



Department of Justice  
Asset Forfeiture Investigative Support Services  
(AFISS)

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## **Asset Forfeiture Investigative Support Services (AFISS)**

The Asset Forfeiture Management Staff (AFMS) is the Program Office for the Department's successful Professional Support Services program. This program is designed to deliver quality professional support services in a timely and cost-effective manner to DOJ organizations and other Federal agencies. The new contracts are operative for a period of seven years, from March 2016 through September 30, 2022. These contracts are designated Governmentwide Acquisition Contracts (GWAC), and thus are available for use by all Federal agencies. Priority will be given to DOJ Asset Forfeiture Program components.

### **A. TYPE OF CONTRACT**

The AFISS contracts are a total Small Business Set-a-Side, Indefinite Delivery/Indefinite Quantity, Time and Material contracts. The AFISS Contractors provide professional support services on a task order basis.

Task orders are issued on a Time and Material (T&M) and Firm Fixed Price (FFP) basis. T&M task orders are priced at Not-to-Exceed amounts based on the Contractor's fixed labor rates and the Government's estimate of hours, whereas FFP task orders require the Contractor to provide specific deliverables for an overall fixed price.

All task orders issued are subject to the terms and conditions of the contract.

All Contractors are provided a fair opportunity to be considered for each task order award.

The simplified and streamlined procedures may allow us to issue a task order in approximately three weeks.

Task orders issued under these contracts are awarded in accordance with FAR 16.505. Primarily, AFISS task orders are awarded through competition.

Customers may elect to have oral presentations prior to receiving written proposals when making a task order award. Task orders are awarded, when possible, based on initial technical and cost proposal submissions.

All costs associated with the preparation, presentation, and/or discussions of the Contractors' task order proposals are the responsibility of the AFISS Contractors, at no additional cost to the customer agency.

### **B. CONTRACT SCOPE**

See Section C for contract scope.

## C.1 INTRODUCTION

The Department of Justice (DOJ) Asset Forfeiture Program (AFP) is a nationwide law enforcement program that operates as an effective and powerful weapon in the fight against crime. The principal mission of the Program is to ensure that the forfeiture of criminals' assets remains an effective deterrent to crime. Federal employees, contract personnel, and state and local law enforcement officials work cooperatively in investigating and prosecuting cases involving asset seizure and forfeiture to support the Program's mission. The primary objectives of the Program, were set forth early on in *The Attorney General's Guidelines for Seized and Forfeited Property* (July 1990), as follows:

- (1) to punish and deter criminal activity by depriving criminals of property used or acquired through illegal activities;
- (2) to enhance collaboration among foreign, federal, state, and local law enforcement agencies through the equitable sharing of assets recovered under the program; and,
- (3) to produce revenues (as a by-product of the first two objectives) in order to enhance forfeitures and strengthen law enforcement.

The primary mission of the Government's AFP is to employ asset forfeiture powers in a manner that enhances public safety and security. This is accomplished by removing the proceeds of crime and other assets relied upon by criminals and their associates to perpetuate their criminal activity against our society. Asset forfeiture has the power to disrupt or dismantle criminal organizations that would continue to function if the Government only convicted and incarcerated specific individuals.

The Asset Forfeiture Management Staff (AFMS) has responsibility for the administrative management functions of the AFP in the Department of Justice including management of the Department's Assets Forfeiture Fund (AFF); interpretation of the AFF statute; management and operation of the consolidated Asset Forfeiture Systems; management of both internal and external budget processes regarding AFF monies; managing investment of AFF and Seized Assets Deposit Fund (SADF) surplus balances; development, administration, and oversight of AFP-wide contracts; review, audit, and evaluation of AFP activities; identification of program weaknesses; development, monitoring, and review of appropriate internal controls; and analysis of legislative, policy, and regulatory proposals that may affect the execution of the AFP.

The AFMS provides asset management and financial oversight to the AFP, in support of seven DOJ components (Criminal Division, Money Laundering and Asset Recovery Section; the Bureau of Alcohol, Tobacco, Firearms and Explosives; Drug Enforcement Administration; Federal Bureau of Investigation; Organized Crime Drug Enforcement Task Forces; U.S. Marshals Service; and U.S. Attorneys) and five non-DOJ agencies (U.S. Department of Agriculture, Office of Inspector General; U.S. Food and Drug Administration, Office of

Inspector General; U.S. Postal Inspection Service; U.S. Department of State, Bureau of Diplomatic Security; and U.S. Department of Defense, Defense Criminal Investigation Service).

The Treasury Executive Office for Asset Forfeiture (TEOAF) has the responsibility for administering the Treasury Forfeiture Fund (TFF). The TFF is the receipt account for seizures and forfeitures made by the U.S. Customs and Border Protection (CBP); U.S. Immigration and Customs Enforcement (ICE); U.S. Secret Service; and Internal Revenue Service-Criminal Investigation. Other members of the TFF include the U.S. Coast Guard; Federal Law Enforcement Training Center (FLETC); Financial Crimes Enforcement Network (FinCEN); and the Treasury Department's Office of Terrorism and Financial Intelligence. Forfeiture revenue augments TEOAF's budget authority for meeting expenses of running the forfeiture programs of the Treasury and DHS law enforcement agencies.

TEOAF is responsible for the administration of the Treasury Asset Forfeiture Program. This includes interpretation of the TFF's enabling legislation; implementing all policy decisions by the Assistant Secretary and Deputy Assistant Secretary in connection with seized and forfeited assets; planning and development of TFF budgets; monitoring TFF investments to participating law enforcement agencies; development, administration, and oversight of asset forfeiture program-wide contracts; review, audit, and evaluation of asset forfeiture program activities; identification of program weaknesses and development, monitoring, and review of appropriate internal controls; and analysis of legislative, policy, and regulatory proposals that may affect the execution of the Treasury Asset Forfeiture Program.

## C.2 BACKGROUND AND OBJECTIVE

Section 524(c) of Title 28 of the United States Code makes the Department of Justice (DOJ) Assets Forfeiture Fund available for purposes of contracting for services related to the seizure and forfeiture of property. DOJ has two contract vehicles that provide administrative and professional services to the support of AFP. The administrative support component is to provide the DOJ AFP with ongoing, repetitive administrative support services involving document analysis and review, technical legal support, data entry, and clerical support. A single contract was awarded to support these administrative services. The professional services component involves investigative, analytical, and technical support. Indefinite Delivery Indefinite Quantity (IDIQ) contracts were awarded to four vendors to provide that support. These contracts were called the Professional Assistance Contracts (PACS) and they have now expired.

The Treasury Forfeiture Fund (31 U.S.C. § 9703) defines those purposes for which Treasury forfeiture revenue may be used, and one such purpose is the contracting for services related to the seizure and forfeiture of property.

In 2011, the Office of Federal Procurement Policy (OFPP) required the Federal Government, in its procurement activity, to leverage its buying power to the maximum extent as well as achieve administrative efficiencies and cost savings. Additionally, in September 2012, the Government Accountability Office (GAO) issued a report 'Justice and Treasury Should Determine

Costs and Benefits of Potential Consolidation’ (GAO-12-972) recommending that the Attorney General and the Secretary of the Treasury ‘conduct a study to determine the feasibility of consolidating asset management activities, including but not limited to, the use of asset tracking systems and the sharing of vendor and contract resources’ (p. 25).

This new Asset Forfeiture Investigative Support Services (AFISS) contract seeks to incorporate these recommendations by narrowing the scope to focus solely on investigative support that will become available to both the Justice and Treasury Asset Forfeiture Programs. Some of the other professional services, formally covered in the PACS contracts (e.g., management, evaluation, and control of the AFF), are available through other more cost-effective contract vehicles.

### C.3 PURPOSE

DOJ intends to enter into contracts with one or more firms to provide these professional investigative, legal, analytical, and technical support services to AFP management and to provide specific case-related professional support to the field components of the federal Government AFPs. The nature of the services required, especially those, which are case-related, is such that services must be ongoing or performed within stringent time constraints. Since the AFPs operate nation-wide, projects may take place anywhere within the United States. It should be noted that judicial action may obviate the need for performance of some or all of the services on a particular order. Therefore, there is no guarantee the estimated quantities/amounts on any given task order will accurately reflect the quantities/amounts actually required for performance of the services or that conditions affecting performance will be stable.

### C.4 SCOPE OF WORK

#### C.4.1. General

The contractor shall be responsible for planning, scheduling, and procuring all items/services required by the task order. This shall include, but is not limited to:

- (a) Furnishing all necessary qualified personnel, facilities, and materials in order to provide services to the AFP and to other Asset Forfeiture Management Staff approved requirements in accordance with this Statement of Work, as described below.
- (b) Screening employees and processing requests for DOJ security clearances for contractor personnel and ensuring that contractor facilities utilized meet the physical security requirements of the contract.

- (c) Planning, scheduling, and procuring airfare, lodging accommodations, and ground transportation for all approved travel by contractor personnel; ensuring that invoiced travel costs are itemized in accordance with the Federal Travel Regulations currently in effect.
- (d) Planning for and making all necessary arrangements to ensure that Contractor personnel performing fieldwork have all necessary supplies and equipment in advance of or at the time of their arrival on-site.
- (e) Providing, throughout the term of this contract and at no cost to the Government, adequate and proper training of all personnel performing work under this contract. In addition to requisite job/professional training, the contractor shall educate its employees on "contract-specific" issues such as the DOJ AFP, DOJ ethics, conflict and confidentiality requirements, DOJ security requirements, understanding the litigation process - civil and criminal - and terminology, and understanding the importance of the quality/performance standards. In addition, contractor managers shall be educated in the terms and conditions of the contract.

#### C.4.2 Range of Work

Although the required tasks are generically the same for all participating components, the individual mission of each component in the AFP does affect the emphasis and procedures of the tasks. The following is a summary of Justice Fund forfeiture component missions.

- \* Bureau of Alcohol, Tobacco, Firearms and Explosives  
Enforces the federal laws and regulations relating to alcohol, tobacco, firearms, explosives, and arson by working directly and in cooperation with other federal, state, and local law enforcement agencies. ATF has the authority to seize and forfeit firearms, ammunition, explosives, alcohol, tobacco, currency, conveyances, and certain real property involved in violation of law. In addition, ATF acts as the primary custodial agency for seized weapons, ammunition, and explosives.
- \* Drug Enforcement Administration  
Enforces the controlled substances laws and regulations of the United States and recommends and supports non-enforcement programs aimed at reducing the availability of illicit controlled substances on the domestic and international markets. DEA has responsibility for investigations, seizures, and administrative forfeiture processing as well as secondary responsibility for property management and disposition. The various field offices support the AFP; however, many support activities are consolidated in the Office of Chief Counsel.

- \* Federal Bureau of Investigation  
Investigates a broad range of criminal violations, integrating the use of asset forfeiture into its overall strategy to eliminate targeted criminal enterprises. The FBI has successfully used asset forfeiture in White Collar Crime, Organized Crime, Drug, Violent Crime, and Terrorism investigations. The FBI has responsibility for investigations, seizures, and administrative forfeiture processing as well as secondary responsibility for property management and disposition. All field offices support the AFP. Forfeiture Asset Seizure Teams have been formed in many offices to provide dedicated teams of agents and support personnel.
- \* U.S. Attorney's Offices  
The USAOs are responsible for the prosecution of both criminal and civil actions against property used or acquired during illegal activity. Each of the 94 offices may handle civil and criminal forfeiture cases.
- \* U.S. Marshals Service  
USMS is the primary custodian of seized property for the AFP. USMS manages and disposes of the majority of the property seized for forfeiture.
- \* Money Laundering and Asset Recovery Section, Criminal Division  
MLARS holds the responsibility for coordination, direction, and general oversight of the Program. MLARS handles civil and criminal litigation, provides legal support to the U.S. Attorneys' Offices, establishes policy and procedure, coordinates multi-district asset seizures, administers equitable sharing of assets, acts on petitions for remission, coordinates international forfeiture and sharing, and develops training seminars for all levels of Government.
- \* Organized Crime Drug Enforcement Task Forces  
The mission of OCDETF is to combine the resources and expertise of its member federal agencies as well as state and local law enforcement to identify, disrupt, and dismantle the most serious drug trafficking and money laundering organizations and those primarily responsible for the nation's drug supply. OCDETF was established more than twenty-five years ago to mount comprehensive, multi-level attacks on major drug trafficking and money laundering organizations.

Non-DOJ Asset Forfeiture Components may require support by the range of services covered by resulting contract/s. The magnitude and emphasis of each action will vary among the components. This support may be provided to any organization approved by the Asset Forfeiture Management Staff. There are several organizations outside the Department of Justice who participate in the DOJ AFP. This list may change as additional agencies and offices become part of the DOJ program. Agencies currently participating are as follows:



- \* United States Postal Inspection Service  
USPIS makes seizures under its authority to discourage profit-motivated crimes such as mail fraud, money laundering, and drug trafficking using the mail.
- \* Food and Drug Administration  
FDA's Office of Criminal Investigations makes seizures involving health care fraud schemes, counterfeit pharmaceuticals, illegal distribution of adulterated foods, and product tampering.
- \* United States Department of Agriculture, Office of the Inspector General  
The mission of USDA's Office of Inspector General (OIG) is to promote the effectiveness and integrity in the delivery of USDA agricultural programs. Forfeiture is an important law enforcement tool in combating criminal activity affecting USDA programs.
- \* Department of State, Bureau of Diplomatic Security  
The Bureau of Diplomatic Security investigates passport and visa fraud and integrates asset forfeiture into its strategy to target the profits made by vendors who provide fraudulent documentation or those who utilize fraudulent visas and/or passports to further their criminal enterprises.
- \* Defense Criminal Investigative Service  
The Defense Criminal Investigative Service (DCIS) is the criminal investigative arm of the Department of Defense's Inspector General. The mission of DCIS is to protect America's war fighters by conducting investigations and forfeitures in support of crucial National Defense priorities that include homeland security/terrorism, product substitution, contract fraud, public corruption, computer crime, and illegal technology transfers.

In addition to those components listed above, the following components support the asset forfeiture programs of the Treasury Fund:

- \* Homeland Security Investigations – Department of Homeland Security  
The ICE Homeland Security Investigations (HSI) is responsible for investigating a wide range of domestic and international activities arising from the illegal movement of people and goods into, within, and out of the United States. HSI investigates immigration crime, human rights violations and human smuggling, smuggling of narcotics, weapons and other types of contraband, financial crimes, cybercrime, and export enforcement issues.
- \* Customs and Border Protection – Department of Homeland Security  
Customs and Border Protection's priority mission is keeping terrorists and their weapons out of the U.S. It also has a responsibility for securing the border and facilitating lawful international trade and travel while enforcing hundreds of U.S. laws and regulations, including immigration and drug laws.

- \* U.S. Secret Service – Department of Homeland Security  
The United States Secret Service (USSS) has a dual mission that includes investigations and protection. To further its ability to protect the integrity of the nation's financial system, the USSS has jurisdiction for domestic investigations involving the counterfeiting of U.S. and foreign obligations and securities. This authority includes the investigation of financial institution fraud, access device fraud, computer crimes, fraudulent Government and commercial securities, fictitious financial instruments, telecommunications fraud, false identification, and identity theft.
- \* U.S. Coast Guard  
The U.S. Coast Guard is the lead federal agency for maritime drug interdiction and shares lead responsibility for air interdiction with CBP.
- \* Internal Revenue Service – Criminal Investigation  
Internal Revenue Service - Criminal Investigation (IRS-CI) investigates potential criminal violations of the Internal Revenue Code and related financial crimes in a manner that fosters confidence in the tax system and compliance with the law. Proving that a taxpayer willfully attempted to hide income from the Federal Government is an integral part of IRS-CI's ability to demonstrate other criminal activity including fraud, money laundering or Bank Secrecy Act violations.

#### C.4.3 Process

Requests for professional investigative, analytical, and technical services will be specified through task orders issued under the terms of the contract. The Government will provide fair opportunity for consideration of customer requirements among all AFISS Contractors at the task order level. Specific task order level statements of work will be issued and proposals solicited from each AFISS Contractor. When appropriate, Contractors shall have an opportunity with each task order solicitation to submit questions and/or to request a pre-proposal conference for the purpose of clarifying a requirement. The contractor/s selected shall have certified through its task order proposal that it has the experience, capability, and willingness to commit the resources necessary to plan, organize, and execute the task order. Debriefing information shall be provided via email by the Administrative Contracting Officer (ACO), or in his/her stead, by the COR, when requested. Meetings for the purpose of debriefing non-selected offerors will not be granted.

#### C.4.4 Work Examples

The following are examples of the types of services and support that may be ordered under this contract. The list is designed to show typical projects, is not inclusive, and other types of services may be required:

## 1. Investigative Analysis (Criminal/Civil)

- (a) Provide advice and guidance to fully develop the forfeiture aspects of an on-going investigation. Advice and guidance include, but are not limited to, education of Investigating Agencies' agents on specific tools and techniques utilized to analyze financial information.
- (b) Analyze financial records obtained by the Investigating Agencies through internal and external databases and submit reports documenting the results, when requested. Specifically, the contractor will review bank statements; deposits; and debit transactions, including checks, letters of credit, Currency Transaction Reports (CTRs), loan applications, and related records that are obtained pursuant to Federal and State subpoenas and search warrants executed by the Government. The contractor will review the documents to determine hidden assets and false statements that are used to hide illicit assets from investigators and to make the assets appear to be legitimate.
- (c) Review, process, and analyze information sufficient to 1) assist in determining the amount to seek for forfeiture; 2) identify and trace assets during the course of investigations; and 3) assist the Government in perfecting its interest in the property.
- (d) Assist in the location and repatriation of assets that are subject to forfeiture.
- (e) Identify the individuals and entities making deposits and all related bank accounts, properties, investments, and any other assets that may be identified from the documentation.
- (f) Maintain detailed case documentation and database files of financial investigative research to trace proceeds of criminal activities and investigative interests in targeted property.
- (g) Research and analyze information derived from various investigative and business-related automated systems including, but not limited to, Choice Point, Autotrack, TECS, FINCEN, CLEAR, THREADS, Accurint, ISYS, Lexis-Nexis, PACER, CourtLink, West Law, NADA, Used Price.com, and other Internet capabilities (e.g., law enforcement databases to provide forfeiture specific case support to the Government in civil and criminal forfeiture matters). Examples of research and analysis activities include: analyzing and documenting the ownership interests of targeted properties; analyzing financial

records to trace the proceeds of criminal violations to their current form; creating a database from financial records to document the source of targeted property; preparing seizure warrants, civil complaints, and forfeiture counts; preparing exhibits on the source and ownership of targeted property; documenting and cataloguing evidence on the source and ownership of targeted property; and identifying, analyzing, and documenting potential substitute assets.

- (h) Research and identify assets utilizing various Social Media and Cyber research tools.
- (i) Provide additional services, including the parsing of dialed number strings, to identify amounts and property that may be subject to forfeiture in a particular investigation and to perfect the Government's interest in forfeitable property.
- (j) Organize and conduct detailed examinations of information generated during complex criminal/civil investigations as well as alternative sources for the purpose of conducting financial analyses of personal/business assets of targeted organizations/individuals.
- (k) Assist with the development of sufficient probable cause to enable the Government to pursue seizure warrants, temporary restraining orders, civil complaints, and forfeiture counts against targeted property and parties.
- (l) Provide investigative support to the Government with coordinated planning to mitigate excessive risks in seizing targeted property. This includes assessing impacts on the local community. An example would be the seizure of an occupied apartment complex.
- (m) Prepare documents and catalog case exhibits on the source and ownership of targeted properties.
- (n) Perform analytical research to identify and record potential substitute assets.
- (o) Identify witnesses and subjects and assist the case agent/attorney during - interviews and courtroom proceedings regarding the ownership and source of targeted property of ongoing case investigations.

- (p) Provide courtroom testimony and depositions regarding their investigative analysis and identification of assets derived from specific unlawful activities.
- (q) Conduct detailed link analyses, specific to Forfeiture, utilizing the results of financial analysis and other investigative techniques, such as Title III surveillance to determine relationships between the subjects of the investigation and the events that lead to the alleged forfeitability of property and proceeds.
- (r) Research and identify assets utilizing data amplification programs/systems and through various forms of crypto-currencies (e.g., Bitcoin).

## 2. Investigative Support

- (a) Assist with the preparation of documents (e.g., reports, spreadsheets, case files, filing, scanning, and copying).
- (b) Utilize information obtained as a result of financial analysis to prepare documentation for use by law enforcement personnel pursuing civil and criminal forfeiture matters.
- (c) Prepare research, reports, and analyses of the evidence and of the ability to forfeit targeted property and assess risk in proceeding.
- (d) Prepare research, reports, and analyses for Government management and/or Assistant United States Attorneys (AUSA) regarding program/case status, investigations, seized and forfeited assets, etc.
- (e) Input, update, and maintain forfeited property in asset tracking databases.
- (f) Assist with reporting and tracking program-related budgets.
- (g) Coordinate and track Asset Forfeiture related training.
- (h) Manage case files, records, and property database to ensure information is accurate, up-to-date, and audit ready when required.
- (i) Coordinate technical and logistical support with field elements.

## 3. Seized Property Analysis and Support (currently supports custodial and field operations at the Bureau of Alcohol, Tobacco, Firearms, and Explosives, which

maintains assets such as firearms, ammunition, and explosives, which are generally considered non-valued assets).

- (a) Serve as liaison between the seizing and custodial entity/agency.
- (b) Maintain Official Request Memo/Release and Receipt files on seized assets.
- (c) Monitor asset management/tracking systems and coordinate updating of the status of forfeited assets.
- (d) Arrange shipping/receiving of seized assets requested for official use.
- (e) Assist with coordinating Official Use of forfeited assets, currently in Government possession, with our Federal Law Enforcement counterparts in accordance with all policy and regulations.
- (f) Catalogue forfeited assets.
- (g) Provide on-site support for large seizures throughout the United States.
- (h) Respond to questions and provide information to other organizations on forfeiture and seizure questions.
- (i) Photograph (when necessary) forfeited assets; research forfeited asset origin/history; and document and enter forfeited assets into Government databases.
- (j) Monitor and maintain useful condition of seized and forfeited assets.
- (k) Assist in destruction of forfeited assets.
- (l) Package and ship seized and forfeited assets to vendor for demilitarization in accordance with Department of Transportation (DOT) regulations.

4. Legal Process Support (It is anticipated this support will be ordered on an as-needed basis for discrete tasks of limited duration). This position will support and serve under the direction of DOJ attorneys in a collaborative capacity.

- (a) Provide expert legal research, review of facts, and examination of evidence and legal authorities relating to sophisticated asset forfeiture investigations and litigation.

- (b) Assist with the preparation, review, and editing of complex legal documentation (e.g., legal reports, correspondence, motions, briefs, and memoranda of law, etc.).
- (c) Summarize current asset forfeiture cases and provide relevant insight.
- (d) Serve as instructors and/or facilitators for asset forfeiture training courses.
- (e) Provide content support, research, and real-world case examples to create and/or update asset forfeiture training resources and instructional materials, including eLearning modules.
- (f) Participate as part of a “jump team” to provide on-site support, mentoring, and training to USAO asset forfeiture attorneys.
- (g) Provide content expertise and support for AFMLS publications and web site.
- (h) Assist with the assessment of training needs for individual district forfeiture units.
- (i) Assist with the development and implementation of an orientation program for new asset forfeiture attorneys.
- (j) Assist with the development and implementation of training on basic financial investigations techniques available to asset forfeiture units.

#### C.4.5 Tracking and Reporting

##### 1. Contract Performance Reports

The contractor(s) shall maintain appropriate tracking systems, which shall enable it to prepare and submit a report to ensure that both the Government and the contractor maintain an accurate record of all task orders issued under this contract and the status thereof. To support this function, the contractor shall conduct, and submit to the COR and Federal Program Manager, a **monthly** (with quarterly and annual roll-ups) review of all task orders issued as well as document and update the following information for each task order:

- (a) Task order number;
- (b) Sub-task order number, if applicable;

- (c) Date of order;
- (d) Case/project number;
- (e) Description of case/project;
- (f) Type of order [Firm fixed Price (FFP), Time and Material (T&M), and/or Labor Hour (LH)];
- (g) Last modification number;
- (h) Total amount of order (funds obligated);
- (i) Cumulative funds expended by contract line item number (CLIN) under the order;
- (j) Estimated amount of current month's invoice;
- (k) Planned/actual completion date;
- (l) Projected funding shortfall or excess through the end of the fiscal year; and
- (m) Cumulative funds expended by CLIN under all orders issued from contract inception.

## 2. Program Performance Reports

In addition, the contractor shall provide on a monthly basis (with quarterly and annual roll-ups), or as required by the Government, the following reports by contract number and task order:

- (a) Name of contractor (Individual);
- (b) Physical Location (Agency supporting, Office, Address);
- (c) Contractor's status (Full Time / Part Time);
- (d) Monthly hours by case number;
- (e) Start dates when work is begun on a specific case;
- (f) Assets attributable by case number;



- (g) Other hours (if any) charged to the Government that may not be directly attributable to a specific case;
- (h) A monthly high-level narrative report of the contract activities and assets seized and identified for seizure;
- (i) Cumulative labor hours / expenses: (1) by case number, by investigator; (2) by work location or assigned location;
- (j) Cumulative labor hours; (1) by activity category (e.g., identifying assets, financial record analysis, case agent meetings); (2) by investigator; and (3) by case.

### 3. Additional Reports

Other reports and deliverables shall be provided as required in accordance with the statement of work issued for each individual task order.

## C.5 CONTRACT MANAGEMENT AND ADMINISTRATION

### C.5.1 General

The Contractor shall provide all management, administration, staffing, planning, scheduling, procuring, etc., for all items and services required by contract and/or task order. Listed below are all of the management and administration requirements that must be provided within the unit prices contained in Section B. **All items in Sections C.5.1 and C.5.2 are not separately billable under the contract or any task order.**

- (a) All activities associated with recruiting and hiring staff, such as advertising, screening applicants, interviewing, reference checking, etc.;
- (b) Screening and processing prospective contract staff to ensure all Contractor employees used under this contract meet the appropriate personnel hiring and security clearance requirements as specified in DOJ Policy Statement 1700.01;
- (c) Maintaining “in-house” skills, team, and/or subcontract arrangements to ensure that staff with the requisite experience, skills, and knowledge are available on short notice;
- (d) Conducting all activities associated with management of the Contractor’s facilities that may be utilized, including obtaining space, equipment,

furniture, supplies, maintenance, etc.;

- (e) Utilizing electronic means to conduct business transactions under this contract to the maximum extent feasible. This will include, but is not limited to, Government/Contractor electronic e-mail exchange to support the administration of active task orders, Contractor invoicing, and electronic funds transfer for payment of approved invoices;
- (f) Planning, scheduling, and procuring airfare, lodging accommodations, and ground transportation for all approved travel by Contractor personnel. Ensuring that invoiced travel costs are itemized in accordance with the Government travel regulations in effect at the time of travel;
- (g) Planning for and making all necessary arrangements to ensure that Contractor personnel performing field work have all necessary equipment and supplies by the time they arrive at the site;
- (h) Assembling billing data and billing back-up materials, including all time and materials needed for preparing any responses to the Government billing rejection letters. Generating, distributing, and tracking invoices, including generating reports and responding to inquiries regarding invoice status, tracking which deliverables and/or services have been invoiced, and those which have not, etc.;
- (i) Conducting all activities associated with management of the subcontractors/team members, such as identifying and qualifying them, negotiating subcontracts, reviewing invoices, ensuring compliance with the security, and other requirements of this Contract; and
- (j) Implementing and maintaining quality assurance and quality control systems to ensure that all contract and task order requirements are met throughout the term of the contract.

#### C.5.2 Contractor's Program Management Responsibilities

The Contractor shall institute and maintain a program management structure to negotiate and manage all task orders. The Contractor shall also maintain access to resources that can be called upon to fulfill task order requirements under the contract. The Department will not issue a separate task order to institute or maintain these capabilities. For each task order issued to the Contractor, the Contractor shall maintain a management structure with overall task order control and authority to ensure the successful performance of the work. The Department may request a Program Management Plan prior to issuing a task order. At a minimum, the Contractor's

management structure shall be responsible for the following items throughout the life of each task order:

- (a) Deploying and maintaining a technically proficient and professionally capable staff;
- (b) Keeping personnel turnover to a minimum and ensuring individuals are motivated to achieve excellent performance;
- (c) Ensuring problems are minimized and unavoidable problems are resolved with minimal disruption to the activities performed under each task order;
- (d) Obtaining continuous feedback on performance from appropriate Government personnel and disseminating feedback to Contractor personnel on all areas of performance;
- (e) Continually monitoring the quality of all deliverables and services provided under the task order for purposes of identifying and implementing performance improvements;
- (f) Ensuring that all resources necessary to perform the task order are identified with clearly defined roles and deployed on schedule;
- (g) Ensuring that all personnel that may have access to information provided by the Department understand the sensitive nature of this information and conduct themselves within all the bounds of applicable rules, guidelines, court orders, confidentially agreements, etc.; and
- (h) Storing and safeguarding all sensitive information (documents, etc.) provided by the Government to the Contractor for use during the performance of the work and returning this information, as required, to the COR or task order-specific Technical Point of Contact at the conclusion of this work.

## C.6 PERSONNEL

### C.6.1 Staffing Requirements for Support Services

The contractor shall provide only personnel who are fully qualified and competent to perform their assigned work and who possess the minimum qualifications for each labor category as delineated below. Additional labor categories may be added during the contract period by the mutual agreement of both parties. In addition to the minimum qualifications, the qualifications of personnel assigned to each task performed under this

contract shall include the specific expertise required for the performance of the task. Each employee of the contractor providing support services under this contract is subject to all applicable security clearance requirements.

#### C.6.2 Key Personnel

The contractor shall designate an individual as its Contract Manager for this contract. The Contract Manager may not be changed without the written approval of the Administrative Contracting Officer. The contractor may also designate additional individuals as Project Managers to assist the Contract Manager in the management and control of multiple task orders being performed concurrently. The Contract Manager shall be responsible for coordinating the management of all work performed under this contract, and is ultimately responsible for coordinating the efforts of all subcontractors and consultants. The Contract Manager shall act as the central point of contact with the Government, primarily with the COR. The Contract Manager shall have full authority to act for the contractor in the performance of the required work and services under all task orders. The Contract Manager works independently on all general phases of contract management and has direct responsibility for all phases of performance, including contract management, project/task order management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for technical correctness, timeliness, and quality of deliverables. The Contract Manager (and Project Managers) shall have a broad knowledge of the contract's functions, project and resource management skills and techniques, problem analysis skills and techniques, and excellent oral and written communications skills. The Contract Manager and Project Managers shall meet with the COR periodically on overall performance issues, problems encountered or anticipated, scheduling, priorities, funding, upcoming projects, and related matters.

The Department will **not** issue a task order exclusively for the Contract Manager's services. These costs shall be built into the overhead costs for the directly billable hours of the senior manager or partner listed in the contract pricing table.

#### C.6.3 Education/Experience Requirements of Labor Categories

- (a) Partner/Officer (PO) - A member of the firm's top management. This labor category will only be utilized on the specific request of large task order users who require a specific amount of interaction with the management of the firm where there are significant resources in numerous locations and in no way diminishes the contractor's obligation under Section C.5).
- (b) Project Manager (PM) – Serves as the company's Project manager on large task orders that may contain a significant number of resources,

locations and/or provide multiple services (e.g., custodial and investigative). An undergraduate degree is required.

- (c) Senior Financial Investigator (SFI) - Organizes and conducts detailed examinations of information generated during complex financial criminal/civil investigations and information available through alternative sources for the purpose of conducting financial analyses of personal/business assets of targeted organizations/individuals. Utilizes information obtained as a result of the financial analysis and prepares documentation for use by law enforcement personnel pursuing civil and criminal forfeiture matters. A minimum of ten years of law enforcement experience planning, conducting, and participating in complex financial investigations with a minimum of five years in a specialized area of expertise such as Forfeiture, Organized Crime, White Collar Crime, Fraud, Drug, Money Laundering, or similar area of criminal activity is required. An undergraduate degree is required. The SFI must possess working knowledge of current financial investigative techniques, including the use of commercial databases and other sources of information, and a valid driver's license. Foreign language skills are preferred.
- (d) Financial Investigator (FI) – Work is similar to the SFI. The FI position requires 5 years of law enforcement experience and a minimum of 2 years of experience specializing in asset forfeiture or financial investigations. The FI shall possess working knowledge of current financial investigative techniques, including the use of commercial databases and other sources of information, and a valid driver's license. An undergraduate degree is required. Foreign language skills are preferred.
- (e) Investigative Analyst (IA) – Supports Asset Forfeiture and/or financial investigations by providing ancillary support to the Agency's Asset Forfeiture Program. This may include supporting the Government, or other contractors. Typical duties are those identified in C.4.4.2. The position requires an undergraduate degree or 5 years of experience.
- (f) Seized Property Investigator (SPI) – Performs duties outlined in C.4.4.3 above. Requires an undergraduate degree and a minimum of 10 years of law enforcement experience. The SPI should have an expert level knowledge of seized assets, inventory management, and complex asset disposal methods.
- (g) Legal Advisor (LA) – Requires a Law degree and significant experience in litigating forfeiture-related cases. Legal Advisors may provide expert legal research, analysis, and writing on sophisticated asset forfeiture issues. Provides training on various legal matters relating to asset

forfeiture. Assists with the preparation of complex legal documentation, and conducts analysis of facts, evidence, and legal authorities relating to forfeiture investigations and litigation (To be ordered/used on an as needed basis and for limited duration).

#### C.6.4 Requirement for Expert Witness Testimony

The Government may, on occasion, require Contractor personnel, including sub-contractor personnel, to provide expert witness testimony related to work being performed under a task order. If the Contractor is required to provide expert testimony for the Government, it shall ensure that the individual designated as the expert witness does not have anything in his or her background that could impugn his or her testimony or work product.

Fees for work performed and appearance at depositions and trial testimony will be paid in accordance with the hourly rates specified in the contract's pricing table. For example, if the individual is performing on a task order as a SFI, the rates for the SFI will apply for depositions and trial testimony as well.

#### C.6.5 Experience/Qualifications Substitutions

The following substitutions may be made for requirements specified in Section C.6.3 (c, d) above:

- (a) Individuals who do not meet the specific requirements listed above but have served in a similar capacity on previous Government Asset Forfeiture contracts supporting DOJ and/or TEOAF, may qualify based on the required years of experience (e.g., 5 years or more of specialized Financial Investigative experience for the SFI and at least 2 years for the FI).
- (b) Those without the requisite law enforcement experience may qualify with a master's degree in a business/financial field plus an additional certification (e.g. CPA, CFE) and significant experience investigating financial crimes for a financial institution.
- (c) With the exception of C.6.5.(a) the Experience/Qualification Substitutions listed above also require the written concurrence of the COR and task order's Technical Point of Contact,

#### C.6.6 Reassignment of Contractor Personnel

- (a) The Government reserves the right to require the contractor to reassign

contractor employees who are deemed incompetent, careless, unsuitable or otherwise objectionable, or whose continued use under the contract is deemed contrary to the best interests of the Government. Notice of such reassignment will be given in writing by the Administrative Contracting Officer, and replacement of reassigned employees shall be in accordance with paragraph C.6.3 above.

- (b) In the event the contractor finds it necessary to replace any of the key personnel, the COR shall be notified in writing.
- (c) In cases of contractor initiated reassignment of personnel, notice shall be provided **at least 30 days prior to reassignment** with sufficient time allowed for training of replacement personnel. This notice shall also include the resume(s) and security clearance (if any) of the proposed replacement personnel.
- (d) In each case of contractor-initiated reassignment of personnel, the Government may require, and the contractor agrees to provide, a period of time of up to five working days during which both the employee being replaced and the replacement employee work together, side-by-side, so that the replacement employee may obtain on-the-job training from the contractor's employee. The COR will inform the contractor when this requirement is being exercised. The contractor agrees to provide this service **at no additional cost** (i.e., the contractor will absorb the cost of having the second employee working for up to five working days for each replacement) and is authorized to bill only for one employee during any such time.

#### C.6.7 Quality Assurance and Quality Control

- (a) The Contractor shall ensure that all documented guidelines and operating procedures for quality assurance/control are followed for all areas of performance. The Contractor shall develop and implement additional quality assurance/control procedures as necessary to ensure all work performed is in accordance with standards prescribed in this contract or individual task order for the duration of the contract, and the Contractor shall stress to its staff the importance of quality control and quality assurance.
- (b) Within the specifications of the contract/task order, and at the direction of the COR, Contractor personnel shall perform all activities on their own initiative. This will require a high degree of resourcefulness and the exercise of sound judgment. Contractor personnel shall perform the contract activities independently and shall exercise professional judgment

and discretion in making decisions and recommendations for the successful completion of activities. As appropriate, the Project Manager shall make suggestions to the COR to improve services. The Project Manager shall obtain the COR's approval prior to implementing any precedent-setting decisions.

- (c) The importance to the Department of quality control cannot be overstated. The Department is committed to quality work and will not tolerate sub-standard work. Frequently, work must be performed under rigid time constraints, where the same attention to detail and quality shall be observed. The Contractor shall build additional quality control reviews, as needed, into the operating procedures for each functional area of the contract and task order. The Contractor shall conduct quarterly reviews of its performance under all on-going task orders to address the items listed below. After each review, the Contractor shall provide a written findings and recommendations report to the COR.
  - (i) Ensure that personnel are following all established guidelines and procedures; and
  - (ii) Identify appropriate modifications to procedures or other corrective actions to improve efficiency or remedy deficiencies.
- (d) Quality assurance and quality control as described in this Section are not separately billable.

## C.7 GOVERNMENT FURNISHED ITEMS

- (a) All Government furnished items will be identified in each task order.
- (b) The Government will provide access to all source documents/media which may be necessary for the performance of any given task order.
- (c) If any given task order issued under this contract requires work to be performed on the Government's site or a commercially leased site, the Government will provide office workspace and furniture for contractor personnel that is comparable in area and utility to that which is occupied by Government employees. Provision of space to contractor personnel is contingent on it being made available to the Government from GSA and other sources.

## C.8 SECURITY

- (a) Due to the sensitive nature of the investigative and litigation support data available during the conduct of projects envisioned by this contract(s),



security is a paramount concern to the Government. Offerors shall have a current or active Top Secret (TS) or Top Secret/Sensitive Compartmentalized Information (TS/SCI) Facility clearance. Procedures, application, and related provisions to Personnel Security Clearance Requirements are outlined in DOJ Policy Statement 1700.01. Specific levels of security clearances will be determined by task order and the Security Office for the organization on whose behalf the task order is issued.

- (b) The Government anticipates that the work to be performed under this contract will involve access to classified, sensitive but unclassified materials (otherwise known as "Limited Official Use") and non-sensitive materials. Sensitive materials may include, but are not limited to data found within Grand Jury information, informant and witness information, investigative material, tax information, computer systems and information, Privacy Act protected information, and Department of Justice proprietary information. Duplication or disclosure of the data and other information to which the Contractor may have access as a result of this contract is prohibited by Public Law and, in the case of Grand Jury information and tax information, subject to criminal penalties. If a change in classification occurs and the Contractor personnel will require access to classified information originated by or in the custody of the Department of Justice, then such access shall be processed through the National Industrial Security Program.
- (c) Work performed under this contract will fall within one or more of the risk categories defined in DOJ Policy Statement 1700.01. As a result, the Contractor's personnel must undergo a background investigation. The type of background investigation required will be commensurate with the risk factor associated with the duties of each position.
- (d) The AFP community has restrictive security requirements for personnel assigned to perform the work under this contract. It should be noted that the final adjudication of a contractor employee's suitability to meet personnel security requirements is solely that of the Security Program Manager (SPM) representing the organization on whose behalf a task order is issued. **The existence of a "clearance" with another Governmental entity is no guarantee as to acceptability.** No contractor employee will be granted access to National Security Information or granted access to sensitive information unless and until an appropriate background investigation has been conducted and been favorably adjudicated. The contractor shall assure that no contractor or subcontract

employee commences performance hereunder prior to receipt of a written authorization from the COR.

- (e) The contractor shall assure that all persons utilized in the performance of this contract shall have submitted to the following required Government performed security investigations prior to assignment hereunder. The contractor shall assure that each prospective contract or subcontract employee furnishes all required data in the form and format determined by the Security Staff or its duly authorized representative. The COR will notify the contractor in writing of the results of the investigation.

### **Contractor Information**

The following is a list of the prime professional support services Contractors available to support the AFISS program. These Contractors have proven records of high-quality past performance to provide comprehensive services efficiently and cost-effectively, and offer competitive rates for all labor categories. The AFISS program does not restrict subcontracting.

Five Stones Intelligence, Inc.

Arctic Slope Mission Services, LLC

Madison & Associates, Inc.

Potomac River Group, LLC

Professional Risk Management, Inc.

Renzulli & Associates, Inc.

Sullivan Cove Consultants, LLC

### **Contract Administration**

#### **Administrative Fee:**

The Asset Forfeiture Management Staff MAY elect to collect an administrative fee from non-DOJ agencies. Customers should be aware that collection of an administrative fee is under discussion within the AFMS office. If an administration fee is to be collected, it will not exceed 2% and will cover the Department's costs of administering the AFISS program, including overall consultation and technical guidance in the development of SOWs, coordination of the source selection process, issuance of task orders, cost of coordinating contract and/or task order amendments, resolving contractual issues concerning Contractor performance, maintaining a database

containing information such as task order status and Contractors' past performance ratings.

**INVOICES:** Customers will maintain direct control over their own projects and will be responsible for taking receipt of any deliverables and paying all task related invoices.

**Contracting Officer (CO):**

DOJ's AFISS Contracting Officer has the overall responsibility for the administration of these contracts. Only he/she can amend, modify or deviate from contract terms, conditions, and requirements.

As necessary the CO works with the COR, the AFISS Contractors, and customer organizations to ensure that Contractors' performance conforms to the terms and conditions as specified in the contract and all task orders issued under the contract.

The CO maintains a separate contract file for each AFISS contract. The file contains the basic contract, all contract modifications, and all contract related documentation. The CO also maintains a file for every task order issued under every AFISS contract. The task order file contains a copy of the Statement of Work (SOW), technical and cost proposals submitted by Contractors, evaluation results of technical and cost proposals, a copy of the task order issued to the Contractor, all task order modifications, monthly progress reports, all task order related documentation, and the customer's evaluation of the Contractor's past performance on the task order at its completion.

**The CO for the program is:**

Velvette Clayton  
US DOJ Justice Management Division  
Procurement Services Staff  
145 N Street, NE  
Washington, DC 20530

Telephone: (202)307-1995, Fax: (202)307-1933

Email Address: [vclayton@jmd.usdoj.gov](mailto:vclayton@jmd.usdoj.gov)

**Contracting Officer's Representative (COR):**

The AFISS COR acts as a liaison between customer organizations, Contractors, and the Contracting Officer, and coordinates the technical aspects of the AFISS contracts.

As necessary, the COR works with the CO, Contractors, and customer organizations to ensure that the Contractors' performance conforms to the terms and conditions as specified in the contract and all task orders issued under the contract.

The COR maintains a contract file for each of the AFISS contracts. The COR also maintains a file for every task order issued under the AFISS contracts in a manner similar to that used by the CO, except that the COR's file also contains information related to monthly invoice payments and subsequent financial reimbursements from customer organizations. The COR's file may also contain information related to the Contractor's technical performance activities.

The COR works very closely with customer organizations and the Contractors to make sure that the customers are satisfied with Contractor performance on each task and that there are no outstanding technical or contractual issues that need to be resolved. The COR maintains a database that contains information on the status of each task order, the Contractor's expenditures, invoice payments, reimbursements billed to the customer organization, and Contractor past performance.

**The COR for the program is:**

Mike Gregor  
U.S. Department of Justice  
JMD, Asset Forfeiture Management Staff  
145 N St., NE Rm. 5W511  
Washington, DC 20530  
Telephone: (202) 532-6563, Fax: (202) 616-8100  
Email Address: [Mike.Gregor@usdoj.gov](mailto:Mike.Gregor@usdoj.gov)

**Government Task Managers:**

The Government Task Manager (GTM) serves as a focal point on activities on a task order that he/she manages. *The GTM is appointed by the customer organization.* The GTM prepares statements of work, coordinates an evaluation of technical proposals, obtains funding for the project, ensures that all Contractor personnel have proper security clearances before they start working on the project, provides technical guidance to Contractors, reviews Contractors' performance (technical, timeliness, and cost control) on all task orders, accepts deliverables to ensure that all requirements set forth in the contract as well as the task order have been met, certifies all task order invoices, and evaluates the Contractor's past performance.

The GTM ensures that the Contractor's project management is effective, quality of work meets or exceeds the Government's requirements, scheduled deadlines are met, work is completed within the authorized budget, and the Contractor has an acceptable business relationship with the Government.

The GTM is responsible for reviewing and accepting the Contractor's monthly progress report that documents accomplishments and expenditures during the month and plans for the next month's work. The GTM's acceptance of a monthly progress report is his/her certification that the Contractor accomplished the work as reported, and that labor hours and dollar expenditures are accurate as reported.

At the completion of the task, the GTM conducts an evaluation of the Contractor's past performance and submits it to the COR.

**Contractors:**

Contractors receive Task Order specific Statements of Work from the COR, and review the government's requirements as outlined. In response to each TO work statement, Contractors will be asked to prepare Technical and Cost proposals.

If some technical deficiencies are identified by the Government in a Contractor's initial proposal, the Contractor will be afforded an opportunity to respond to the Government's request to submit a best and final proposal.

When the CO issues an executed (signed) task order, which authorizes a Contractor to start working on the task, the Contractor will perform work as described in the SOW of the awarded task order. Contractor performance must conform to all terms and conditions of the contract as well as the task order.

On all task orders, Contractors must ensure that their personnel do not perform any work, which is outside the scope of the SOW, outside the period of performance, and above the authorized budget as stated in the task order.

Contractors submit monthly progress reports and invoices in a timely manner.

Contractors will be evaluated on their performance by their customers on an annual basis. At the Government's request, Contractors may provide comments on the customer's evaluation of a completed task.

**Financial Administration:**

Contractors can perform work, submit invoices, and be paid only for work that has been authorized by a task order. To initiate a task order, the customer agency first must provide the Contracting Officer with proof that agency funding has been committed and obligated to the task.

**Obligating Funds:** Funds for services to be obtained under a task order are obligated separately for each individual task order. The GTM prepares a Requisition/Order for Supplies or Services, Form DOJ-551, OBD-186, or any other equivalent forms with certification of funds and authorized approval in place in order for CO to perform task order placement and establishment of obligation.

**Paying Contractor Invoices:** Each customer Office/Bureau/Division or Agency is responsible for reviewing and certifying invoices for all work performed under these contracts. The AFMS will only be responsible for invoices for tasks performed for and managed by the Asset Forfeiture Management Staff.

**Electronic Commerce:**

DOJ intends to use electronic commerce methods to the maximum practical extent in conducting business with its Contractors and all customer organizations, including for the following:

- To receive Statements of Work (SOWs) from customers;
- To issue requests to Contractors for preparation of technical and cost proposals;
- To receive technical and cost proposals from Contractors;
- To receive monthly progress reports and invoices from Contractors;
- To receive customer approval of monthly progress reports, and,
- To communicate information among all parties on issuance of task orders and contract/program administration.

## **Ordering Procedures**

The Department of Justice (DOJ) competes customer requirements among all AFISS Contractors at the task order level. The only exception is where it is determined that a task should be awarded without competition to a particular AFISS Contractor in accordance with FAR 16.505. All requests received from DOJ customers and other Federal agencies are processed expeditiously in a simple, straightforward, and efficient manner as described below. Normally, it takes two to three weeks to issue a task order. However, the simplified and streamlined procedures may at times allow us to issue a task order, even with competition, in less than three weeks.

The customer organization will prepare a Statement of Work (SOW), which clearly states the objective and scope of work, allowing Contractors to accurately plan, staff, estimate costs, and develop a schedule for the work to be performed. Performance-based SOWs are strongly encouraged. All deliverables must be clearly specified in the SOW. In addition, well-defined evaluation criteria must be included. Contractor past performance is always included as a significant evaluation factor in every SOW. It is recommended that past performance be assigned a weight or relative importance, which is at least equal in significance to any other non-cost evaluation factor. The use of past performance as an evaluation factor in the task order award process makes the award a "best value" selection.

The customer should submit its SOW to the COR. DOJ customers also attach a copy of an approved OBD 186 to the SOW. Customers from non-DOJ Federal agencies must submit a copy of their agency's preferred funding document and a memo to the CO with contact information for the agency's person authorized to commit agency funds.

Upon receiving the customer's request, the COR reviews the information presented in the SOW for clarity and accuracy. The COR will forward a copy of the customer's request to the CO for his/her review to make sure that all documents and actions requesting Contractor services are within the terms, conditions, and scope of the contract.

The COR electronically transmits to all the AFISS Contractors the customer's SOW and provides a due date for related questions and for submission of the Contractor's Technical and Cost proposals. When deemed appropriate for a particular requirement, depending upon the urgency

and tight deadlines, the customer may request oral proposals in lieu of written proposals. All prime Contractors are given a Fair Opportunity to be Considered for the task order award unless it is determined that the task will be awarded without competition in accordance with FAR 16.505.

If requested by the Customer, the COR schedules a pre-proposal conference with all AFISS Contractors and the customer. The pre-proposal conference provides Contractors an opportunity to ask questions and seek clarification of the Government's requirements as stated in the SOW. This exchange of information enables Contractors to understand task requirements clearly so that they can in turn prepare technical and cost proposals that are very responsive to the customer's requirements.

The Contractors are requested to submit their proposals, normally within five to seven working days, but the timing also depends upon the size and complexity of the task. While preparing their proposals, Contractors must never communicate with anyone other than the CO and COR on any issue related to the task.

Each Contractor submits his Technical and Cost proposals electronically to both the CO and the COR. The Technical Proposal responds to all requirements stated in the SOW. In general, the proposal includes, but is not limited to, the following:

- A statement describing the Contractor's clear understanding of the task order requirements;

- A statement about the technical and managerial resources and expertise that the Contractor can bring to satisfy task order requirements;

- A technical approach to perform the task;

- An estimate of the labor hours by various labor categories proposed for the task;

- A schedule for performing work identifying major milestones, deliverables, and delivery Dates, and task order completion date;

- Resumes of proposed key personnel who will be available to work on the task;

- Security clearances granted (type, level, and date) to individuals proposed to work on the task, and,

- Other pertinent information such as any proposed subcontracting or consulting effort.

The Cost Proposal should include, but is not limited to, the following:

- All pricing information including the proposed overall cost for the task order;

- A detailed cost breakdown including labor hours and associated costs for each proposed skill level category, and,

- A detailed breakdown of any other direct charges (ODCs).

The Government Task Manager (GTM), representing the customer, coordinates the selection of an evaluation panel consisting of at least two members, preferably three, from the customer organization who will be fully responsible for evaluating technical proposals.

After the COR receives proposals from the Contractors, Technical proposals will be sent electronically to the GTM for evaluation purposes. The evaluation panel members will individually evaluate each Contractor's technical proposal. The evaluation is conducted strictly in accordance with the evaluation criteria stated in the SOW. After the Technical Evaluation is completed, Panel members will also determine that the labor categories and number of hours, as proposed by the Contractor, are appropriate for the work to be done. A Contractor's performance on other task orders issued under this contract may also be a consideration. A summary of the evaluation results, including technical deficiencies (if any), by panel members is then forwarded to the COR.

Suggested Evaluation factors include:

Demonstrated Understanding of the requirement and technical approach

Past Performance of the Contractor and its proposed Key Personnel

Proposed personnel qualifications/experience and availability, especially if Security Clearances are a concern.

NOTE: That this list is not inclusive, or ranked in order of importance. Evaluation factors and their value are at the discretion of the customer.

The COR will summarize the evaluation results and forwards them to the CO along with a request, if necessary, to seek best and final technical and cost proposals from the Contractors. If best and finals are necessary, the COR requests Contractors to respond in two to three working days. The best and final proposals are evaluated in a similar manner as described above. The COR summarizes the results of the best and final evaluation, and forwards them to the CO requesting selection of a winning Contractor.

An award may be made on the initial technical and cost proposals without requesting Best and Final proposals. A Task Order will be issued to the Contractor who earns the highest technical score, with consideration given also to Cost.

The CO conducts the evaluation of the Contractors' cost proposals, and selects a Contractor with the highest combined score of technical and cost proposals for the task order award. The Contracting Officer conducts a final review of all documents, and signs Task Order Award Document (SF 30). The selected Contractor is then authorized to start working on the task. All task order performance activities are administered by the CO, COR, and Government Task Manager.

## **Other Information**



**Security Requirements:**

The Contractor must comply with security requirements stipulated in the statement of work for each task order. Customer agencies are responsible for obtaining security clearances, if necessary and as required, for Contractor personnel designated to work on their task orders. Customers are also responsible for costs associated with obtaining such security clearances.

**Overtime:**

The AFISS contracts have no provision for reimbursing Contractor personnel for hours worked on an overtime basis. Contractors are required to provide adequate staff to complete projects on time. If it is necessary for Contractors to require their employees to work overtime to meet project deadlines, the Contractors shall not invoice the Government, nor will the Government pay, at a rate higher than that negotiated in the contract.

**Travel:**

Contractors are reimbursed for the costs of transportation, lodging, meals, and incidental expenses of personnel who are authorized by fully executed task orders to undertake travel (out-of-town and/or overnight) travel under these contracts. Such costs are reimbursed to the extent that they are reasonable and allowable as provided in applicable FAR clauses, and are within the ODC funding level approved in the task order. Travel within the National Capital Area is not reimbursable.

**Monthly Progress Reports:**

Contractors are required to submit monthly progress reports to the Government for every active task order, describing the progress achieved during the past month, plans for the forthcoming month, any anticipated problems, and any action required by the Government. For Time and Material task orders, these reports include monthly and cumulative labor hours, associated labor rates, and extended dollar expenditures. For Firm Fixed Price task orders, contractors do not report labor hours and associated rates, but instead submit invoices when the corresponding deliverables have been accepted by the Government. In addition, they still must submit monthly progress reports to describe accomplishments as mentioned above.

Contractors are required to submit the monthly progress reports on the fifth business day of the following month, allowing customer agencies to review Contractors' performance in a timely manner without delaying prompt payment of invoices. An approval of a monthly progress report by the customer agency is considered an acceptance of the Contractor's performance, including expenditures, for the month.

**Contractor's Task Order Performance Evaluation:**

FAR 42.1502 requires Federal agencies to develop a cost-effective way to record and distribute Contractor performance information. In evaluating past performance, factors employed include

quality of product or service, timeliness of performance, cost control, business practices, customer agency satisfaction, and key personnel performance.

Pursuant to FAR 42.1503(b), the evaluations must be shared with the Contractor, and the Contractor must be permitted to provide written comments where the Contractor disagrees with the rating.