Project or equivalent) in PDF format for the entire Task Order lifecycle.

3.1.2 The Contractor shall discuss:

3.1.2.1 A program management approach, procedures, and performance metrics and provide an explanation of how they will be used to ensure timely system development, installation and operation.

3.1.2.2 The roles and responsibilities of the Contractor and Subcontractors that will contribute to the solution, how work will be partitioned among subcontractors (if applicable), and how subcontractors will be managed.

3.1.2.3 Identification and assessment of risks and a mitigation strategy that minimizes cost, schedule, and performance risk.

3.1.2.4 Process and procedures they will employ to develop and furnish the deliverables in Section 7.2.

3.1.2.5 Implementation and maintenance of a governance and reporting structure that provides transparency and Government access to cost, schedule, and performance metrics, and supports timely delivery of services and accurate invoicing.

### **3.2 Technical Requirements**

3.2.1 Satellite Communications Terminals

3.2.1.1 The Contractor shall provide terminal suites that include all necessary satellite communications Radio Frequency (RF) equipment; baseband equipment; time division multiple access (TDMA) modem; two laptop computers; two Voice over Internet Protocol (VoIP) telephones; and all ancillary equipment (e.g., cables, connectors, and power cabling for a complete deployable communications solution.) Power (110 VAC or 220 VAC) will be provided by the Government at the deployed locations.





- 3.2.1.2 Each terminal suite shall be packed into no more than three ruggedized, transportable, airline baggage-shippable cases. The Contractor shall include the cases and packing foam with each terminal suite. The maximum exterior dimensions (length+width+height) of the baggage shippable cases are 115 inches and the maximum allowed weight for each case is seventy (70) pounds. The Contractor shall ensure the size and weight of any one case does not exceed these maximum exterior dimensions and weight requirements.
- 3.2.1.3 All equipment delivered as part of the complex satellite solution shall be new equipment.
- 3.2.1.4 Terminal equipment shall be able to be unpacked, set up, and configured by one person within two hours. Terminals shall be auto-acquire with an automatic peak and pol function to allow full operation no more than 30 minutes after terminal set-up.
- 3.2.1.5 Satellite communications terminals shall be Ku-band.
- 3.2.1.6 The Contractor shall provide all original manufacturer equipment documentation with each terminal suite.
- 3.2.1.7 The Government will provide one ViaSat AltaSec KG-250 High Assurance Internet Protocol Encryptor (HAIPE) network encryption device per terminal suite for the Contractor to integrate with the terminal suite equipment. There is no need for the Contractor to integrate the device into the terminal equipment cases
- 3.2.1.8 The Contractor shall procure, configure, test, and deliver ten (10) remote terminal suites.
- 3.2.1.9 The Contractor shall develop a test plan and schedule for the procured terminals and provide it to the Government for review/approval no later than 30 days after award. All procured terminals shall undergo testing at the Contractor facility prior to shipment. The Government reserves the right to attend all tests. The Government will provide one KG-250 HAIPE device for testing purposes only. This device shall be returned to the Government and not shipped with the terminals. The input to the KG-250 is an Ethernet connection. The Contractor is only responsible for ensuring the Contractor provided equipment is interoperable with the KG-250. The Contractor shall provide completed test reports to the Government within ten (10) days of test completion. The Contractor shall not ship any equipment prior to Government review of test results.



3.2.1.10 The Contractor shall ensure that all components are interoperable and shall integrate all components into a single turnkey solution.

### 3.2.2 Equipment Service and Support

The Contractor presents an approach for lifecycle management (on-going maintenance and operational support services, customer care and help desk support to include electromagnetic interference (EMI)/radio frequency interference (RFI) resolution support, and training). The Contractor shall provide a maintenance service plan that describes how the Contractor will provide continued technical support for all equipment and minimize mean time between failure and mean time to repair including warranty service, spare parts, and field support. Field support is only required for Germany.

### 3.2.3 Managed Network Services

3.2.3.1 The Contractor shall provide baseline commercial satellite communications managed network services for 10 terminals operating simultaneously. The Contractor shall provide a private, dedicated managed network to support a committed information rate to each terminal of 768 kbps x 512 kbps. The network outroute(s) shall support a minimum committed information rate (CIR) of 768 kilobits per second (kbps) to each remote terminal. The network inroute(s) shall be sufficient to ensure a CIR of 512 kbps per terminal. The Contractor shall provide a link budget for the solution explaining how the capacity proposed meets the Government’s CIR requirements. The Contractor shall describe how unused network resources can be re-allocated to terminals operating in the network to provide them with higher throughput.

Direction	Definition	CIR (kbps)
Inroute	Data transmitted by the VSAT to the Gateway	512
Outroute	Data received by the VSAT from the Gateway	768

3.2.3.2 The managed network services shall include space segment, teleport, and terrestrial components as necessary to ensure a complete end-to-end communications solution.



- 3.2.3.3 The Contractor's teleport services shall include access to the public Internet. Public Internet access shall be via a U.S.-based Internet Point of Presence (PoP). The Contractor shall provide a static IP address for each terminal in order for a secure tunnel to be established from the KG-250s the Government will provide for each terminal. The gateway/destination KG-250 will be at a Government facility with the Black (Cypher Text) side reachable from the public internet. For example, users should reach google.com and not google.de.
  - 3.2.3.4 Space segment coverage shall include Germany for terminals in the training environment. Space segment coverage for support of operational deployments shall include the African continent north of 15 N latitude, Yemen, Oman, Saudi Arabia, United Arab Emirates, Bahrain, Qatar, Kuwait, Jordan, Lebanon, Syria, Iraq, Iran, Turkey, Afghanistan, and Pakistan. The Contractor shall provide maps with clearly depicted and labeled contour lines, demonstrating coverage across the required locations. Contour lines should clearly demonstrate satellite gain to noise temperature ratio (G/T), effective isotropic radiated power (EIRP), and elevation angle values for proposed satellite(s) and covered region(s).
  - 3.2.3.5 The Contractor shall meet or exceed a 99.5% link availability for all required satellite links to and from each remote site.
  - 3.2.3.6 The Contractor shall develop and provide a high-level network architecture diagram showing nodes and gateway locations. A detailed network architecture, configuration documentation, and transmission plans are required after task order award.
  - 3.2.3.7 The Contractor shall have a means of satellite communications EMI and RFI identification, characterization, and geo-location. The Contractor will be required to analyze and report all EMI/RFI to the Government and may be asked to participate in exercises involving EMI/RFI.
  - 3.2.3.8 The Contractor will be required to meet Federal and DoD Information Assurance requirements for a Moderate Impact Information System. The Contractor's information assurance boundary is where the Contractor's services connect to the user terminals/equipment (i.e., includes satellite command encryption (ground and space); systems used in the Satellite Operations Centers (SOCs), Network Operations Centers (NOCs), and teleport).
- 3.2.4 Frequency Clearances and Approvals



- 3.2.4.1 The Contractor shall describe the frequency clearance requirements and explain how the requirements will be met to allow transmission in Host Nations. The Contractor shall support Host Nation Agreement (HNA) efforts in obtaining international approvals for radio spectrum operations under this contract in foreign nations. The Contractor shall ensure that international services provided under this contract may be provided as scheduled with the full approval of each affected host nation. Typical services may include, but are not limited to: host nation approvals, landing rights, operating agreements, site licenses, and frequency clearances.
  - 3.2.4.2 Frequency Clearances for all ten (10) terminals operating in Germany, Saudi Arabia, United Arab Emirates, Bahrain, Qatar, and Kuwait shall be required prior to the start of managed network services. Frequency clearances for all other countries within the coverage area will be requested when needed as mission dictates throughout the life of this sample task order and do not need to be priced with proposal submission.
  - 3.2.4.3 If additional host nation support becomes necessary during the life of the Task Order, contract line item numbers will be added to the order at the time they are required and shall be invoiced at pass-through rates. The Contractor may be required to provide HNAs for any nation covered within the limits defined in the coverage area, as needed by the user.
  - 3.2.4.4 Frequency Clearances shall be requested for the maximum time period allowed by the host nation, up to the life of the contract.
  - 3.2.4.5 The Contractor shall provide the Government with copies of regulatory licenses and approvals obtained to operate and use the spectrum for countries within the required service region. This will be a post-award contract deliverable. See Section L.22.2 regarding submission of post-award contract deliverables.
- 3.2.5 Training Support



- 3.2.5.1 The Contractor shall develop a Training Plan and training materials to provide USGO personnel with classroom training for operation and maintenance of terminals and services. The training must include fundamentals of satellite communications, Very Small Aperture Terminal (VSAT) configuration, planning, network architecture, orbits, and hands-on equipment set-up, operation, and trouble-shooting. The Contractor shall provide the Training Plan to the Government for approval at least 30 days prior to training. Training is required once annually for up to 20 personnel. This will be a post-award contract deliverable. See Section L.22.2 regarding submission of post-award contract deliverables.
- 3.2.5.2 The USGO will provide the classroom for training at the USGO facility in Stuttgart, Germany. The Contractor shall provide all training materials.
- 3.2.5.3 The Contractor shall plan for initial acceptance testing of all Contractor provided equipment to be conducted in conjunction with the initial training session in Germany.

### 3.2.6 Additional Requirements

- 3.2.6.1 The Contractor shall staff a 24/7/365 Network Operations Center (NOC) as a focal point for network access, technical support, and troubleshooting. NOC staff shall be English-speaking and U.S. citizens.
- 3.2.6.2 The Contractor shall be required to coordinate with external offices and agencies, USGO Operations Centers, and other communications planners, managers and operators.
- 3.2.6.3 The Contractor shall provide status reporting on equipment status, network status, and network utilization. The Contractor shall create and manage trouble tickets. The Contractor shall produce monthly and annual resource utilization reports. These will be post-award contract deliverables. See Section L.22.2 regarding submission of post-award contract deliverables.
- 3.2.6.4 The Contractor shall provide two (2) new laptop computers. Laptop computers shall be Dell Latitude 14 5000 Series (E5470), or equivalent, with the following minimum specifications for the laptops computers:
  - Windows 7 or 10 Professional
  - 14" Non-Touch HD LCD without Camera
  - Intel Core i5 -6200 Dual Core processor or equivalent



- 4 GB Memory
- 500 GB hard drive

Laptops will be re-imaged by the Government for use on an Unclassified network, so no additional software is required.

- 3.2.6.5 The Contractor will provide an unpriced Bill of Materials (BOM) in Microsoft Excel that will include services, equipment, and labor (see J-18).
- 3.2.6.6 The Contractor shall plan for a complete tech refresh of all Contractor provided satellite communications terminals and ancillary equipment (i.e. laptops, VoIP phones). The tech refresh shall be scheduled for the beginning of first option period (Year 6) as specified in Section 4.2. The Contractor should assume an annual rate of inflation of 2.5% of the proposed equipment price in Year 1.

## **4.0 Performance**

### **4.1 Locations**

Work is to be performed at Contractor facilities. Equipment shall be shipped to the USGO location in Germany. The Government will perform installation and checkout for the equipment prior to acceptance. The acceptance testing will be conducted in conjunction with the initial training session in Germany. Technical support may be required at the USGO location in Germany. Training is required annually at the USGO location in Germany.

### **4.2 Period of Performance**

The period of performance for this Task Order will be five (5) years. In addition to the CLINs priced by the Contractor during the 5-year period of performance (Years 1 through 5), the Contractor shall propose pricing for the two CS3 option periods: one (1) three-year option period (Years 6 through 8) followed by one (1) two-year option period (Years 9 and 10), and the FAR 52.217-8 six-month extension option.

In the first six months after contract award, the Contractor shall acquire, integrate, test, and deliver the requested capability, and conduct training for the deployed teams.

## **5.0 Government Support**

### **5.1 Government Furnished Equipment/Facilities:**

The Government will provide one ViaSat AltaSec KG-250 HAIPE network encryption device per terminal to be connected to the equipment provided by the Contractor.



The Government will provide one ViaSat AltaSec KG-250 HAIPE network encryption device for testing by the Contractor.

The Government will provide a PoE-capable Ethernet switch (Cisco SF 110D-08HP or equivalent).

Power (110 VAC or 220 VAC) will be provided by the Government at the deployed locations.

The Government will provide a classroom for training at the USGO location in Germany.

## **6.0 Security**

The Contractor shall articulate processes and procedures to address the security requirements for personnel assigned to the task order. All Contractor personnel assigned to this task shall be U.S. citizens and undergo background checks prior to their assignment. The required background investigations for administrative personnel shall be a minimum of a National Agency Check with Written Inquiries (NACI) and for technical staff shall be a Minimum Background Investigation (MBI) or higher depending upon their access and control over the systems.

All Contractor personnel with access to key operational security information (e.g., unit locations, troop movement information) and key personnel (e.g., Program Manager) shall possess United States SECRET security clearances. Contractor personnel performing system administration functions shall possess United States SECRET security clearances.

The Contractor shall ensure that all sensitive and classified information is safeguarded in accordance with the guidance provided in the CS3 DD254. Although the Contractor may be provided access to SECRET information in order to accomplish tasks, documents generated shall not include classified information unless directed by the Government and in accordance with classification guidelines and standards for documentation.

## **7.0 Deliverables**

The following deliverables will be used to document the comprehensiveness of the Contractor's complex satellite solution for Contingency Satellite Communications Systems and Services.

### **7.1 Pre-Award Deliverables (Submitted with Contractor's proposal)**

- Link Budget
- High-level Network Architecture diagram showing nodes and gateway locations



- Maps with clearly depicted and labeled contour lines, demonstrating coverage across the required locations. Contour lines should clearly demonstrate satellite gain to noise temperature ratio (G/T), effective isotropic radiated power (EIRP), and elevation angle values for proposed satellite(s) and covered region(s).
- Bill of Materials
- Original Equipment Manufacturer (OEM) Terminal/Equipment Technical Specifications (e.g. datasheets)
- Project Schedule (submitted in Adobe Portable Document Format (PDF))

## **7.2 Post-Award Deliverables**

- Training Plan and Materials
- Test Plan
- Detailed Network Architecture
- Configuration Documentation
- Transmission Plan
- Maintenance Service Plan
- HNA Frequency Clearances, Regulatory Licenses and Approvals
- Status Reports
- All required software and firmware for Contractor furnished equipment
- Original Manufacturer Equipment Documentation for Each Terminal Suite

## **8.0 Pricing**

### **8.1 Instructions**

Section B (Supplies or Services and Prices/Costs) and the STO #1 Excel Workbook (Attachment J-9) contain all pricing instructions.

(END OF SECTION J, ATTACHMENT J-8)