

**RESPONSIVE STRATEGIC SOURCING FOR SERVICES  
(RS3)  
OFFICE**

**Customer Guidebook**



May 2019

# **Responsive Strategic Sourcing for Services**

## **MISSION**

To provide Federal and State government agencies and organizations world class contract administrative service support and procurement services for their Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) and knowledge based professional engineering services mission requirements.

## **Responsive Strategic Sourcing for Services Contract**

RS3 is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract that provides customized best value solutions to a diverse group of organizations that span the spectrum of C4ISR mission requirements throughout the world.

RS3 has a \$37.4B ceiling with a five-year base ordering period and five-year optional ordering period.

RS3's primary service areas include Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training Services.

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## **RS3 CONTRACT AND CUSTOMER SUPPORT BENEFITS**

- **Best value solutions**
- **No restrictive labor categories**
- **Flexibility, contract type and evaluation criteria determined by customer requirements**
- **Support for worldwide government C4ISR requirements**
- **Quarterly reviews with customers to ensure ACC-APG is providing the highest quality level of support**
- **RS3 Office engineering support to assist customer with development of customer technical requirements documents**
- **ACC-APG procurement coordinator, contract specialist, and contracting officer will support customer requirements from package development to post award administration.**
- **Extended ordering period**
- **On-ramping and off-ramping capabilities**
- **Experienced knowledgeable companies**
- **RS3 Office serves as a base of operations to support customers and contractors**
- **Program Management Reviews (PMRs) to ensure all opportunities and concerns are discussed in an open forum**
- **Templates and sample documents to assist customers in creating the requirements packages necessary to support mission requirements**
- **Streamlined processes and procedures which meet full compliance with all acquisition regulations and requirements**

## **C4ISR SUPPORT SERVICES AVAILABLE**

The following list of RS3 services is not all inclusive. For questions regarding whether your organization's proposed contract action is within the RS3 Contract scope, please contact the RS3 Office.

### **Acquisition and Strategic Planning**

<b>Acquisition Planning</b>	<b>Policy and Regulation Development</b>
<b>Accounting</b>	<b>Presentation Support</b>
<b>Administrative Support</b>	<b>Program Analysis, Planning, Audits and Evaluation</b>
<b>Budget Analysis</b>	<b>Program/Budget Scheduling and Planning</b>
<b>Budget Documentation Support</b>	<b>Program Management</b>
<b>Contract Planning</b>	<b>Public Affairs Support</b>
<b>Cost Analysis and Estimating</b>	<b>Network Administration</b>
<b>Financial Advice</b>	<b>Risk Management Support</b>
<b>Financial and Performance Audits</b>	<b>Security Support</b>
<b>Financial Planning</b>	<b>Strategic Planning</b>
<b>Human Resources Support</b>	<b>Technical Advice and Assistance</b>
<b>Liaison Support</b>	<b>Technical Requirements Development</b>
<b>Operations Management and Support</b>	
<b>Planning, Programming, Budgeting and Execution (PPBE) Process Support</b>	

### **Education and Training**

<b>Computer System Training</b>	<b>Systems Engineering Training</b>
<b>Customized Business Training</b>	<b>Training Aids</b>
<b>Development of Training Manuals</b>	<b>Training Devices</b>
<b>Electronic Training Applications</b>	<b>Training Documentation</b>
<b>Logistics Training</b>	<b>Training Equipment</b>
<b>Mobile Training Facilities</b>	<b>Training Facilities</b>
<b>New Equipment Training</b>	<b>Training Policies/Procedures/Processes</b>
<b>Personal Computer Based Training</b>	<b>Training Provisioning</b>
<b>School House Training</b>	<b>Training Services</b>
<b>Software Training</b>	<b>Training Simulators</b>
<b>System Fielding</b>	<b>Training Software</b>
<b>System Installation</b>	<b>Training Studies, Analysis, Assessments and Reviews</b>
<b>System Operation and Maintenance</b>	<b>Training System Deployment</b>
<b>System Overhaul</b>	<b>Training Techniques</b>
<b>System Repair</b>	<b>Web Based Training</b>

## Engineering

Advanced Technology Pilots and Trials  
Analysis of Alternative (AoA) Studies  
Augmented/Virtual Reality  
Baseline (Configuration) Management  
C4ISR Labs Support Services  
Cloud Computing  
Command and Control on the Move (C2OTM)  
Common Computing Environment  
Communications Engineering  
Configuration Management  
Continual Process Improvement  
Cyber Security and Information Assurance  
Data Analytics  
Data Management  
Design and Development of Mounting Fixtures  
and Assemblies  
Design Documentation and Technical Data  
Display Technology  
Document Preparation and Review  
Engineering Process Improvement  
Failure Analysis  
Fielding, Deployment, and Sustainment of C4ISR  
Weapon System Prototypes/End Items  
Foreign Military Sales (FMS) Support  
Gesture Technology  
Human Factor Engineering  
Independent Verification and Validation  
Integration  
Interoperability  
Knowledge Engineering  
Life Cycle Management  
Manufacturing Development and Hardware Support  
Manufacturing Engineering  
Manufacturing Readiness Level (MRL) Assessments  
Modeling and Simulation  
Multi-model Interface Technology  
Network Engineering  
Neuro Technologies  
Operation and Maintenance or Direct Support of  
C4ISR

Platform Installation and Integration  
Power (Wireless)  
Power Sources/Management/Generation  
Presentations  
Producibility  
Program Protection  
Prototyping and Fabrication Support  
Quality Assurance  
Quality Engineering  
Radar and Radio Engineering  
Risk Management  
Sensor Engineering  
Software Engineering  
Software Independent Verification and Validation  
Software Infrastructure and Applications  
Development and Integration  
Software Requirements and Specifications  
Speech Recognition  
System Design  
System Effectiveness and Analysis  
System Engineering and Analysis  
System Integration  
System Security and Information Assurance  
Systems or Platforms  
Tactical Data Exchange  
Technical Data Management  
Technical Documentation  
Technical Planning  
Technical Studies, Analysis, Assessments and  
Reviews  
Technical Subject Matter Expert (SME) Support  
Technology Insertion  
Test and Evaluation  
User Interface Modalities

## **Logistics**

**Analysis and Recommendation of Support Equipment**  
**Certification Support**  
**Configuration Management**  
**Demilitarization and Disposal Planning, Analysis and Documentation**  
**Deployment Logistics**  
**Depot Maintenance**  
**Depot Maintenance Planning, Analysis and Documentation**  
**Fielding, Deployment, and Sustainment of C4ISR Weapon Systems**  
**Fleet Management**  
**Inactivation and Disposal**  
**Integrated Logistics Support (ILS)**  
**Life Cycle Sustainment**  
**Logistical Studies and Evaluations**  
**Logistical Database, Website and Software Development and Support**  
**Logistics Demonstrations**  
**Logistics Design**  
**Logistics Document Distribution**  
**Logistics Document Preparation and Review**  
**Logistics Management and Support Services**  
**Logistics Operations and Maintenance**  
**Logistics Operations Support**

**Logistics Optimization**  
**Logistics Studies, Analysis, Assessments and Reviews**  
**Logistics Subject Matter Expert (SME) Support**  
**Maintainability Studies and Evaluations**  
**Maintenance Facilities**  
**Maintenance Support Services**  
**Packaging, Marking, Handling, Storage, and Shipping Support**  
**Painting, Coating, Sealing and Preservation Support**  
**Property Documentation and Transfer of Equipment**  
**Repair and Alteration**  
**Reset Readiness**  
**Security Support**  
**Special Tools**  
**Supply Chain Management and Provisioning**  
**Support Equipment**  
**Supportability Analysis and Implementation**  
**Technical Data Management**  
**Technical Manual Development**  
**Technical Manual Distribution**  
**Technology and Industrial Base Analysis**  
**Test Range Support**  
**Transportation, Storage, and Facilities Support**  
**Value Chain Management**  
**Warehouse Management and Support**  
**Warranty Support**



## **RDT&E**

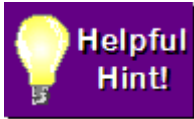
**Advanced Technology Development and Demonstrations**  
**Applied Research**  
**Breadboard Design and Fabrication**  
**Coalition Interoperability and Experimentation**  
**Developmental Test Support**  
**Drawing and Design**  
**Evaluation of Technology Applications**  
**Experimentation and Certification**  
**Exploratory Research and Experimentation**  
**Hardware/Software Demonstrations**  
**Hardware/Software Development**  
**Human Cognition/Artificial Intelligence (AI)**  
**Instrumentation**  
**Knowledge Management**  
**Laboratory Outfitting**  
**Laboratory Support**  
**Literature Searches**  
**Manufacturing Technology Improvements**  
**Modeling and Simulation**  
**Non-Destructive Testing**

**Operational Test Support**  
**Operations Research and Systems Analysis**  
**Prototyping and Fabrication Support**  
**RDT&E Document Preparation and Review**  
**RDT&E Documentation Support Services**  
**RDT&E Studies, Analysis, Assessments and Reviews**  
**Reliability Test Support**  
**Risk Identification**  
**Sensor Research and Development**  
**Software Development**  
**Subject Matter Expert Support**  
**System Integration Laboratory (SIL) Support**  
**System Integration Test Support**  
**System Interoperability Test Support**  
**Technical Demonstration Prototypes**  
**Technology Readiness Level (TRL) Assessments**  
**Test Range Support**  
**Testbed Support**  
**User Test Support**  
**Voice and Data Networks**

## RS3 Prime Contractor Overview

The Responsive Strategic Sourcing for Services (RS3) Contract was awarded to 55 Prime Contractors on 15 May 2017 as part of Phase 1 source selection and 201 Prime Contractors on 18 May 2018 as part of Phase II source selection.

1. Access the RS3 Prime Contractor List on the RS3 Customer Home Page (Figure 4, Page 18, select the RS3 Customer Templates and Documents Page, Helpful Resources Folder).



To access the RS3 Office SharePoint Site, you will need a valid DoD Common Access Card (CAC).

2. Mission Partners can also access the RS3 Prime Contractor List provided on the ACC-APG RS3 Office Public Page at:  
<https://acc.army.mil/contractingcenters/acc-apg/RS3/>
3. Download the free RS3 mobile app on a smart phone or another mobile device.
  - a. Mobile operating systems have app stores online where you can download and install apps.



**RS3 Contract**  
TRADOC Mobile  
Free

- b. Scan the Quick Response Code below and you will be redirected to your operating systems preferred app store.

**QR Code  
Coming Soon**

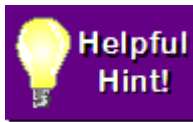
## How to Use the RS3 Customer Guidebook

The RS3 Customer Guidebook has been developed to help customers utilizing the RS3 Contracting Office to award their task order. If you are a first-time customer, you will find it most helpful to review the Guidebook from beginning to end. To facilitate accessing Guidebook information, a number of visual conventions (graphics features have been incorporated throughout.

### “Grayscale” Background

A **“grayscale” background** highlights all the requirements you must complete, which are presented in a two-column format. The left-hand column lists the steps in the relevant part of the process, and the right-hand column provides important additional information requirements to **“Keep in Mind”** – that should help you complete the activity correctly.

As you read the Guidebook, you will always know an **action is required on your part when you see a section with a “grayscale” background.**



**“Helpful Hints”** provides practical “advice” and “insight” to help you execute a process step or complete a required document. “Helpful Hints” typically are placed before instructions for performing a task or completing a document.



The **“Caution”** sign is used to alert you to a condition that must be met before you can proceed to the next step in the process. “Caution” signs usually appear after instructions.

### Remember

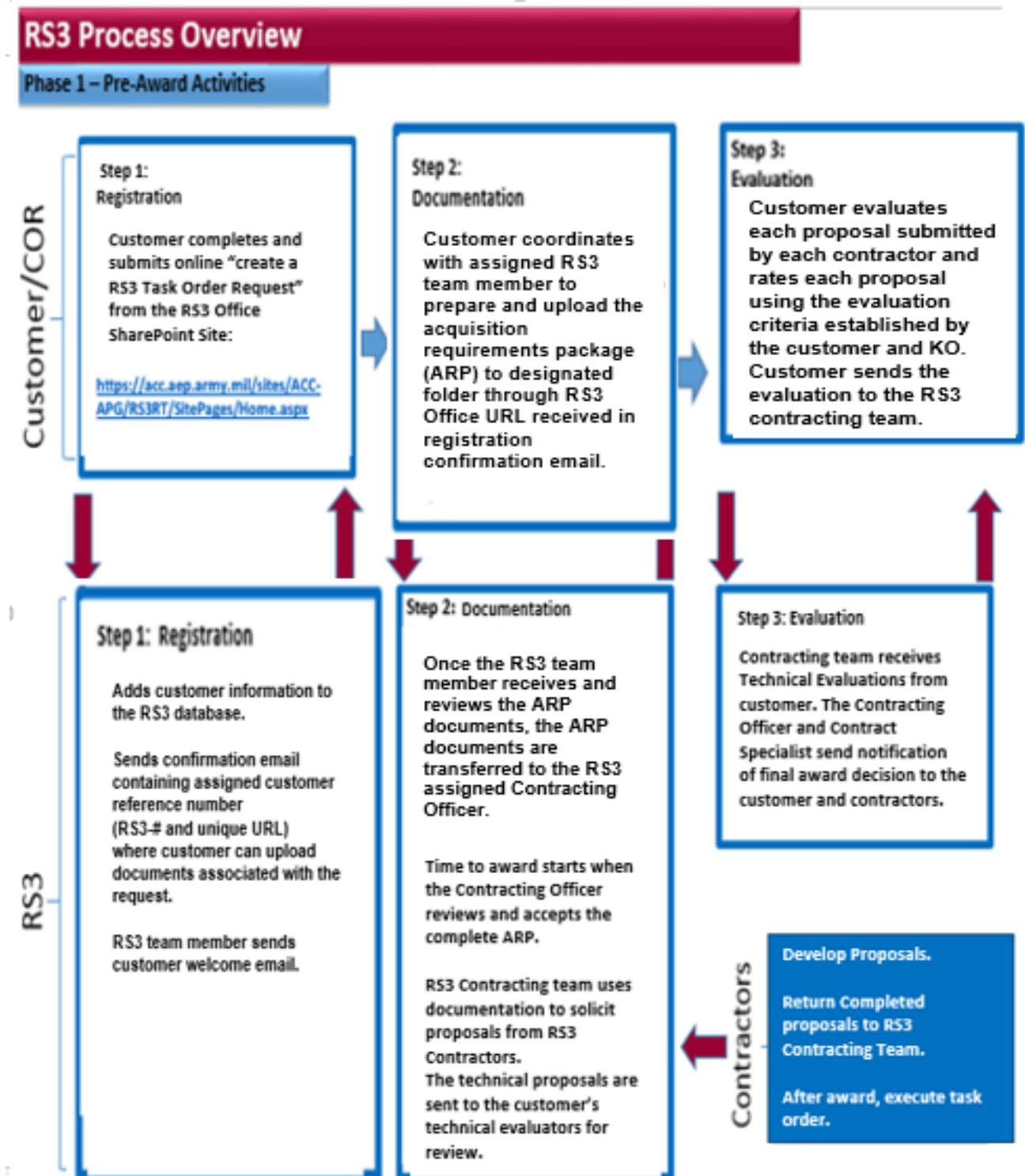
**“Remember”** text emphasizes a key point typically made in the instructional portion of the Guidebook. In most cases, “Remember” reminders are provided after instructions.

## Section 1: The RS3 Process

### Process Overview

The RS3 contracting and support process is designed to provide the RS3 customer with cradle to grave information and support from ACC-APG to assist customers through all processes and requirements needed for a successful task order award as well as support through closeout of the task order. Provided below is an overview of each step. **Figure 1**

Figure 1 RS3 Process Overview



## Acquisition Timelines

Requirement Value	Estimated Time To Award*
Under \$25 Million	115 days
\$25-\$50 Million	155 days
\$50-\$100 Million	175 days
\$100-\$250 Million	200 days
Over \$250 Million	TBD based on specific task order requirements

Note: The minimum task order award value: (\$5M for task orders scheduled for award by the RS3 Office.)

**Time to award does not begin until Contracting Officer (KO) accepts the completed ARP.**

\*Several variables may impact these timelines such as additional questions or extensions during the solicitation phase, additional questions/negotiations/clarifications during proposal evaluation, addressing review comments/questions, new fiscal year requirements, etc.

## Phase 1: Pre-Award Activities

### Step 1: Registration

1. To initiate a customer requirement, please login to the ACC-APG Home Page at the link below. Be sure to close any open browser windows and open a new browser window prior to accessing.

**ACC-APG Home Page:** <https://acc.aep.army.mil/sites/ACC-APG/default.aspx>

2. To access the site, you will need a valid DoD Common Access Card (CAC). When accessing the site, you will need to select your email certificate when prompted. Users with a Personal Identity Verification (PIV) certificate will need to select their PIV instead of their e-mail certificate. To find your PIV certificate, hover over your name and select the certificate that reads "Government PIV Authentication".
3. Once successfully logged in to the ACC-APG Home Page, hover mouse cursor over the "Customer" link in the menu bar then click "RS3 Office SharePoint Site" in the drop-down menu.
4. In the RS3 Office SharePoint Site, select the "Create a RS3 Task Order Request" link ([Figure 2, Page 14, RS3 Customer Guidebook, Create a RS3 Task Order Request](#)).
5. After you have finished filling out the "Create a RS3 Task Order Request" form and are ready to submit, click the "Submit" button at the bottom of the form as pictured below.

## Figure 2 Create a RS3 Task Order Request

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>

**U.S. ARMY CONTRACTING COMMAND  
ABERDEEN PROVING GROUND**

RS3 OFFICE SHAREPOINT SITE

Search this site

**RS3 - Responsive Strategic Sourcing for Services (RS3) Contract**

It is a Multiple Award Indefinite Delivery, Indefinite Quantity (IDIQ) Performance Based Services Contract that provides customized best value solutions to a diverse group of organizations that span the spectrum of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) mission requirements throughout the world. RS3 has a \$37.4B ceiling with a 10-year ordering period (five-year base ordering period and five-year optional ordering period). RS3 primary service areas include but are not limited to Engineering; Research, Development, Test and Evaluation (RDT&E); Logistics; Acquisition and Strategic Planning; Education and Training Services.

[Create a RS3 Task Order Request](#) ←

[RS3 Customer Guidebook](#)

[RS3 Reimbursement for Administrative Costs Explanation](#)

[RS3 KO \(Contracting Officer\) Delegation Documents](#)

[RS3 Customer Service Support Survey](#)

[RS3 Task Order Milestones](#)

**CONTACT US**

For questions or assistance contact the following POCs:

[Ebanisia Washington](#), Procurement Coordinator  
443-861-4919

[Debora Jetter](#), Procurement Coordinator  
443-861-4910

[LTC Thomas W. Stocks](#), Program Manager  
443-861-5059



- ACC-APG
  - ACC-APG Home
  - ACC-APG Employee Portal
  - Organization Chart
  - ACC-APG Directory
  - ACC-APG Public
  - Contact Webmaster
- Pages
  - RS3 Office SharePoint Site
  - ACC-APG Home
  - RS3 Branch Workspace
- RS3 Tools
  - RS3 Customer Templates and Documents
  - KO Delegation Documents
- R2-3G Tools
  - R2-3G Customer Templates and Documents
- Resources
  - MAP APP

If using the RS3 Contracting Office to award a task order/exercise an option, the customer is required to reimburse for the cost of administration services which is equal to 1% of the task order base year or option value.

Customers using the RS3 Contracting Office to award their requirement must also provide reimbursement for the cost of ARP development pre-award support services (\$20k). The pre-award service charge is due within 4 weeks after registration of the requirement. Please note. The \$20K pre-award service charge will be deducted from the total administration service charge assessed at task order award.

If using a contracting activity with RS3 delegation of procurement authority outside of ACC-APG and the RS3 Contracting Office, the customer is required to reimburse for task order administration equal to 0.10% of the total task order value (base year plus option(s)). For additional information, please e-mail [USARMY APG ACC Mailbox RS3 Program Customer Support](mailto:USARMY APG ACC Mailbox RS3 Program Customer Support).

SUBMIT

Cancel

Type of Action \*

Follow-On to Existing Requirement

IGCE/Action Dollar Value \*

Requested Award Date \*

Request Type \*

ACC-APG Division

Contracting Officer \*

Contracting Specialist

Notes

For contract modifications or extensions please contact assigned Contracting Officer or Contracting Specialist.

Please enter existing Task Order/Contract Number.

If your organization chooses to utilize the full contract administrative services of the RS3 Program Office select "Internal." If your organization already has a dedicated ACC-APG Contracting Officer select "External."

Please make sure to select the appropriate KO name.



SUBMIT

Cancel

The information collected by this form will be sent to the RS3 Team. Each field marked by a red asterisk is a required field. The person you assign, as the "ALT Customer Point of Contact (POC)" will have the ability to upload documents associated with your request and will be copied on all system-generated e-mails related to the request. To add a name to the "ALT Customer POC" field, type the customer POC's name in the "last name, first name" format then click the check box next to the field. If you cannot locate the Customer POC's name and the Customer POC has a DoD CAC, they most likely have not registered on the ACC-APG's SharePoint Site. To access the ACC-APG SharePoint Site, please access the following link: <https://acc.aep.army.mil/sites/ACC-APG/default.aspx>



When prompted, choose your e-mail certificate. Once you successfully log into the ACC-APG SharePoint Page, you are registered and your name will now be found in the RS3 Customer POC field for selection.



Be sure to close any open browser windows and open a new browser window prior to accessing the ACC-APG Home Page. To access the ACC-APG Home Page site, you will need a valid DoD Common Access Card (CAC).

- a. When accessing the site, you will need to select your email certificate when prompted.  
Users with a Personal Identity Verification (PIV) certificate will need to select their PIV instead of their e-mail certificate.
- b. To find your PIV certificate, hover over your name and select the certificate that says "Government PIV Authentication".
- c. Once successfully logged in to the ACC-APG Home Page, hover mouse cursor over the "Customer" link in the top menu bar then click "RS3 Office SharePoint Site" in the drop down menu.
- d. After effectively completing the above steps, the individual will be registered and their name will now be found in the RS3 database.

When selecting your KO, be advised that, only KOs who have successfully completed RS3 Delegation of Procurement Authority (DPA) Training will be available in the create request form drop-down list. All KOs interested in issuing orders under the RS3 Contract are required to complete RS3 DPA Training. To learn more, visit KO Delegation Documents under RS3 Tools ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

A list of KOs with active DPAs will be maintained on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).



Active RS3 DPA Training is required prior to contacting RS3 prime contractors with Requests for Information (RFIs), Requests for Proposals (RFPs), or task orders under the RS3 Contract.

6. After you save the form, you will receive a confirmation e-mail message containing a customer requirement reference number and a unique URL where you can upload documents associated with your organization's request



## Figure 3 Confirmation e-mail

From: RS3 Requirements Tracker [mailto:mep-sharepoint@conus.army.mil]

Sent: Tuesday, February 09, 2016 2:36 PM

To: Delmastro, Judith S CIV USARMY ACC (US)

Subject: Your RS3 Request Was Submitted

Your request was successfully submitted to the RS3 Requirements Tracker. An e-mail was sent to the RS3 POCs notifying them of your request.

Your request was assigned the following RS3 number: RS3-XXXX

Please upload any documents associated with your request here: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/DOC/RS3-XXXX>

You can view all of your requests here: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/Lists/CV/Customer%20View.aspx>

Unique URL  
where you can  
upload  
documents  
associated with

### Once the RS3 Office receives your information, they will:

1. Add all of the registration information provided to the RS3 Database
2. Contact you if additional information is required. For example, if any required fields were not completed or if the information provided raises the question if the requirement is within scope of the RS3 Contract.
3. Send you a Welcome Letter via e-mail message. The welcome letter will contain the assigned RS3 requirement number (RS3-XX-XXXX), confirmation of the RS3 registration and also:
  - a. An outline of next steps to be taken by the mission partner.
  - b. A specific RS3 Office team member who will assist you with your organization's requirement.
  - c. Pertinent information on documents required by the RS3 Office.

### Please remember to use your RS3 reference number on all correspondences with the RS3 Office team member.

#### Remember

Customers should contact the RS3 Office if they do not receive a welcome letter within **two Business Days** of submitting their registration information. After the RS3-# has been assigned, please contact your assigned RS3 Office team member immediately if the decision has been made not to use the RS3 Contract.

## Step 2: Documentation

The Acquisition Requirements Package (ARP) Checklist and templates are available on the **RS3 Office SharePoint Site**: <https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>

1. The mission partner completes specific documents that are procedurally mandated and required to award a RS3 Task Order. These documents describe in detail the approvals required as well as the performance and support requirements that are necessary to award a task order. These documents are uploaded to the URL provided in the confirmation email. Please be sure to include your assigned RS3 Number. Please let your RS3 Office Team Member know that you have uploaded ARP documents so they can begin to review those documents for completeness and accuracy.

Figure 4 RS3 Customer Templates and Documents

The screenshot displays the RS3 Office SharePoint Site interface. At the top, there is a header for the U.S. Army Contracting Command Aberdeen Proving Ground, a world map, and three military branch crests. A search bar is located in the top right corner. On the left, a navigation menu lists various sections: ACC-APG (Home, Employee Portal, Public, Contact Webmaster), Pages (SharePoint Site, Home), RS3 Tools (Customer Templates and Documents, KO Delegation Documents, Task Order Award Information Form), Resources (MAP APP, Local Policy, Requirements Tracker Documents), and RS3 Customer Templates and Documents. A blue arrow points to the 'RS3 Customer Templates and Documents' link in the RS3 Tools section. The main content area features the title 'RS3 - Responsive Strategic Sourcing for Services (RS3) Contract' and a detailed description of the contract. Below this, there are several links: 'Create a RS3 Task Order Request', 'RS3 Customer Guidebook', 'RS3 Reimbursement for Administrative Costs Explanation', 'RS3 KO (Contracting Officer) Delegation Documents', 'RS3 Customer Service Support Survey', and 'RS3 Task Order Milestones'. On the right side, there is a 'CONTACT US' section with contact information for Ebanisia Washington, Debora Jetter, and LTC Thomas W. Stocks. A large circular logo for 'RESPONSIVE STRATEGIC SOURCING FOR SERVICES (RS3) PROGRAM OFFICE' is also visible on the right.

2. From the list of required documents in the Acquisition Requirements Package Checklist, please begin with completing the Performance Work Statement (PWS), the Independent Government Cost Estimate (IGCE), Capabilities Statement and In-Scope Determination Memo. Once all four documents are received by the RS3 Office team member, the documents are forwarded to the KO. The contracting team begins the review process, assigns a contract specialist (CS) to create the Request for Information (RFI). The customer is still responsible and should continue to complete the remaining ARP documents.

Please note. A new requirement for the mission partner is to provide questions specific to the technical requirement in order to determine capabilities of interested contractors. If any responses are received from the prime contractors, the CS will forward the questions to the mission partner. The mission partner will answer the questions and return those answers to the CS for re-release to the prime contractors. The IGCE is retained for the contract file.

3. As ARP documents are submitted to the assigned RS3 team member, the team member will review each ARP document for completeness and accuracy. After the team member completes her/his review, the ARP documents are forwarded to the KO for final review.
4. When the KO approves the final documents for release, the timeline to award begins. Actions greater than or equal to \$25M will be Peer Reviewed, and for actions under \$25M RFP approval is at the KO level. If a Peer Review is required, the Peer Review Group is determined by the IGCE dollar value and includes a review of the RFP package by the Peer Review Group and Legal and Small Business Offices. If a Peer Review is required, a Peer Review Approval Authority must be obtained before releasing the RFP to the prime contractors. If under \$25M, the KO will release the RFP to the prime contractors. The interested prime contractors will respond to the RFP by the requested date, unless a modification is required and approved.
5. The interested prime contractors will submit a proposal to the KO who will email technical proposals to the mission partner technical evaluators for review. The mission partner technical evaluators will complete a technical evaluation of the proposals received.

## Required Documentation

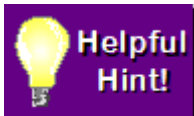
Some ARP documents are required for all task order requests; others are required only under certain conditions, which the RS3 team member will determine. The mission partner must sanitize information relative to classified contracts, orders, or requirements. To avoid legal concerns or delays, all ARP documents should not be proprietary to a specific contractor.

## Documents Required for Every Task Order

1. PWS including all Contract Data Requirements Lists (CDRL)
2. IGCE and detailed supporting documentation
3. RS3 Contract Capabilities Statement
4. In-Scope Determination Memo
5. COR and Budget Info Sheet
6. Contract Data Requirements List - CDRL
7. Inherently Governmental Memorandum or Request for Services Contract Approval – SCA (Army Only)
8. Antiterrorism/Operations Security (AT/OPSEC) Review Cover Sheet
9. Market Research Report
10. Quality Assurance Surveillance Plan (QASP) unless required in offeror proposals
11. Organizational Conflict of Interest (OCI) Statement
12. Availability of Funds Memo
13. COR Certification checklist

## Documents Required When Applicable

1. DD Form 254 Contract Security Classification Specification (CSCS) and Appendices – if there are security requirements
2. Determination and Finding Economy Act – Interagency Acquisition (Non Army)
3. Estimated Manpower
4. Non-Disclosure Agreement/Statement -NDA
5. Contract Period of Performance (PoP) Memo/Justification for PoP greater than 12 months
6. Justification for Government Furnished Property (GFP)
  - a. Justification for GFP
  - b. GFP Attachment Template – (Posted in WAWF / PIEE)
7. Theatre Business Clearance (TBC)
8. Letter of Offer and Acceptance – Unclassified for each country (Required for FMS Task Only)
9. USFK SOFA Step 1 Designation (Task Order Place of Performance includes Korea)



August 2018, the new Wide Area Workflow (WAWF) version was released and renamed Procurement Integrated Enterprise Environment (PIEE). The PIEE can be accessed from the following link <https://wawf.eb.mil/>

## Downloadable Pre-acquisition Package Checklist and Templates are available at the following link:

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/CustDocs/Forms/AllItems.aspx>

## Completing Documentation Instructions

### The Performance Work Statement

The PWS (1) describes the work to be performed in terms of output requirements; (2) imposes basic administrative requirements on each task order; (3) explains the expected quality level or standard of acceptable performance; and (4) references associated documents needed to develop an appropriate proposal. For tasks with very complex technical requirements, the KO may host a pre-proposal conference to review the draft PWS with the prime contractors in order to clarify requirements.

1. **The CDRL (DD Form 1423-1s)** is required for all technical data, software, code reports, etc. Please note. A “software deliverable” is considered a “paper deliverable”. Hardware deliverables, when allowed by the KO, are NOT delivered under a CDRL, but are identified as a Sub-Line Item Number (SLIN) or Contract Line Item Number (CLIN) in the appropriate portion of the task order documentation. The CDRLs are signed and dated after a winning contractor has been selected.
2. **Paragraph 1.8, Ground Flight Risk (GFR) Representative Identification** – This information requirement should be provided when the PWS is initially submitted. When the work identified in the PWS requires the contractor to “touch” an aircraft owned by the U.S. Government, the customer must identify the GFR representative. Please note. This information may be removed from the PWS by the RS3 Office staff, and provided to appropriate monitoring agencies.



When completing the PWS, assume the mindset and perspective of a contractor. State your requirements clearly and precisely so a contractor will know exactly what is expected and how to submit a complete and accurate proposal. Remember. Writing a PWS with clarity and precision ensures less re-work on your part, a quicker turnaround, and reduces the time to task order award.

#### Remember

All task order contract types require specific and exact details. If details for the specific task cannot be estimated accurately, history of similar efforts can be used. When adding details to your PWS, some questions that you may need to ask yourself are: "what", "how much", "how many", "how often" for each type of task described in the PWS. These estimates are intended to give the proposing contractors an estimate of the scope of effort in the task order for each type of work the contractor will encounter.

To complete a PWS, the COR needs to:	Keep in Mind:
1. Access the PWS template on the RS3 Customer Home Page ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	When completing this template, leave all text written in black. Black text is standard language that must appear in your PWS. Red text indicates instructions to be overwritten with information appropriate to your task order.
2. Enter the Date, RS3-#, and Title on the PWS	The RS3-# is included in the welcome letter e-mailed to each customer after a customer has completed the RS3 registration process.
3. Complete section 1.0 – Scope and all of the sub-sections (1.1 through 1.8)	Complete Item 1.2 (Applicability) by selecting appropriate technical support areas listed in Section C.1.2.1 of the RS3 PWS. The RS3 PWS is available on the RS3 Customer Home Page ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).
4. Complete Section 2.0 – Applicable Documents, Correct PWS paragraphs	List all of the documents that are required for the contractor to properly perform this task – technical drawings, technical specifications, etc.
5. Complete Section 3.0 – Requirements	State specifically what is required. If any technical data, software, code reports, etc. are required in the body of the PWS, a matching CDRL is required for each deliverable. Complete an appropriate CDRL referencing each applicable data item by completing DD Form 1423-1s and attaching to the PWS.
6. Save the document, and upload to unique RS3 URL location.	Upload documents to the Unique URL location received in the registration confirmation email Reference ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).

## The Independent Government Cost Estimate

The IGCE is developed by the mission partner and used to establish a realistic price/cost for budget purposes. In addition, the RS3 Contracting Office uses the IGCE for technical and management information. Although the format and contents of the IGCE vary with the complexity and value of the requirement, the IGCE shall include:

1. The name(s) of the preparer, approving reviewer and position title(s)
2. The preparer and approving reviewer organization and contact information (telephone & e-mail address)
3. A signature and date (either hand signed or CAC signed) for the preparer and approving reviewer
4. A statement certifying the IGCE was developed independently and prior to seeking any formal proposals from the prime contractors.
5. A narrative supporting how costs/prices were developed with sufficient analytical support, such as spreadsheet information or a word document that explains the purpose, scope, IGCE preparer assumptions and conclusions, and the reference material used. The narrative should be sufficient in detail and scope to allow the KO to understand what analytical procedures the IGCE preparer used, how supporting documents/ information were used, and the IGCE preparer's conclusions.



To improve competition in services, single award contract actions should be limited to three years total (base and option period(s) combined). The basis for this point is the memorandum "Better Buying Power" to acquisition professionals, which provides guidance on obtaining greater efficiency and productivity in defense spending. Please note. Customers can request a RS3 task order with a five-year total period of performance.



Develop a cost estimate that reflects standard industry practices and procedures so it can be used as a benchmark basis for determining quality and price reasonableness. If you have completed similar projects before, check the final costs of those projects, and use them as a guide.  
**A good cost estimate saves everyone time and money!**



To complete an IGCE, the COR needs to:	Keep in mind:
1. Access the IGCE sample Excel spreadsheet on the RS3 Customer Home Page (Figure 4, Page 18, Customer Templates and Documents Page).	This is an example IGCE. The format and contents will vary with the complexity and value of the requirement.
2. Customers may use any labor category requirements they determine necessary for their requirement.	There are no labor categories on contract for RS3.
3. The IGCE must include a narrative of the methodology applied, reasons for using the methodology applied, and basis and sources of proposed costs.	The IGCE must consider and include costs for all required contract periods (Base and all Option periods to include an Option to extend).
4. Enter the name of the COR or contact person and the RS3-#. The IGCE should be marked "FOR OFFICIAL USE ONLY—PROCUREMENT SENSITIVE-SOURCE SELECTION INFORMATION".	A signature is required. It is the basis for funding the initial requirement and must be signed and dated by the individual(s) who prepared the estimate.
5. See online MAP APP Planning and Pre-solicitation Module (Module 1.1.5) for additional IGCE guidance.	The MAP APP is accessible from the RS3 Office SharePoint Site (Figure 4, Page 18, Customer Templates and Documents Page). The following URL will redirect you to the new MAP APP. <a href="https://spcs3.kc.army.mil/asaalt/procurement/map/app/Pages/Home.aspx">https://spcs3.kc.army.mil/asaalt/procurement/map/app/Pages/Home.aspx</a>
6. Save the IGCE and upload it to your unique RS3 URL location.	Upload documents to the Unique URL location received in the registration confirmation email Reference (Figure 3, Page 17, Confirmation e-mail).



**A PWS will not be reviewed by the KO without an IGCE.**

**CORs must ensure the IGCE is:**

1. Submitted in a timely manner and preferably with the PWS
2. Submitted with supporting documentation (IGCE Backup, Excel) that is used to develop costs
3. Submitted with costs for all required contract periods (Base and all Option periods to include an Option to extend)
4. Unlock IGCE Excel sheet formula cells so calculations can be verified



## RS3 Contract Capabilities Statement

The intent of a Capabilities Statement is for the mission partner (customer) to identify those capabilities a RS3 prime contractor must possess in order to execute the PWS requirements.

1. The capabilities statement which is included in the request for information (RFI) is intended to provide a warning order to RS3 prime contractors of a prospective requirement. In addition, the prime contractor RFI responses assist the contracting officer (KO) in determining the right acquisition approach to use with the task order requirement.
2. The RS3 Office recommends grouping similar capabilities under a single category (i.e. maintenance services, supply services, IT services, technology requirements, logistics requirements, program administration, etc.).
3. A capabilities statement is unique to each task order requirement. We have provided a sample to assist mission partners (customer) in developing a capabilities statement. The capabilities statement sample is located on the RS3 Office SharePoint Site ([Figure 4, Page 20, under RS3 Tools, Customer Templates and Documents Page](#)).

## The Approval to Use the RS3 Contract

Approval to use the RS3 Contract must be obtained. This requirement (or its waiver) varies depending upon what agency the mission partner represents. For US Army requirements, the Request for Services Contract Approval (RSCA) is required. For DoD, non-Army, and State agencies, the Economy Act - Interagency Acquisition Memorandum is required. Regardless of which affiliation the COR has, one of the two documents is required. Instructions for completing each document are below:

### Request for Services Contract Approval (Army Only)

Approval to use the RS3 Contract must be obtained. DA Policy requires the RSCA for all new contract service requirements or for the exercise of options on existing contracts for services. The RSCA form and worksheets are available on the following website: <http://www.asamra.army.mil/scra/>



The RS3 Office no longer requires the RSCA to complete the ARP but the RSCA can be provided to fulfill the requirements for the Inherently Governmental Memo. If U.S. Army mission partners do not provide the RSCA, they need to provide the Inherently Governmental Memo instead. It is still the mission partners' responsibility to obtain the RSCA for their records. The KO shall not complete or sign the RSCA form. Please review AFARS Subpart 5107.5 – Inherently Governmental Functions.

## **The Economy Act - Interagency Acquisition (DoD, non-Army, Federal, and State Agencies)**

a. The Economy Act Memorandum (EAM) authorizes agencies to enter into agreements to obtain supplies or services from another agency. The FAR is used when one agency uses another agency's contract to obtain supplies or services. The EAM is used when more specific statutory authority does not exist (FAR 17.502-2.)

b. A Determination and Finding (D&F) EAM template is available on the RS3 Office SharePoint Site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

c. Each EAM order to obtain supplies or services by interagency acquisition shall be supported by a Determination and Findings (D&F). The D&F must state the following:

- (1) The use of an interagency acquisition is in the best interest of the government
- (2) The supplies or services cannot be obtained conveniently or as economically by contracting directly with a private source

d. In addition, the D&F must include a statement that at least one of the following circumstances applies:

- (1) The acquisition will appropriately be made under an existing contract of the servicing agency and entered into before placement of the order to meet the requirements of the servicing agency for the same or similar supplies or services
- (2) The servicing agency has the capability or expertise to enter into a contract that is not available within the requesting agency
- (3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies

e. The D&F is approved by a KO from the requesting agency

f. The requesting agency will furnish a copy of the D&F to the servicing agency with the request for order

## **The Inherently Governmental Memorandum**

The Inherently Governmental Memorandum is a document that supports Federal regulations to ensure that none of the functions to be performed by contractors are inherently governmental. United States Army Mission Partners should provide the Inherently Governmental Memorandum or RSCA to complete the ARP.

1. The Defense Federal Acquisition Regulation Supplement (DFARS) issued a final ruling that amended the DFARS addressing procedures for preparation of the written determination required by the Federal Acquisition Regulation (FAR), that none of the functions to be performed by contract are inherently governmental. This ruling was effective on 10 January 2008. As a result, the DFARS now requires that the preparation of the written determination required by FAR 7.503(e) is in accordance with DoD

Instruction 1100.22, and that a determination that none of the functions to be performed are exempt from private sector performance. The DFARS Parts 207, Acquisition Planning, and 237, Service Contracting, are revised to incorporate this new requirement at Sections 207.503 and 237.102, respectively.

2. As a reminder, and in accordance with Army Federal Acquisition Regulation Supplement (AFARS) 5107.503(e), the mission partner is responsible for providing this determination to the KO prior to issuance of the solicitation as part of the ARP documentation for all service contracts.

<b>To complete an Inherently Governmental Memorandum, the COR needs to:</b>	<b>Keep in mind:</b>
1. The Inherently Governmental Memorandum is available on the RS3 SharePoint site ( <a href="#">Figure 4, Page 18, under RS3 Tools, Customer Templates and Documents Page</a> ).	When completing this form, leave all text written in black. Black text is standard language that must appear on this form. Red font indicates instructions to be overwritten with information appropriate to your task order.
2. Enter the name of the COR and the RS3-#	An electronic signature is required.
3. Save the form, and upload to unique RS3 URL location Reference ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).	Make certain that the form is completely filled out before uploading. Incomplete forms will be returned to the mission partner. No action can be taken on your request until the completed form is received by the RS3 Office.

## **COR and POC Information Form**

You may use the COR identified in your RS3 Create Request Form ([Figure 3, Page 17, Create Request Form](#)), or you can identify a new COR. You must also identify an alternate point of contact and an appropriate budget contact. A COR and POC Information Form is available on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

## **The COR Organizational Conflict of Interest Statement**

The COR OCI Statement addresses whether other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person’s objectivity in performing the contract work is or might otherwise be impaired, or a person has an unfair competitive advantage. The OCI Statement informs the KO if the competitive environment for the RS3 Task Order has been maintained and if any contractor personnel have had access to documents or information that may be competition sensitive.

**The COR must complete, sign, and return the COR OCI Statement to the RS3 Office.**

<b>To complete a COR OCI Statement, the COR needs to:</b>	<b>Keep in mind:</b>
1. Complete the OCI Form, which is available on the RS3 SharePoint site ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	When completing this form, leave all text written in black. Black text is standard language that must appear on this form. Red font indicates instructions to be overwritten with information appropriate to your task order.
2. Enter the name of the COR and the RS3-#. Replace the black font X's in paragraph 3 with the appropriate telephone number.	Signature is required.
3. If appropriate, complete the paragraph 2.0 table with all appropriate information. If there is no appropriate information for the table, leave the word "NONE".	List all names of relevant individuals, and provide the company affiliations and other information as appropriate.
4. If the table in paragraph 2.0 is applicable, and if a Non-Disclosure Statement(s) is applicable, attach all relevant Non-Disclosure Statements. Otherwise, do not attach any documents.	Signature is required on all Non-Disclosure Statements.
5. Save the form, and upload to unique RS3 URL location <a href="#">Reference (Figure 3, Page 17, Confirmation e-mail)</a> .	Make certain that the form is completely filled out and signed before uploading. Incomplete forms will be returned to the mission partner. No action can be taken on your request until the completed form is received by the RS3 Office.

## The Quality Assurance Surveillance Plan

1. Unless the QASP is to be proposed by the offerors, a COR's QASP is required for each task order and is used by the COR to perform the obligated duties of contractor surveillance. The QASP is the key Government surveillance process document that is applied to Performance Based Service Contracting and is used to manage contractor performance assessment by ensuring that systematic quality assurance methods are used to validate that the contractors' quality control efforts are timely, effective and are delivering the requirements specified in the task order. The QASP directly corresponds to the performance objectives and standards (quality, quantity, schedule) specified in the PWS and details how, when and by whom the Government will survey, observe, test, sample, evaluate and document contractor performance results to

determine whether the contractor has met the required standards for each objective in the PWS.

2. Each performance objective in the PWS is linked to a method of inspection incorporated in the QASP. The QASP focuses on the level of performance required by the PWS. The QASP is intended to be a living document. The method and degree of performance assessment may change over time depending on the level of confidence in the contractor.
3. A well-designed QASP will contain the following critical components:
  - a. Methods of Surveillance: the applicable mix of contractor metrics, random sampling, periodic inspection or 100% inspection
  - b. Sampling Guide: a written procedure which states what will be checked, the Acceptable Quality Level (AQL) and how the checking will be performed
  - c. Decision Tables: When a service fails to meet AQL, it is necessary to determine who is at fault. The Decision Table identifies different kinds of unsatisfactory performance and probable cause
  - d. Checklist: Used to record what has been checked by a sampling guide

**In addition to the above, a well-written QASP will describe:**

- a. How the team (Government and contractor personnel) will work together
  - b. How the team will treat data used to measure performance
  - c. How the team identifies ways to improve efficiency and reduce risk
  - d. How disputes will be resolved
4. The RS3 base contract's PWS contains Quality Assurance Control provisions found in paragraph C.4.4.2 - Quality Control, and its subparagraphs. However, a QASP is a required document used in the execution of the contract, specifically the COR's task order, for the contractor to abide to the specific task order's quality assurance provisions, and for the COR to monitor the contractor's adherence to the specific task order's quality assurance provisions.
5. The COR can provide QASP plan details and what is expected for a specific task order or it is optional to include a QASP as a technical evaluation factor required in offeror proposals which can be discussed with the RS3 KO.
6. For additional QASP guidance and templates, download the [Acquisition Requirements Roadmap Tool \(ARRT\) Suite](#) Requirements Definition tool at the following link: <https://www.dau.mil/cop/ace/Pages/Topics/ARRT.aspx>

## **DD Form 254 Contract Security Classification Specification (CSCS)**

The DD Form 254 CSCS must be incorporated into each classified contract. It provides the contractor with the security requirements and the classification guidance that is

necessary to perform on a classified contract. The DD Form 254 identifies the specific security regulations and accesses the contractor will require and adhere to in the performance of the task order. It is a legally binding form and if the guidance is not stated on the form, the contractor cannot be held responsible for violations. It enables prospective bidders/contractors to evaluate security requirements and to consider the costs thereof by identifying the areas of classified information involved in prime contracts and subcontracts.

1. **Continuation Sheet** – The DD Form 254 (Front and Back) may not have sufficient space to accommodate all the information, statements, and signatures that are required. Therefore, a continuation sheet can be added to ensure that all security requirements are complete for the specific task order.
2. **Appendices** – There are appendices which provide sufficient information to complete each security area topic. When applicable, the appropriate appendix is included.
  - Appendix A Communications Security (COMSEC)
  - Appendix B Sensitive Compartmented Information (SCI)
  - Appendix C Intelligence Access
  - Appendix D For Official Use Only (FOUO)
  - Appendix E Control of Compromising Emanations (TEMPEST)
  - Appendix F Contract Monitor (CM) Info
3. Use the following guidance to determine if any of the appendices are required to supplement your organization's DD Form 254 requirements:

Appendix A – Contractor Generated Communications Security (COMSEC) Material (Applicable if block 10a is marked yes). Here are some examples: correspondence, drawings, engineering notes, and training aids.

Appendix B – Sensitive Compartmented Information (SCI) (Applicable if block 10 e (1) is marked yes).

Appendix C – Intelligence Material Access Requirements (Applicable if block 10 e (2) is marked yes). Any intelligence materials provided in support of the contract must have prior approval of the CECOM Life Cycle Management Command (CECOM LCMC) G2 Director of Intelligence and Security. All requests for access to intelligence materials will adhere to the following guidelines:

The prime contractor will submit the request to the Program Manager (PM) of the user activity on official business letterhead with an approved DD Form 254 for the relevant subcontract. The PM of the user activity will forward the request and DD 254 to the KO. Both documents and other substantiating documentation will be forwarded by the KO to the CECOM LCMC G2 for review and concurrence.

Appendix D – FOUO (Safeguarding Guidance always marked yes). The FOUO assignment is given to information at the time of its creation in a DoD User Agency. It is used on official Government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act. The FOUO material must be reviewed by the Government prior to its release to determine if a significant and legitimate Government purpose is served by withholding the information.

Appendix E – Control of Compromising Emanations (TEMPEST) (Applicable if block 11.i is marked yes). Prior to implementation of any TEMPEST Countermeasures, contractor facilities electronically processing classified information are required to submit through the KO to CECOM G2 and the PM of the user activity a request for a TEMPEST assessment.

The information provided shall include: facility location, point of contact, level of processing (Secret, Top Secret, SCI), transmitters; include information on any transmitters (cell phones, radios, alarm systems). The Army TEMPEST staff will review the information provided and determine if a formal TEMPEST Countermeasures Review (TCR) is required.

Appendix F – SCI Contract Monitor Information (Applicable if block 10 e (1) is marked yes). Under the provisions of DoD 5105.21 – M1, a Contract Monitor must be designated as soon as possible for all SCI Contracts. The KO will prepare appointment orders.

**DD Form 254 and the PWS:**

- a. PWS Section 1.4, Place of Performance
  - Any location where classified work will be performed must be identified in this section. Block 8 of the DD Form 254 must have all locations of classified performance listed
- b. PWS Section 1.8, Security
  - All requirements that are marked as ‘yes’ within Block 10 and Block 11 of the DD Form 254 must be documented in this section of the PWS

To complete a DD Form 254, the COR needs to:	Keep in mind:
1. The DD Form 254 is available on the RS3 SharePoint site ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	When completing this form, the contents will vary with security requirements.
2. Save the form, and upload to the unique RS3 URL provided in the welcome letter.	Unique URL location received in registration confirmation email ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).

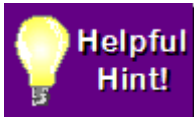
**Operations Security (OPSEC)**

- 1. The AFARS PART 5107-91 prescribes the policy for integrating antiterrorism (AT) and OPSEC considerations into Army contracts. Implementation of AT and OPSEC considerations in the ARP and PWS is the responsibility of the mission partner.



2. The KO, prior to issuing a solicitation for a service contract in excess of the micro purchase threshold or a supply contract in excess of the simplified acquisition threshold, will ensure that the ARP contains a signed AT/OPSEC cover sheet. The AT/OPSEC cover sheet is available on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

**NOTE: The COVER SHEET must be uploaded to the Unique URL location received in the registration confirmation email ([Figure 3, Page 17, Confirmation e-mail](#)).**



“Classified” information (Top Secret, Secret, and Confidential) is the property of the U.S. Government. Classified information may be provided to private industry only in connection with a bona fide contractual requirement. The completed DD Form 254 with its attachments,

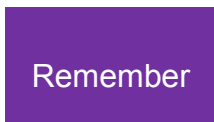
supplements, appendages, and incorporated references is the only authorized means for providing security classification guidance to a contractor in connection with a classified contract.

## Justification for Period of Performance (PoP) greater than 12 months

If the PWS states in paragraph 1.4, the Period of Performance (PoP) will exceed 12 months, Justification for an extended PoP is a required ARP document that justifies issuing to one contractor an order that exceeds one year. This is required to preserve competition and to justify staying with the same contractor for the additional option period(s) or additional time. A Justification for PoP form is available on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).



To improve competition in services, single award contract actions should be limited to three years total (base and option period(s) combined). The basis for this is the memorandum “Better Buying Power” to acquisition professionals, which provides guidance on obtaining greater efficiency and productivity in defense spending.



Customers can request a RS3 task order with a five-year total period of performance.

## Unique Reference Documents

“**Reference Documents**” are any documents specified in the PWS. These documents can include Technical Specifications, Technical Drawings, Project Guidelines, or any other type of Government documentation.



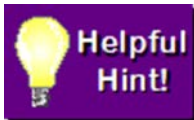


Any document that is referred in Section 2.0 of the PWS is considered a “Reference Document.” As such, it must be sent to RS3 Office for inclusion in the ARP. Please note. Referenced documents that are easily available to the world on the web should not be provided because of their general public availability.

To complete this step, the COR needs to:	Keep in mind:
1. Identify all of the pertinent documents to be sent to the RS3 Office.	<p><b>Classified documents shall not be sent to the RS3 Office.</b> Advise RS3 Office personnel if documents contain classified information so special arrangements can be made to allow access to these documents at appropriate government locations.</p> <p><b>Proprietary documents</b> also need to be identified to the RS3 Office so these documents can be handled appropriately, and proper arrangements can be made.</p>
2. Upload all documents to the unique RS3 URL location ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).	Unique URL location received in registration confirmation email.

## Letter of Offer and Acceptance - Only Applies to Foreign Military Sales (FMS) Requirements

A **Letter of Offer and Acceptance (LOA)** is a document between the US Government and foreign entities outlining what services and products are required and agreed by both parties. Applicable portions of this document must be sent to the RS3 Office so the KO can verify that appropriate authorization for a FMS has been granted. The FMS program is a form of security assistance authorized by the Arms Export Control Act (AECA) and a fundamental tool of US foreign policy. Under FMS, the US Government and a foreign government enter into a government-to-government sales agreement. The international agreement is called a LOA.



The RS3 Office does not need the entire LOA. The office needs only the portion of the agreement that relates directly to the proposed task order including any foreign tax or other clauses that should be included in the task order.

To complete this step, the COR needs to:	Keep in mind:
1. Identify the appropriate LOA.	
2. Identify the portion of the agreement that relates directly to the proposed task order and copy that portion.	Generally, this portion should be unclassified.

## Theatre Business Clearance (TBC)

The Theatre Business Clearance (TBC) is required when TBC contractor services are performed in designated countries. The DoD KOs are required to use the Joint Contingency & Expeditionary Services (JCXS) TBC Module to submit TBC requests for proposed contract efforts in designated countries.

1. The TBC approval is required before initiating Letters of Authorization in Synchronized Pre-deployment and Operational Tracker (SPOT) for contractor personnel who will deploy into theater. The Joint Contingency Contracting System (JCCS) digitized TBC module, which can be launched from the JCXS website streamlines the process; provides an electronic interface between JCCS and SPOT; enhances electronic storage, reporting, and notifications and generates machine generated standard TBC approval numbers. It also provides a standardized web-based TBC tool that all Combatant Commands can use to manage future TBC requirements.
2. Access to JCCS and the TBC module from within JCXS requires creation of an account. The JCCS can be accessed from <https://www.jccs.gov>. The TBC Training Modules and TBC Job Aids to support user's daily operations are located on the JCCS Training Website at <https://www.jccs.gov/OLVR>. If you have any additional questions, please contact the TBC Help Desk at: [https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk\\_newticket.aspx](https://www.jccs.gov/olvr/JCXSHelpdesk/helpdesk_newticket.aspx)

## Government Furnished Equipment (GFE)

1. Procedures, Guidance, and Information (PGI) 245.102-70 Policy. A basic principle of the FAR is that, upon contract award, contractors bring all the necessary organization, experience, accounting and operational controls, property, and technical skills, or the ability to obtain them, reference FAR 9.104-1. Therefore, upon contract award, responsible contractors should have the means to provide effective and efficient stewardship of Government property.
2. FAR 45.101. Government property must be contractually accountable to a single contract and only one contract at a time. This requirement applies to both Government furnished property and contractor acquired property. Although accountable to only one contract at a time, contract terms and conditions may allow Government property to be used on other contracts (FAR 52.245-9, Use and Charges).

3. PGI 245.103-70. Furnishing Government property to contractors. The mission partner (project or PM, or purchase request generator) as part of its responsibility for acquisition planning (FAR Part 7, Acquisition Planning) is the decision point as to whether or not to furnish property to contractors. The basis for any decision to provide Government property shall be documented by the mission partner and provided to the KO. Such documentation is not required when contractors are furnished property for repair, modification, or overhaul under a contract.

Prior to furnishing Government property to the contractor, the KO shall ensure that each of the requirements of FAR 45.102 are addressed as follows, and documented in the contracting file.

- a. In the Government's best interest
- b. Overall benefit
- c. Government assumption of risk
- d. Government requirements cannot otherwise be met

## **Government Furnished Property (GFP) Attachment**

1. The DFARS PGI 245.103-72 "GFP attachments to solicitations and awards" establishes requirements for documenting in contract attachments the property to be provided as GFP or authorized as GFP in performance of a contract. The GFP Attachment should accompany the ARP, solicitation, award and modifications when GFP is anticipated. Defense Procurement and Acquisition Policy (DPAP) has published a revised single GFP attachment, which replaces the previous two attachments. The GFP attachment is a fillable Adobe form. Once created, the GFP attachment is included as a contract award or modification attachment and transmitted to EDA in accordance with DFARS PGI 204.201 "Contract Distribution" following local procedures for distributing contract attachments. EDA stores the GFP attachment and transmits the GFP attachment data to the IUID Registry where the data is available as a query.
2. The GFP attachment should accompany Procurement Requests (PR), Solicitations, and Contract Awards or Modifications when GFP is anticipated.
3. The GFP attachment has four sections: Contract Information, Serially Managed Items, Non-Serially Managed Items, and items that the contractor can requisition which will be paid for by the government.
4. Serially managed items are provided to the contractor by DoD and require all events identified in DFARS 252.211-7007 to be reported by the contractor.
5. Non-serially Managed items are provided to the contractor by DoD and require only the event of GFP receipt to be reported to iRAPT.
6. Items that are authorized to be requisitioned by the contractor and paid for by DoD are listed on the Requisitioned Items section. Note that items for which the contractor has authorization to requisition which are paid for by the contractor are not identified on the GFP attachment.

## Completing the GFP Attachment

Create the GFP attachment by completing the GFP attachment PDF fillable form located at <http://dodprocurementtoolbox.com/site-pages/gfp-attachments>. To support input of a large quantity of GFP items, you can alternatively input data into the Excel Spreadsheet also provided at the link above. If the data is input into the Excel spreadsheet, you will convert the spreadsheet to the pdf fillable form using the GFP pdf conversion tool also located at the link above. Mission Partners can also access the GFP attachment template on the RS3 SharePoint site ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

### Remember

The KO will not accept your ARP documents until the Justification for Government Furnished Property (GFP) Memo is submitted as part of the ARP and the GFP attachment is posted in WAWF/PIEE with confirmation received by the RS3 Office when applicable.

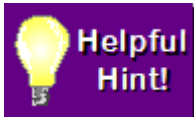
## Funding Documentation

### Availability of Funds Memorandum

Before issuing a solicitation, the KO must receive a written statement or equivalent from the customer indicating that sufficient funds are available for task order award. This document is used to certify that sufficient funds are available and appropriate for the requested task. Responsibility for determining the appropriateness of funds rests with the customer. To provide the RS3 Office task order related funding, the funding templates are located on the RS3 Office SharePoint Site. Reimbursable (contract administrative service support), direct cite (contract / task order funding) and direct charge WBS (reimbursable) templates are provided. The funding templates are pre-addressed and partially completed to highlight the required data. ([Figure 4, Page 18, Customer Templates and Documents Page](#)).

### Military Interdepartmental Purchase Request (MIPR)

While federal agencies use a variety of funding documents, the one most commonly used when working with the RS3 Office is the MIPR, DD Form 448. The MIPR, like other funding documents, is a document of record used to transfer funds from one government entity to another.



The RS3 Office recommends downloading the RS3 funding templates; reimbursable and direct cite. The funding templates are pre-addressed and partially completed to highlight the required data. ([Figure 4, Page 18, Customer Templates and Documents Page](#)). If you are restricted from using the RS3 Office template, all information that is identified in Block 9 on the RS3 template must be reflected in your finance transaction document, including the RS3-#.

To complete the RS3 Office MIPR Template, the customer needs to:	Keep in Mind:
1. Access the MIPR template available on the RS3 SharePoint site ( <a href="#">Figure 4, Page 18, Customer Templates and Documents Page</a> ).	Most customers, especially those completing the form for the first time, should read through all the instructions for completing the MIPR before starting.
2. Complete appropriate MIPR template <ul style="list-style-type: none"> <li>a. MIPR DD Form 448 Direct Cite (Contract / Task Order Funding)</li> <li>b. MIPR DD Form 448 Administrative (Contract Administrative Service Support)</li> </ul>	The customer must provide all of the required information requested in block 9. The customer is responsible for ensuring that accounting classifications (item #14) are fiscally appropriate, accurate, and in compliance with regulatory guidelines where appropriate. Non-compliance with regulatory guidelines will delay processing.
3. Save the MIPR Template DD Form 448.	The MIPR template must be completed before submitting it to the RS3 Office.
4. Submit the completed MIPR DD Form 448 (or other funding document) to the RS3 Office by e-mail to the following RS3 Office e-mail address: <a href="mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil">usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil</a> . Remember. The preferred method is two separate MIPRS - one for direct cite cost and one for the contract support cost (reimbursable).	Funding documents must be received and processed by the RS3 Office before a task order can be awarded. The customer is responsible for coordinating all actions with its budget office.
5. In order to pay the administrative cost through GFEBs, all Army customers should coordinate the direct charge agreement with Resource Management through the RS3 Office e-mail address: <a href="mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil">usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil</a> . Non-Army customers can submit a MIPR if unable to access GFEBs.	The customer's agreement to fund RS3 Office contract administrative support is through DD Form 1144 Support Agreement (See <a href="#">DD Form 1144 Support Agreement</a> ). All task order related funding must be coordinated with the RS3 Office.

**Remember**

**The RS3 Office must receive funding for both the Direct Cite (Contract / Task Order Funding) and Reimbursable (Contract Administrative Service Support).**

A customer may complete one MIPR with both payments on it, or submit one MIPR for the Direct Cite Payment, and a second MIPR for the Contract Administrative Service Support Payment. Please note. Army customers may also use the Direct Charge process through GFEBs. If using the Direct Charge process, please contact the RS3 Office through the following e-mail address to request a Direct Charge WBS. [usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil](mailto:usarmy.apg.acc.mbx.r23g-rs3-program-customer-funding-support@mail.mil)

## The DD Form 1144 Support Agreement

The DD Form 1144 Support Agreement outlines the responsibilities of the receiving activity (customer) and the supplying activity (RS3 Office) including the contract administrative service support payments.

1. Once a customer registers a task order requirement, the customer should remit payment of the Pre-award Contract Administrative Service Charge or Package Development Service Charge (PDSC). The \$40K PDSC payment reimburses for the contract administrative service support provided by the assigned RS3 contracting officer, contract specialist, procurement coordinator, engineer, legal advisor, resource manager and cost/price analyst. All named personnel will dedicate productive labor hours for the award of an organization's task order requirement and all options if applicable.
2. When the customer submits the PWS and IGCE to the RS3 Team Member for review, the initial DD Form 1144 Support Agreement is based on the dollar value of the IGCE. Please note. The initial DD Form 1144 is subject to change when the task order is awarded as the DD Form 1144 must be based on the awarded task order value not the initial IGCE value.
3. The DD Form 1144 is forwarded to the customer for review, completion, and signature. The following section is completed by the customer.  
Section 6 – Receiving Activity (sections a and b)  
Section 9 – Receiving Component (sections a, b, and c)
4. The completed and signed DD Form 1144 is forwarded to the RS3 Office for final signatures. RS3 personnel will obtain the signatures of the RS3 Chief of the Contracting Office (COCO) and the ACC-APG comptroller.
5. A fully signed DD Form 1144 will be returned to the customer for remittance of the reimbursable administrative contract service support cost for the task order base year.

## RS3 Contract Administrative Service Support Cost

**ACC-APG Core Customers:** Agencies and organizations whose primary contracting activity is ACC-APG are not required to reimburse the costs of contract administration to utilize the RS3 Contract as long as they are using their assigned ACC-APG contracting activity to award the RS3 task order.

**Non-core Customers (DoD, Army, non-Army, Federal and State Agencies):** Agencies who are not assigned to or use ACC-APG as their primary contracting activity are required to reimburse the costs of contract administration to utilize the RS3 Contract.

- If using the RS3 Office to award a task order/exercise an option, the customer is required to reimburse the costs of contract administration service support equal to 1% of the task order base year or option award value.
- Customers using the RS3 Contracting Office to award a requirement will also provide reimbursement for the Pre-award Contract Administrative Service Charge or Package Development Service Charge (PDSC) (\$40K). The PDSC is due within three weeks after task order registration. Please note. The \$40K PDSC will be deducted from the total contract administrative service charge assessed at task order award. Please note. A portion of the PDSC may be deferred to the following fiscal year, depending on the type of funding provided and timing of the task order award.
- If using a contracting office with RS3 delegation of procurement authority outside of ACC-APG and the RS3 Office, the customer will reimburse for task order contract administration equal to 0.10% of the task order award value. The 0.10% contract administrative service charge is also assessed against the awarded value of an option when the option is exercised.
- Reimbursement for the cost of contract administrative services is capped at \$150K per customer task order award/exercise of an option per period of performance. With each new task order/option period of performance, the \$150K cap shall be met.

\*Please note. A contract administrative service charge is assessed to RS3 Task Order extensions.

**Flexible Payment Options:** The RS3 Office offers flexible payment options upon request.

### Step 3: Technical Evaluations

The customer evaluates each proposal received in response to the Request for Proposal (RFP).

#### The Technical Evaluation (TE)

A Technical Evaluation (TE) is the assessment of a proposal to determine the offeror's ability to successfully perform the prospective task order. It is also used to determine a fair and reasonable price for the task order requirement. In order to conduct an effective evaluation, the proposal evaluation criteria must be clearly defined in the Request for Proposal (RFP). Proposal evaluations must be completed to determine the proposal providing the best value to the Government. Best value can be obtained by using one or a combination of source selection approaches on the best value continuum, including Lowest Price Technically Acceptable (LPTA) and tradeoff. The KO will work with the



customer to determine the best approach based on the requirement. The customer's technical evaluators are required to evaluate all the technical proposals received.

1. Once the KO receives all proposals in response to the RFP, the technical volume is emailed to the customer's technical evaluators with a technical evaluation form, which is used by the KO to assist in negotiations and award determinations. The technical evaluation form/template must be completed and returned to the CS.
2. A successful technical evaluation depends on:
  - a. Evaluation of the proposal solely against the RFP
  - b. Appropriate, well-defined evaluation criteria
  - c. The same evaluators evaluating each proposal
  - d. Evaluation rating standards that are understood and applied consistently among all proposals being evaluated
  - e. A careful review of the language in each proposal to determine how the offeror will meet the requirements of the RFP and to identify assumptions and statements that may indicate increased technical risk to the Government
  - f. Fully documented evaluation findings
3. The KO will coordinate for the cost portion of the proposals to be evaluated internally by the KO's organization. The customer only needs to evaluate the technical portion, and, if applicable, other portions such as schedule if identified by the KO. If the technical evaluation takes longer to complete than agreed to in the milestones (i.e. discussions/negotiations occur often which may result in revised/final technical evaluations), the award date of the task order may be pushed to the right. When the customer provides a complete technical evaluation, the technical evaluation package is reviewed for errors or omissions. If error free, the KO will award an RS3 Task Order.

## **Phase 2: Post-Award Activities**

### **Step 4: Kick-off Meeting**

The customer may schedule a kick-off meeting with the prime contractor awardee within 30 days of the task order award. During the kick-off meeting, the customer reviews task order requirements, and the prime contractor explains the contractor and sub-contractor execution plan to meet the customer's requirements within the established schedule. Please note. The Contracting Officer Representative (COR) and prime contractor work collaboratively to identify and resolve outstanding issues.

### **Duties Typically Performed by the Contracting Officer Representative (COR) during the Kick-off Meeting**

1. Prepare for and fully participate in the kick-off meeting



2. Maintain technical liaison and communication with the prime contractor.
3. Coordinate site entry for contractor personnel, and ensure Government-furnished property is available when required
4. Provide a copy of all technical data (e.g. drawings, specifications, and technical manuals) referenced by the PWS to the prime contractor, as required, upon request.

## **Step 5: Task Execution**

During task order execution, the customer monitors progress and determines if changes in project scope or funding are required. If changes are required, the customer must formally request a change in writing and await approval / disapproval of the change from the KO. The customer must also assess the prime contractor's performance on a quarterly basis and review contractor status reports and vouchers on a monthly basis.

## **Duties Typically Performed by the COR During Task Execution**

1. Prepare and forward subsequent modification packages to the RS3 Contracting Office. The following information should be provided:
  - a. Contract Number
  - b. Task Order Number
  - c. Brief description of requested change
  - d. Expected cost impact
  - e. Any required supporting documentation
2. Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications. Specific emphasis should be placed on the quality provisions for adherence to both the contract provisions and the contractor's own quality control program
3. Perform, or cause to be performed, necessary inspections in connection with the preceding item, and verify that the contractor has corrected all deficiencies if noted
4. Monitor the contractor's performance, notify the contractor of deficiencies observed during the surveillance, and report incidents of faulty or nonconforming work, delays, or problems to the RS3 CS and KO
5. Monitor and pre-approve contractor travel requests and material in accordance with the PWS
6. Review all monthly vouchers/invoices submitted by the contractor including those submitted to the Defense Contract Audit Agency (DCAA)

7. Submit a monthly report in the Wide Area Workflow (WAWF) renamed Procurement Integrated Enterprise Environment (PIEE) through the Contracting Officers Representative Tracking (CORT) Tool
8. Promptly notify the RS3 CS and KO of any issues or concerns related to the task order

<b>The customer needs to perform these Tasks during this step:</b>	<b>Keep in Mind:</b>
1. Monitor task order activity, and send a “Change Request” to the assigned CS via e-mail whenever a change in project scope, funding, timeframe or any other factor is required	<p>The “Change Request” is an e-mail message from the COR to the assigned CS that describes a needed change. It should include:</p> <ul style="list-style-type: none"> <li>• Contractor and Contract Number</li> <li>• Task Order Number</li> <li>• Brief description of requested change</li> <li>• Expected cost impact</li> <li>• Any required supporting documentation</li> </ul> <p>The request for a change typically requires revisions to one or more documents and final review and approval by the KO. CORs will be directed to follow procedures similar to those outlined in Steps 2 and 3 of the Guidebook to initiate the review and approval process. The RS3 Office will coordinate all changes and advise the customer of the required steps the customer must take to obtain the appropriate approvals.</p>
2. Conduct a monthly review of all vouchers submitted by the contractor for work accomplished during the previous month	<p>Vouchers must be reviewed on a timely basis to determine if there are any discrepancies. Because the contractor is paid upon submission of the voucher, voucher discrepancies may be corrected in subsequent payments only.</p> <p>To review vouchers, follow the instructions provided below.</p>
3. Conduct a monthly review of all status reports for work accomplished during the previous month	<p>To review status reports, follow the instructions provided below.</p>
4. Contractor Performance Assessment Report System (CPARS) ( <a href="http://www.cpars.gov">www.cpars.gov</a> )	<p>Note: The KO may determine no further contract administrative actions can be completed on a task order if COR monthly reports and CPARS are not current.</p>
5. Perform COR monthly reports using CORT Tool	

## Step 6: Task Order Closeout

1. When the PoP has expired, the COR participates in the task order close-out process. The task order close-out process requires the COR to complete a review of any outstanding vouchers and/or monthly status reports, provide the RS3 Contracting Office with a final prime contractor CPARS report, provide the RS3 Contracting Office with all COR documentation and verify all contractual obligations are complete. The COR sends an e-mail confirmation message to the RS3 Office when these steps are accomplished. If it is determined there is remaining funding and that all obligated funds were not spent, the KO will de-obligate the funds and return the funds to the customer.
2. The RS3 Office will mark the task closed in the RS3 database when it receives confirmation from the COR that all contractual obligations have been met. If funding is to be returned to the customer, the RS3 Office resource analyst will amend the MIPR(s) and contact the customer to inform the customer the funding amount to be returned.

## Section 2: The Contracting Officer Representative (COR)

1. The COR is the contractor's primary point of contact. The COR manages the task order award and administration processes. Only Government employees are permitted to be CORs. The COR will remain in effect through the life of a task order, unless the named COR is replaced by another individual. If reassigned or separated from Government service, the COR must notify the RS3 Office in advance of reassignment or separation to permit a timely selection and designation of a successor COR.
2. The mission partner or COR's organization's management and the COR nominee must have a WAWF/PIEE account. Registered DoD CORT Tool user to complete the nomination package. For DoD, unless an agency or service component has an exemption, the COR letter of designation will be issued via the CORT Tool within the WAWF/PIEE e-Business Suite.
3. If the KO requires access to CPARS, SPOT, and Enterprise Contractor Manpower Reporting Application (ECMRA), an account is required after the COR has been nominated.
4. The COR resides with the mission partner and is designated to each task order. The COR is appointed by the KO with duties designated in an appointment letter. The COR provides the contractor access to all available Government furnished information, facilities, material, equipment, services as required to accomplish each

task order. Contract surveillance is defined and accomplished in accordance with the Basic Contract Surveillance Plan and the Task Order Surveillance Plan.

5. The COR is required to maintain adequate records to sufficiently describe the performance of his/her duties as COR during the life of the task order. This responsibility includes keeping a record of inspections performed as well as the results and any applicable laboratory test results.

### Remember

The COR and customer are not empowered to award, agree to, direct the performance of, sign (such as any contract, including a task order), contract for (such as a task order modification), or in any way obligate the payment of money by the Government. A COR may not take any action that may increase task order schedules, funds, or scope. The KO must make all contractual agreements, commitments, or modifications that involve price, quantity, quality, delivery schedules, or other terms and conditions of the contract/task order.

### The COR is NOT AUTHORIZED TO:

1. Grant, revise, or extend the period of performance
2. Increase the ceiling of a task order
3. Deviate from the task order RFP and/or task order specifications
4. Approve material purchases that are not within scope of the task order
5. Authorize overtime
6. Direct subcontractors or prime contractors
7. Discuss the proposal and award with either the winner or unsuccessful offerors. A COR cannot give an "informal" debrief of any type

## Contracting Officers Representative (COR) Certification

1. Certification is required to ensure that the COR is in compliance with regulations. Training requirements for the COR are directly related to the type of standards for the contract, work or requirement to be performed, and the dollar value and complexity of the effort. DAU is responsible for implementing learning assets that match the COR competencies for Types A, B and C training. Customer CORs are required for each task order. Per the KO, Level A and Level B training are required. Level C is required when the task order requires. All CORs are required to complete the courses and

training identified prior to a RS3 task order award. On-site CORs are required for all locations.

2. The RS3 COR required training is provided in the ARP Requirements Checklist, which is available on the RS3 Customer Home Page ([Figure 4, Page 18, Customer Templates and Documents Page](#)). There are minimum COR training requirements. DoD components may add supplemental COR training requirements when appropriate. Training certificates / course completion must be uploaded to an organization's requirements unique RS3 URL location Reference ([Figure 3, Page 17, Confirmation e-mail](#)), and the CORT Tool located at <https://wawf.eb.mil/>



1. The KO determines the need for a COR to assist in technical monitoring and contract oversight of a task order. The RS3 Contract requires all CORs to file an OGE Form 450.
2. The RS3 Office has no connection with the required on-line COR related courses and training material. Thus, RS3 Office personnel cannot assist with course access or content problems.
3. If a problem is encountered, the COR must contact the training course's proponent organization's point of contact. The course / training requirement is governed by regulations and enforced by the KO. The RS3 Office can only inform the COR what courses and training are needed to gain COR certification.

<b>To complete the COR's certification, the COR needs to:</b>	<b>Keep in mind:</b>
1. Complete all required training courses.	When completing the training courses, always print or save the awarded certificates. Certain training courses are agency specific, and only available to members of that agency. In that instance, obtain your agency's corresponding equivalent.
2. Upload all training certificates into your organization's unique RS3 URL location ( <a href="#">Figure 3, Page 17, Confirmation e-mail</a> ).	Ensure all training is completed and procure all training certificates. The KO will not accept your ARP documents until all training certificates are received by the RS3 Office.
3. Upload training certificates to CORT Tool user profile.	The CORT Tool will not allow a COR to be appointed to a contract if the required training courses are not completed.
4. Start COR nomination. The COR can begin the nomination process by completing their CORT Tool Profile and selecting "COR Nomination Process" from the Menu located inside the WAWF / PIEE portal at <a href="https://wawf.eb.mil">https://wawf.eb.mil</a>	The nomination process is in the following three primary areas: - COR Information: The COR or nominee completes his or her part of the nomination record. - Supervisor: The COR's supervisor or higher authority reviews and certifies their part of nomination.

	- The KO and CS review the nomination and the KO formally appoints the COR to the contract.
5. If COR nomination is approved, the KO will load the appointment or letter of designation into the CORT Tool.	At this point, the COR will receive an email that advises of the appointment. The appointment letter will be issued after the winning contractor is announced.

## COR Refresher Training

1. Minimum COR specific training up to 16 hours (every 3 years), or before assuming COR responsibilities if the individual has not served as a COR within the previous 24 months.
2. Annual DoD Component training provided Ethics and Combatting Trafficking in Persons training.
3. A complete list of Defense Acquisition University (DAU) continuous learning modules is available in the DAU iCatalog located on the DAU Website at <http://icatalog.dau.mil/appg.aspx>

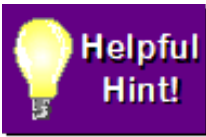
## COR Responsibilities

1. Examples of COR responsibilities are listed below.

The COR may be required to perform additional duties and responsibilities by the mission partner or COR management. The following additional duties and responsibilities may require training, and obtaining access to any or all of the databases in Section 3 Databases and Resources (below).

- a. Participate in pre-award requirements definition, acquisition planning and contract formation processes (market research, IGCE and Justification and Approval documentation)
- b. Establish and maintain a COR contract file. The file will contain at a minimum copies of the following documents:
  - (1) COR Letter of Designation from the KO
  - (2) Signed contract and modifications
  - (3) QASP and other surveillance documents
  - (4) Trip reports
  - (5) Documentation of phone conversations with the contractor and KO
  - (6) All invoice and payment documentation
  - (7) Documentation required to record, evaluate and report contractor's performance
  - (8) Surveillance documents
  - (9) Register, maintain and update databases identified in Section 3
- c. Participate in meetings as requested by the KO
- d. Coordinate with the contractor's KO to resolve issues and monitor corrective actions

2. The designated COR is expected to perform the following tasks below in a professional and ethical manner.



For a complete list of the COR responsibilities see DODI 5000.72, Enclosure 6 and COR appointment letter.

## Task Order Registration

1. Register the task on the RS3 Office SharePoint Site (See registration instructions on page 13.)
2. Review the RS3 Office welcome letter which provides the unique Customer Reference Number (RS3-#) assigned to the task order request, name of the assigned RS3 Team Member and other pertinent information
3. Review designated COR duties

## Completing Required Documentation

1. Ensure the initial funding document is prepared and transmitted
2. Ensure the ARP documents are accurately completed and submitted in a timely manner
3. Complete and submit all other when applicable documentation described in this Guidebook in a timely manner
4. Ensure all revisions are reviewed and approved in a timely manner
5. Provide a copy of all technical data (e.g. drawings, specifications, and technical manuals) referenced in the PWS.

## Section 3. Databases and Resources

### Contractor Performance Assessment Reporting System (CPARS)

1. Website: <https://www.cpars.gov/> CPARS hosts a suite of web enabled applications that are used to document contractor performance information required by Federal Regulations. FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations.
2. The CPARS is a web-enabled application that collects and manages the library of automated reports. CPARS assesses a contractor's performance and provides results, both positive and negative, on a given contractor during a specific period of time. The assessments are based on objective facts and supported by program and contract



management data such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentives. The CPARS is for unclassified information only. Do not enter classified information in CPARS.

3. One must possess a valid User ID to logon to the CPARS applications. User accounts can be acquired by contacting your IT POC or by submitting an access form. One will find information for CPAR training, CPAR instructor led training and training materials online. A CPARS user's manual that provides procedures for entering, updating, revising and reviewing information in the CPARS Automated Information System (AIS) can also be found online. <https://www.cpars.gov/pdfs/CPARS-Guidance.pdf>

## **Synchronized Pre-deployment and Operational Tracker (SPOT)**

The DoD, Department of State, and The United States Agency for International Development (USAID) uses SPOT as a repository of information on contracts and contractor personnel in contingency operations. SPOT has been designated as the Joint Enterprise Contractor Management and Accountability System providing a central source of contingency contractor information and a summary of contract services IAW DoD Instruction 3020.41 Operational Contract Support. Companies and Government representatives are required to maintain by name contractor accountability within SPOT. The SPOT website is <http://www.acq.osd.mil/log/PS/spot.html>

## **Enterprise Contractor Manpower Reporting Application (ECMRA)**

ECMRA is designed to collect various information such as funding source, contracting vehicle, organization supported mission, function performed, and labor hours and costs for contracted efforts providing services to the Department of the Army from contractors and Army activities requiring contracted services from supporting contracting offices. Contractor Manpower Reporting enables the Army to:

1. Fully understand the composition of the Army workforce (military, civilian, contractor), and allows for more informed decisions on funding and workforce staffing
2. Provide better oversight of the total Army workforce to avoid duplication of effort or using Contractor Manpower Equivalents to offset budget and workforce decisions
3. Better accounting for and explanation of the total workforce
4. Users can use CMRA to view and enter contract information
5. All contract data is strictly confidential and only viewed by authorized users

## **Contracting Officers Representative Tracking Tool (CORT)**

The CORT Tool is now available through WAWF / PIEE at <https://wawf.eb.mil/> The CORT Tool is a web-based application designed to track COR and COR related actions

within the DoD. The CORT Tool enables the nomination, appointment, revocation and termination of an individual as a COR against a DoD contract / task order or order issued on behalf of a DoD assisting agency.

**Non-DoD agency personnel** who do not possess a DoD CAC are eligible for a CAC exemption and may be granted access via user name and password. Those personnel should contact the WAWF Helpdesk to apply for a CAC exemption. External agencies and their personnel have the ability to register via user name and password and enter contracts for which CORs are assigned. The “Department” field should be replaced with “Non DoD”.



The WAWF / PIEE Help Desk can be reached at  
Phone: 866-618-5988 or 801-605-7453  
Email: [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)

### **Benefits of CORT Tool include:**

1. Provides an electronic nomination process
2. Review status of all COR nomination requests
3. Identify CORs by name, career field, certification level and other contact information
4. Identify all training completed by the COR, Type A/B/C, including basic and refresher training requirements
5. Add and review documents, for example, status reports, COR trip reports, correspondences to one or more of the COR appointed contracts
6. COR appointment termination

### **Remember**

The Procurement Integrated Enterprise Program Management Office manages the CORT Tool operations. Help Desk services are provided by DISA WESTHEM DECC Ogden Electronic Business Operational Support Team.

### **Additional resources can be located at**

<https://wawf.eb.mil/xhtml/unauth/web/registration/cort.xhtml>

- CORT Tool Users - Getting Started Help
- CORT Tool - Web Based Training
- CORT Tool - Roles and Registration

## Wide Area Work Flow (WAWF) Procurement Integrated Enterprise Environment (PIEE)e-Business Suite Invoice, Receipt, Acceptance, and Property Transfer (iRAPT)

Website: <https://wawf.eb.mil>

The WAWF e-Business Suite iRAPT application is a secure web-based system for electronic invoicing, receipt and acceptance. The iRAPT creates a virtual folder to combine the three documents required to pay a contractor – the contract, the invoice and the receiving report. The application enables electronic form submission of invoices, government inspection and acceptance documents in order to support DoD's goal of moving to a paperless acquisition process. iRAPT was known as WAWF until release 5.6.0 in 2014 when the name was changed to iRAPT.

### iRAPT Application Benefits

1. Provides the technology for government contractors and authorized DoD personnel to generate, capture, and process receipt and payment-related documentation via interactive web-based applications.
2. Authorized DoD users are notified of pending actions by e-mail message and are presented with a collection of documents required to process the contracting or financial action.
3. Helps to mitigate interest penalty payments due to lost or misplaced documents and highlights contractor offered discounts in addition to streamlining the whole process from weeks to days or minutes.
4. Provides the capability to electronically capture and submit information in support of the shipment and the receipt of GFP by the DoD and contractor businesses. This functionality provides all mission partner, property managers, financial managers, and contractors the capability to access up-to-date information on a need-to-know basis.

### Federal Awardee Performance and Integrity Information System (FAPIS)

1. Website: <https://www.cpars.gov/fapiismain.htm> The FAPIS is a database that contains information to support award decisions as required by the FAR. The FAPIS is a web-enabled application that collects information on:
  - a. Administrative Agreements
  - b. Defective Pricing Actions
  - c. DoD Determinations of Contractor Fault
  - d. Information on Trafficking in Persons
  - e. Non-Responsibility Determinations
  - f. Recipient Not Qualified Determinations

- g. Subcontractor Payment Issues
  - h. Terminations for Default
  - i. Terminations for Cause
  - j. Terminations for Material Failure to Comply
2. The FAPIIS is composed of an input and an output module. The input module is located in the CPARS. FAPIIS data entry users input records via the FAPIIS' CPARS input module. Each record includes the Action Date, Document Number, Awardee Information, Contracting/Grant/Suspension/Debarment Officer Information and Attachment. Product Service Code, North American Industrial Classification System Code, and Catalog of Federal Domestic Assistance Code are also included as applicable. A FAPIIS data entry user is given 30 days to complete the record. If the record is entered but not completed within 30 days, it is deleted. The user is notified weekly prior to record deletion. Government Officials seeking to enter records in FAPIIS must request access from their CPARS/FAPIIS Focal Point. ([www.CPARS.gov](http://www.CPARS.gov))

### **Regulatory Requirements:**

- 1. FAR 9.105-2(b)(2): KO shall document determination of non-responsibility in FAPIIS. Enter within three working days.
- 2. FAR 9.406-3(f): Enter administrative agreement to resolve debarment proceeding in FAPIIS. Enter within three working days.
- 3. FAR 9.407-3(e): Enter administrative agreement to resolve suspension proceeding in FAPIIS. Enter within three working days.
- 4. FAR 42.1503(h): Agencies shall report defective cost or pricing data, termination for default, termination for cause, information on trafficking in persons, and subcontractor payment issues in FAPIIS. Enter within three calendar days.
- 5. DFARS 209.105-2-70: Enter determination of contractor fault in FAPIIS. Enter within three calendar days.
- 6. Grants: Not covered by FAR. Timeframe for entering to be determined.
- 7. Once a record has been completed in the FAPIIS CPARS input module, it is transmitted to the output module in the Past Performance Information Retrieval System (PPIRS). When the record is transmitted to PPIRS, the awardee is notified via email and the record becomes available to the awardee for review and comment. Federal Source Selection officials may also retrieve the record from PPIRS for use in making award decisions and responsibility determinations. FAPIIS records are retained for a period of five years. ([www.PPIRS.gov](http://www.PPIRS.gov))

### **Acquisition Requirements Roadmap Tool (ARRT) Suite at:** [https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-\(ARRT\)-Suite](https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-(ARRT)-Suite)

- 1. The ARRT Suite is a collection of tools that helps one build strategic elements of an organization's acquisition documents by walking one through structured processes to help one ask and answer the right questions related to an acquisition. As an individual

completes the process, the tool generates work products in MS Word format for further editing and routing through the acquisition process.

2. The ARRT Suite includes the following tools: Evaluation Factors, a Performance Assessment and Cost Estimation. These tools can be used independently or together to produce work products. Future versions of the ARRT Suite will continue to improve these tools and add additional components.
3. To download a copy of the Suite, please go to the ARRT Registration Form:  
[https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-\(ARRT\)-Suite](https://www.dau.mil/tools/t/Acquisition-Requirements-Roadmap-Tool-(ARRT)-Suite)
  - a. **ARRT Requirements Definition** is a tool used to write performance-based requirements following the Requirements Roadmap process. Using this tool, one can create PWS, QASP, and Performance Requirement Summaries (PRS).
  - b. **ARRT Evaluation Factors** provides a simple, structured approach for developing contract source selection factors. It walks one through a step-by-step process to set factors and sub factors, describe what will be evaluated, and set their relative importance.
  - c. **ARRT Performance Assessment** assists the COR in creating and executing an assessment schedule that is in alignment with the QASP in order to prepare inputs for CPARS.
  - d. **ARRT Cost Estimation** is a tool that guides one through the process of estimating costs of services detailed in the PWS and helps create an IGCE.

## Foreign Clearance Resources:

### Department of Defense Foreign Clearance Guide (FCG)

<https://www.fcg.pentagon.mil/fcg.cfm>

This website provides foreign clearance guidance for many countries around the world. The DoD FCG contains information that may be sensitive, is based on bilateral arrangements between US and foreign government officials, and is not releasable outside the US Government unless approved by a competent authority.

### Status of Forces Agreement (SOFA)

SOFA defines the legal status of the U.S. DoD personnel, activities, and property in the territory of another nation and sets forth rights and responsibilities between the United States and the host government. It is the person's responsibility who is visiting a foreign country to determine if a SOFA exists, and if it does, determine what provisions exist and proceed accordingly. SOFA requirements can be identified for specific countries through the Department of Defense Foreign Clearance Guide (FCG) listed above.

## Country Specific Helpful Resources:

**Germany** <http://www.eur.army.mil/g1/content/CPD/docper.html>

**Italy** [http://www.eur.army.mil/g1/content/CPD/docper/docper\\_italyOps.html](http://www.eur.army.mil/g1/content/CPD/docper/docper_italyOps.html)

**Korea** <http://www.usfk.mil/Organization/Acquisition-Management-FKAQ/>

## RS3 Contract Types

### **COST-PLUS-FIXED-FEE (CPFF) CONTRACT –**

A Cost–Reimbursement Contract provides for payment to the contractor of a negotiated fee (profit) that is fixed at the inception of the contract (FAR 16.306(a)). This fixed fee does not vary with actual cost, but may be adjusted as a result of changes in the work to be performed under the contract. The CPFF type of contract permits contracting for efforts that might otherwise present too great of risk to the contractors, but it is thought to give the contractor less incentive to control cost than does a fixed-price contract. FAR 16.306(b) limits its use to those situations where the government has not established reasonably firm objectives (such as contracts for research). There are two forms of CPFF contracts: (1) the completion form contract, in which the work is described by stating a definite goal or target and an end product (frequently a report); and (2) the term form, in which the contract calls for a stated level of effort (usually hours or days of specified classes of labor) over a given period of time.

### **FIRM-FIXED-PRICE (FFP) CONTRACT –**

A type of contract providing for a price that is not subject to adjustment on the basis of contractor's cost experience in performing the contract (FAR16.202-1). The FFP contracts are generally subject to adjustment in accordance with contract clauses providing the equitable adjustments or price adjustments. They place maximum risk and full responsibility on the contractor for the contractor to control costs, perform effectively, and impose a minimum administrative burden upon the contracting parties unless changes are issued or unforeseen events occur during performance. FAR 16.103(b) states firm-fixed-price contracts are the preferred type of contract when the risk involved is minimal or can be predicted with an acceptable degree of certainty.

### **COST PLUS INCENTIVE FEE (CPIF) CONTRACT–**

The CPIF contract is a cost-reimbursement contract that provides for the initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs (FAR 16.405-1). This contract type specifies a target cost, a target fee, minimum and maximum fees, and a fee adjustment formula. After contract performance, the fee payable to the contractor is determined in accordance with the formula. The formula provides, within limits, for increases in fee above target fee when

total allowable costs are less than target costs, and decreases in fee below target fee when total allowable costs exceed target costs. This increase or decrease is intended to provide an incentive for the contractor to manage the contract effectively. When total allowable cost is greater than or less than the range of costs within which the fee-adjustment formula operates, the contractor is paid total allowable costs, plus the minimum or maximum fee.

(b) Application.

(1) A cost-plus-incentive-fee contract is appropriate for services or research, development and test (RDT&E) programs when—

(i) A cost-reimbursement contract is necessary (see FAR 16.301-2); and

(ii) A target cost and a fee adjustment formula can be negotiated that are likely to motivate the contractor to manage effectively.

(2) The contract may include technical performance incentives when it is highly probable that the required development of a major system is feasible and the Government has established its performance objectives, at least in general terms. This approach also may apply to other acquisitions if the use of both cost and technical performance incentives is desirable and administratively practical.

(3) The fee adjustment formula should provide an incentive that will be effective over the full range of reasonably foreseeable variations from target cost. If a high maximum fee is negotiated, the contract shall also provide for a low minimum fee that may be a zero fee or, in rare cases, a negative fee.

(c) Limitations. No cost-plus-incentive-fee contract shall be awarded unless all limitations in FAR 16.301-3 are complied with.



## Commonly Used Acronyms

<b>Acronym</b>	<b>Definition</b>
<b>ACO</b>	Administrative Contracting Officer
<b>ALT</b>	Acquisition, Logistics and Technology
<b>ARO</b>	After Receipt of Order
<b>ARP</b>	Acquisition Requirements Package
<b>ASA</b>	Assistant Secretary of the Army
<b>AFARS</b>	Army Federal Acquisition Regulation Supplement
<b>AIS</b>	Automated Information System
<b>ARRT</b>	Acquisition Requirements Roadmap Tool
<b>ASD</b>	Administrative Support Document
<b>ASSA</b>	Analytical Support Status Accreditation
<b>AT</b>	Antiterrorism AFARS PART 5107.91
<b>BRAC</b>	Base Realignment and Closure
<b>C4ISR</b>	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
<b>CA</b>	Capabilities Statement
<b>CAC</b>	Common Access Card
<b>CDRL</b>	Contract Data Requirements List (DD Form 1423-1)
<b>CECOM</b>	Communications-Electronics Command
<b>CECOM LCMC</b>	CECOM Life Cycle Management Command
<b>CLIN</b>	Contract Line Item Number
<b>CMRA</b>	Contractor Manpower Reporting Application
<b>COCOM</b>	Combatant Command
<b>COMSEC</b>	Communications Security
<b>CONUS</b>	Contiguous United States
<b>COR</b>	Contracting Officer's Representative
<b>CORT</b>	Contracting Officer Representatives Tracking
<b>CPARS</b>	Contractor Performance Assessment Report System
<b>CPFF</b>	Cost Plus Fixed Fee
<b>CR</b>	Critical Requirement
<b>CS</b>	Contract Specialist
<b>DCAA</b>	Defense Contract Audit Agency
<b>DCOPS</b>	Contractor Online Processing System
<b>DEERS</b>	Defense Enrollment Eligibility Reporting
<b>D&amp;F</b>	Determinations and Findings
<b>DOCPER</b>	DoD Contractor Personnel Office
<b>DPAP</b>	Defense Procurement and Acquisition Policy
<b>D, DPAPSS</b>	Director, Defense Procurement, Acquisition Policy, and Strategic Sourcing
<b>DA</b>	Department of the Army
<b>DAU</b>	Defense Acquisition University

<b>DCAA</b>	Defense Contract Audit Agency
<b>DCMA</b>	Defense Contract Management Agency
<b>DCSINT</b>	Deputy Chief of Staff for Intelligence
<b>DD254</b>	Department of Defense Form 254
<b>DFARS</b>	Defense Federal Acquisition Regulation Supplement
<b>DFAS</b>	Defense Finance and Accounting Service
<b>DCOPS</b>	DOCPER Contractor Online Processing System
<b>DOCPER</b>	DoD Contractor Personnel Office
<b>DoDACC</b>	Department of Defense Activity Address Code
<b>DSN</b>	Defense Switched Network
<b>ECMRA</b>	Enterprise Contractor Manpower Reporting Application
<b>EDA</b>	Electronic Document Access
<b>FAR</b>	Federal Acquisition Regulation
<b>FFP</b>	Firm Fixed Price
<b>FKAQ</b>	USFK ACS, Acquisition Management
<b>FMS</b>	Foreign Military Sales
<b>FOUO</b>	For Official Use Only
<b>GFE</b>	Government Furnished Equipment
<b>GFF</b>	Government Furnished Facilities
<b>GFI</b>	Government Furnished Information
<b>GFM</b>	Government Furnished Material
<b>GFR</b>	Ground Flight Risk
<b>HQDA</b>	Headquarters Department of the Army
<b>IC</b>	Invited Contractor
<b>IDIQ</b>	Indefinite Delivery Indefinite Quantity
<b>IGCE</b>	Independent Government Cost Estimate
<b>iRAPT</b>	Invoice Receipt Acceptance and Property Transfer
<b>IUID</b>	Item Unique Identification
<b>J&amp;A</b>	Justification and Approval
<b>JCCS</b>	Joint Contingency Contracting System
<b>JCXS</b>	Joint Contingency and Expeditionary Services
<b>KO</b>	Contracting Officer
<b>CS</b>	Contract Specialist
<b>LAA</b>	Landesarbeitsamt
<b>LMP</b>	Logistics Modernization Program
<b>LOA</b>	Letter of Offer and Acceptance
<b>LOI</b>	Letter of Identification
<b>LPTA</b>	Lowest Price Technically Acceptable
<b>MIPR</b>	Military Interdepartmental Purchase Request (DD Form 448)
<b>MSR</b>	Monthly Status Report
<b>OCONUS</b>	Outside Contiguous United States
<b>OMA</b>	Operations and Maintenance, Army
<b>OPSCO</b>	Operations Coordinators

<b>OPSEC</b>	Operations Security
<b>OPSNCO</b>	Operations Noncommissioned Officer
<b>PARC</b>	Principal Assistant Responsible for Contracting
<b>PB</b>	Performance Based
<b>PCO</b>	Procuring Contracting Officer
<b>PGI</b>	Procedures Guidance and Information
<b>PIEE</b>	Procurement Integrated Enterprise Environment
<b>PIPC</b>	Property in Possession of Contractors
<b>POC</b>	Point of Contact
<b>PoP</b>	Period of Performance
<b>PPIRS</b>	Past Performance Information Retrieval System
<b>PRON</b>	Procurement Request Order Number
<b>PRS</b>	Performance Requirement Summaries
<b>PWD</b>	Procurement Work Directive
<b>PWS</b>	Performance Work Statement
<b>QASP</b>	Quality Assurance Surveillance Plan
<b>RAPIDS</b>	Real-Time Automated Personnel Identification System
<b>RFP</b>	Request for Proposal
<b>RSCA</b>	Request for Service Contract Approval
<b>RO</b>	USFK Responsible Officer
<b>ROK</b>	Republic of Korea
<b>SA</b>	Sponsoring Agency
<b>SAP</b>	Special Access Program
<b>SCI</b>	Sensitive Compartmented Information
<b>SLIN</b>	Sub-Line Item Number
<b>SOFA</b>	Status of Forces Agreement
<b>SOMARDS</b>	Standard Operation and Maintenance Army Research and Development System (Accounting)
<b>SPOT</b>	Synchronized Pre-Deployment and Operational Tracker
<b>TA</b>	Trusted Agent
<b>TBC</b>	Theatre Business Clearance
<b>TC</b>	Troop Care
<b>T&amp;C</b>	Terms and Conditions
<b>TE</b>	Technical Expert
<b>TESA</b>	Technical Expert Status Accreditation
<b>TR</b>	Technical Representative
<b>T&amp;M</b>	Time and Materials
<b>UCA</b>	Undefinitized Contract Action
<b>USDAO</b>	U.S. Defense Attaché Office
<b>USID</b>	Uniformed Servicing ID
<b>WAWF</b>	Wide Area Work Flow

## **RS3 Program and Contract Office Contact Information**

### **RS3 E-Mail Address:**

[usarmy.apg.acc.mbx.rs3-program-customer-support@mail.mil](mailto:usarmy.apg.acc.mbx.rs3-program-customer-support@mail.mil)

### **RS3 SharePoint Site (Includes Contact Information for POCs):**

<https://acc.aep.army.mil/sites/ACC-APG/RS3RT/SitePages/Home.aspx>

### **RS3 Mailing Address:**

Army Contracting Command  
RS3 Office  
Building 6001, 6565 Surveillance Loop  
Aberdeen Proving Ground, Maryland 21005-1846

### **RS3 Army.MiL/ACC Web Site:**

<http://acc.army.mil/contractingcenters/acc-apg/RS3/>