Chief Digital and Artificial Intelligence Office (CDAO)

Data Readiness for Artificial Intelligence Development (DRAID)

Services Basic Ordering Agreement (BOA)

Ordering Guide

November 2022

FOREWORD

These ordering guidelines contain the information needed to issue a Task Order (TO) against the Data Readiness for Artificial Intelligence Development Basic Ordering Agreement (DRAID BOA). This agreement was awarded under the Federal Acquisition Streamlining Act (FASA) and Clinger-Cohen Act, and Section 803 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2002, which requires that the prime contractors be provided a fair opportunity to be considered for task order awards. The agreements are structured as Basic Ordering Agreements, using task orders for acquisition of specified services.

These agreements are available to all Department of Defense (DOD) and other Federal agencies. In addition, Government support contractors may place orders against the BOAs in support of their Government customers, in accordance with (IAW) Federal Acquisition Regulation (FAR) Part 51.

Questions regarding these guidelines and procedures for placing orders against the BOAs should be directed to the Chief Digital and Artificial Intelligence Officer (CDAO) mailbox below. These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the DRAID BOA.

CDAO

ATTN: CDAO
5615 Columbia Pike
Falls Church, VA 22041
Toll Free Customer Line 1-888-232-4405
https://www.ai.mil/
osd.pentagon.dod-cio.mbx.jaic-draid1@mail.mil

ACC-RI

ATTN: CCRI-TGA
3055 Rodman Avenue
Rock Island, IL 61299-8000

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CHAPTER 1 – DRAID BOA GENERAL INFORMATION

1.1 BACKGROUND

The objective of the DRAID BOA is to help the DoD and Government users prepare data for use in AI applications by providing an easily accessible path to access the cutting-edge commercial services needed to meet the complex technical challenges involved in preparing data for AI. This BOA is open for ordering to all agencies of the USG in support of AI DRAID.

Working in partnership with the prime contractors, CDAO manages the BOAs, in coordination with ACC-RI. Through the use of the DRAID BOA, users have a flexible means of supporting their commercial data needs quickly, efficiently, and cost-effectively. Ordering is decentralized for all DRAID BOA requirements. Orders may be placed by any contracting officer and there is **no fee** to place orders against the DRAID BOA.

1.2 SCOPE

The DRAID BOA encompasses a full range of data readiness services under NAICS 518210 – Data Processing, Hosting, and Related Services and PSC R423 – Support Professional: Intelligence. Services will be acquired by issuing individual Task Orders (TOs).

Contract Line Item Numbers (CLINs) cover the following services:

- Project and Program Management
- Data Science
- Data Engineering
- Data Architecture
- Data Acquisition and Curation
- Data Quality and Analysis
- Synthetic Data Generation and Data Anonymization
- Software Development, Modification, and Configuration
- Enterprise Information Management and Governance
- Cloud Integration and Alignment

1.3 TERMS/APPROACH

Separate agreements were made for the DRAID BOA with the following terms and provisions.

Table A – Terms/Approach

Terms	Provisions
Maximum	• $241,629,126.00 • Represents the total cost ceiling for the life of the agreement
Period of Performance	• Base Agreement – 5-year Ordering Period (2022 MAR 11 – 2027 MAR 11).

	○ Task Order Base year ○ Four one-year Ordering Period options (if exercised)
Pricing Structure	• Firm-Fixed Price (FFP) • Time and Materials (T&M) • FFP – T&M Hybrid * To be established by the Ordering Contracting Officer (OCO) at the Task Order level

1.4 PROCESS FOR BOA UTILIZATION: ORDERING PROCEDURES

The DRAID BOA may be used by all DoD agencies.

1.4.1. For CDAO requirements:

To solicit and place orders for CDAO requirements under the DRAID BOA, the following shall be provided:

a. Independent Government Estimate (IGE)
b. Direct-Cite Military Interdepartmental Purchase Request (MIPR)
c. DRAID Task Order Request Form (Attachment 1 of this Guide)
d. Market Research Report
e. Inherently Governmental Functions Worksheet
f. Performance Work Statement (PWS) or Statement of Objectives (SOO)
g. Services Contract Approval Form (SCAR)
h. Quality Assurance Surveillance Plan (QASP)
i. Acquisition Plan or Strategy
j. COR appointment
k. Draft DD254 – If required.
l. Operations Security Review Coversheet (OPSEC) – If Army Requirement.

1.4.2. For external agencies:

a. Prior to use of the DRAID BOA by external agencies, a scope review must be conducted by the CDAO Acquisitions Team.
b. A draft DRAID Task Order Request Form and draft PWS/ Statement of Work (SOW) shall be submitted to the CDAO Team Mailbox at osd.pentagon.dod-cio.mbx.jaic-draid1@mail.mil. Every effort will be made to provide a response within five (5) business days.
c. The order shall be competed and placed in accordance with the BOA and local policies and procedures.
d. Task order solicitations shall be sent out to all eligible vendors via email. Limiting competition is at the OCOs discretion based upon its market research.
e. Within five (5) business days of award, the Task Order Reporting Requirements Form (Attachment 5) must be completed and submitted to the CDAO Team Mailbox at osd.pentagon.dod-cio.mbx.jaic-draid1@mail.mil.

CHAPTER 2 – DRAID BOA ROLES AND RESPONSIBILITIES

The following is a summary of the roles and responsibilities for the primary organizations in the contract process.

2.1 ARMY CONTRACTING COMMAND – ROCK ISLAND (ACC-RI)

The ACC-RI Procuring Contracting Officer's (PCO) roles and responsibilities are as follows:

- Serves as the PCO for the DRAID BOAs. The PCO has overall contractual responsibility for the DRAID BOA. All orders issued are subject to the terms and conditions of the original agreement. The BOA takes precedence in the event of a conflict with any order or the Ordering Guide.
- Approves and issues base DRAID BOA modifications.
- Represents the BOA PCO position as required at various contract-related meetings.

2.2 CHIEF DIGITIAL AND ARTIFICIAL INTELLIGENCE OFFICE

The CDAO organization's roles and responsibilities are as follows:

- Administrative Contracting Officer Representative (ACOR) for this BOA.
- Works with other Requiring Activities (RA) to help them understand how the DRAID BOA can best be used to meet their enterprise requirements.
- Conducts periodic meetings with the prime contractors (e.g., In-Process Review) as needed to ensure requirements, such as approved DOD standards, are understood.
- Provides advice and guidance to RA, OCOs and contractors regarding scope, acquisition regulation requirements, and contracting policies.

2.3 REQUIRING ACTIVITY (RA)

RA is defined as any organizational element within the DOD or other Federal Agencies. The RA's roles and responsibilities are as follows:

- Adheres to the requirements and procedures defined in the DRAID BOA and these ordering guidelines.
- Defines requirements.
- Prepares task order requirements packages.
- Funds the work to be performed under the DRAID BOA task orders.
- Provides personnel to evaluate proposals submitted.
- Provides the BOA ACOR with the required information in Attachment 5 (Reporting Requirements for DRAID Task Orders).
- Monitors and evaluates contractor performance.

2.4 ORDERING CONTRACTING OFFICER (OCO)

The OCOs with DoD and other Federal agencies are authorized to place orders within the terms of the agreement and within the scope of their authority. However, OCOs are not authorized to make changes to the BOA terms and/or conditions. The OCO reserves the right to withdraw and cancel a task order if issues pertaining to the proposed task arise that cannot be satisfactorily resolved.

The OCOs roles and responsibilities are as follows:

- Serves as the interface between the contractor and the Government for individual orders issued under the DRAID BOAs.
- Responsible for determining if bundling of requirements (see FAR 2.101) is in compliance with FAR 7.107.
- Responsible for determining whether consolidation of requirements, compliance, and approval are IAW DFARS 207.170.
- Responsible for requesting, obtaining, and evaluating proposals/quotations and for obligating funds for orders issued.
- Responsible for identifying when Earned Value Management System is applicable at the task order level IAW DFARS 252.234-7002.
- Responsible for appointing OCOR, administration and close out of the task order, and documenting CPARS.
- Comply with FAR Part 51 - Use of Government Sources by Contractors

2.5 ORDERING CONTRACTING OFFICER'S REPRESENTATIVE (OCOR)

The Task Order OCOR's CORs will be designated by letter of appointment from the OCO. The OCOR roles and responsibilities are as follows:

- Serves as the focal point for all task activities, and primary Point of Contact (POC) with the contractors.
- Provides technical guidance in direction of the work; not authorized to change any of the terms and conditions of the agreement or order.
- Shall use the measures and standards set forth in the Quality Assurance Surveillance Plan (QASP) to assess contractor performance, thereby ensuring the quality of services required by the task order are met.
- Shall complete required COR training.

2.6 CONTRACTORS

The principal role of the contractors is to perform services and/or deliver related products that meet requirements and/or achieve objectives/outcomes described in task orders issued under the DRAID BOAs.

2.7 OMBUDSMAN

DRAID BOA contractors that are not selected for award under a task order competition may seek independent review by the designated ordering agency's Ombudsman. The Ombudsman is responsible for reviewing complaints from contractors and ensures that all contractors are afforded a fair opportunity to be considered, consistent with the procedures set by this agreement and regulation. The ACC-RI Ombudsman will review complaints from contractors on all task orders issued by ACC-RI. The Ombudsman for task orders <u>not issued by ACC-RI</u> will be the Ombudsman that supports the OCO. The designated Ombudsman for DRAID BOA task orders issued by ACC-RI is:

John Thodos
Army Contracting Command-Rock Island

(ACC-RI) CCRC-OC

3044 Rodman Avenue
Rock Island, IL 61299-8000
(309) 782-5749
john.s.thodos.civ@army.mil

Note: IAW Section 835 of the National Defense Authorization Act for Fiscal Year 2017 (codified as FAR 16.505(a)(10)), the U.S. Government Accountability Office (GAO) will entertain a protest filed for delivery orders valued in excess of $25,000,000. The $25,000,000 threshold applies to DoD, NASA, and Coast Guard. The threshold for all other agencies is $10,000,000. Procedures for protest are found at Title 4 Code of Federal Regulations Part 21 (GAO Bid Protest Regulations).

CHAPTER 3 – DRAID BOA ORDERING GUIDANCE

3.1 GENERAL

a. Ordering is decentralized for all DRAID BOA requirements. Ordering under the agreements is authorized to meet the needs of the DOD and other Federal agencies. There are no approvals, coordination, or oversight imposed by the PCO on any OCO. OCOs are empowered to place orders IAW the terms and conditions of the DRAID BOAs, DRAID BOA ordering guidelines, the FAR, DFARS (as applicable), and the OCO's agency procedures.
b. There is no maximum task order limit on individual task orders.
c. The PCO will not make judgments or determinations regarding task orders awarded under the DRAID BOA agreements by an OCO. All issues must be resolved consistent with individual agency procedures and/or oversight.
d. Upon request, the PCO is available to provide guidance to OCOs executing orders under the DRAID BOA agreements.
e. When posting an RFP/Task Order Proposal Request (TOPR), RAs are not to simply submit a contractor's quote as an RFP/task order request. This is considered to be contractor proprietary information.

3.2 PRICING

All task orders awarded pursuant to this agreement on a FFP or T&M basis will be priced at the task order level. The Government's minimum requirements for each labor category are identified in the base agreement attachments (Reference Attachment 0002 DRAID BOA PWS - APPENDIX A LCAT TABLE). Contractors may augment their labor categories and job descriptions on a task order basis. Augmenting a labor category is not defined as adding a new labor category. Task order proposals shall be limited to only those labor categories contained within the base agreement. The contractor may propose to the Government, at its discretion, additional labor categories and job descriptions within the scope of the DRAID BOA. The PCO is the only official authorized to add a labor category to the base

agreement via contract modification.

3.3 SMALL BUSINESS SET ASIDE

The following clauses only apply at the order level when the requirement has been set-aside for Small Business:

a) FAR 52.219-13 - Notice of Set-Aside of Orders (Nov 2011) (via FAR 52.212-5)
b) FAR 52.219-14 - Limitations on Subcontracting (Nov 2011) (via FAR 52.212-5)
c) FAR 52.219-28 Post Award Small Business Program Rerepresentation (SEP 2021)

3.3.1 Note that the Limitations on Subcontracting clause only applies at the Task Order level. Small businesses may compete on unrestricted COs without having to meet the requirements of the Limitations on Subcontracting clause.

3.4 ORDER FORMS

An appropriate order form (Defense Department (DD) Form 1155, Order for Supplies or Services, or Non-DOD Federal agencies equivalent) shall be issued for each task order.

3.5 SECURITY CONSIDERATIONS

The level of classified access will be identified in individual task orders as necessary. If determined necessary based on the level of classification, a DD Form 254, Contract Security Classification Specification, should be prepared and included in the task order request and resulting order.

3.6 BOA COMPETITION REQUIREMENTS

IAW FAR 16.703, the existence of a BOA does not justify purchasing from only one source or avoiding small business set-asides.

3.7 PERFORMANCE-BASED SERVICES ACQUISITION

Performance-Based Service Acquisition (PBSA) is an acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed. Orders placed under DRAID BOA are not required to be performance-based under all circumstances; however, policy promulgated by the NDAA for FY 2001 (PL 106-398, section 821), FAR 37.102, establishes PBSA as the preferred method for acquiring services. In addition, for DOD agencies, DFARS 237.170-2 requires higher-level approval for any acquisition of services that is not performance-based. Accordingly, it is expected that most DRAID BOA orders will be performance-based. A Performance Work Statement (PWS) or Statement of Objectives (SOO) should be prepared to accompany the Task Order Request to the DRAID BOA contractors. Reference this Ordering Guide’s Attachment 2 for further information on PBSA and specific details and resources for the preparation of a PWS or SOO.

3.8 SITUATIONS REQUIRING HARDWARE OR SOFTWARE ACQUISITION

3.8.1 Software

For DOD users, in situations where it is necessary to purchase new commercial

software, including preloaded software, to satisfy the requirements of a particular task order, the contractor will first be required to review and utilize available DOD Enterprise Software Initiative (ESI) agreements.

If software is not available to the contractor through a DOD ESI source, the contractor shall be authorized to obtain the software through an alternate source. For Army users, a Statement of Non-Availability (SoNA) is required from CHESS when acquiring non-ESI software regardless of the dollar value. The customer shall access the SoNA process, located on the IT e-mart at https://chess.army.mil/Content/Page/SONA. The SoNA should be included in the task order file upon award.

For DOD users, a Non-DOD contract certification and approval is required for software buys, with the exception of the Microsoft Premier software IAW DFARS 217.78. This Non-DOD documentation is required because the ESI Blanket Purchase Agreements are established against General Services Administration (GSA) ID/IQs.

For non-DOD users, the FAR and any applicable agency supplements must be followed.

3.8.2 Related incidental Commercial off-the-shelf (COTS) Hardware and Software

If related incidental hardware and software are required for a particular task order, the CHESS hardware contracts are the preferred source of supply. For Army users, it is the mandatory source for hardware and software IAW Army Federal Acquisition Regulation Supplement (AFARS) 5139.101. CHESS also has a representative sample list on its web site of Commercial IT Products and Services authorized for use by customers worldwide. A request for quote may be submitted for products not found on the CHESS site. If the hardware and related software required is not available from a CHESS contract or the authorized list, the contractor shall be authorized to obtain the hardware through an alternate source.

3.8.3 Statement of Non-Availability (SoNA)

For Army users, a SoNA is required for purchase of products from another source regardless of dollar value. The listing of COTS hardware available from CHESS sources can be viewed on the IT e-mart at https://chess.army.mil. The customer shall access the SoNA process, located on the IT e-mart at https://chess.army.mil/Content/Page/SONA. The SoNA should be included in the task order file upon award.

3.9 ORDERING PROCEDURES

3.9.1 Task Order Request

The RA prepares the TOPR package and submits it to the OCO. Ordering Guide Attachment 1 is an example of a task order checklist.

At a minimum, the package should contain the following:

3.9.1.1. SOW, PWS, or SOO: the RA may select from these work statements, depending on their specific requirements; however, performance-based orders shall be used to the maximum extent possible for services as required by FAR 37.102.

The PWS identifies the technical, functional, and performance characteristics of the Government's requirements. The PWS describes the work in terms of the purpose of the work to be performed rather than either "how" the work is to be accomplished or the number of hours to be provided.

3.9.1.2. Market Research: IAW FAR 10.002 (b), Market research is then conducted to determine if commercial products, commercial services, or non-developmental items are available to meet the Government's needs or could be modified to meet the Government's needs.

3.9.1.3. Funding Document: DRAID BOA Orders are funded by the OCO's RA. Individual OCOs should provide specific instructions as to the format and content.

3.9.1.4. Independent Government Estimate (IGE): the estimate will assist the OCO in determining the reasonableness of the contractors' cost/price and technical proposals. The estimate is for Government use only and should not be made available to the DRAID BOA contractors.

3.9.1.5. Basis for task order Award: the OCO, in conjunction with the RA, develops the evaluation criteria that form the basis for task order award which will be based under FAR 13.5. Whether the award will be based on lowest price, technical acceptability or best value, the criteria should be provided to the contractor. If the award will be based on best value, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown. Ordering Guide Attachment 6, Proposal Evaluation Plan, has been developed as a recommended format for documenting the basis for award.

3.9.2 Task Order Request Preparation

The OCO will issue a task order request to all DRAID BOA contractors for orders exceeding $3,500. The request will include a transmittal letter identifying the task order strategy, contract type, proposal receipt date and time, estimated start date, period of performance, and any other related information not contained elsewhere; the appropriate work statement; instructions for submission of a technical and cost/price proposal and selection criteria/basis for award, any special requirements (i.e., security clearances, travel, special knowledge); and other information deemed appropriate for the respective order. Ordering Guide Attachment 4 contains a recommended memo requesting proposals.

Recommend a submission date of 10 calendar days after issuing a task order request for receipt of proposals; however, the scope and complexity of the task order should be considered when determining proposal due date.

3.9.3 Evaluation Criteria

All evaluation criteria must be identified and clearly explained in the TOPR. The TOPR must also describe the relative importance of the evaluation criteria. The OCO, in conjunction with the RA, may consider the following evaluation criteria (price/cost must be a factor in the selection criteria) to evaluate contractors' proposals:

3.9.3.1 Technical/management approach:

a. Understanding of the requirement
b. Technical and management approach
c. Staffing plan (e.g., skill mix, personnel experience or qualifications and availability of personnel, performance location)
d. Areas of expertise
e. Current distribution of workload
f. Knowledge of the customer's organization
g. Teaming arrangements (including subcontracting)
h. Security (including clearance level)
i. Performance-based approach
j. Other specific criteria as applicable to the individual task order

3.9.3.2 Cost/Price

This part of the proposal will vary depending upon the contract type planned for the task order. It should include detailed cost/price amounts of all resources required to accomplish the task order (labor hours, rates, travel, etc.). The proposed labor rates may be subject to audit; the rates will be reviewed to ensure the Government will not be placed at risk of nonperformance. The labor rates will apply only to the respective task order. The level of detail required shall be primarily based on the contract type planned for use, as further discussed below.

3.9.3.3 Past Performance

IAW FAR 12.206, Past Performance should be an important element of every evaluation and contract award for commercial services.

3.9.4 Award

Once evaluations are completed, an authorized selection official must make an award decision and document the rationale for his/her decision. Prior to making a decision, copies of all evaluations must be forwarded to the selection official for his/her review and consideration.

The selection decision shall be documented in the RAs required format and is signed by the selection official and forwarded to the OCO. This form can also be used to document an exception to the fair opportunity requirements.

At a minimum, the following information shall be specified in each task order Award:

a. Date of order
b. POC (name), commercial telephone and e-mail address
c. OCOs commercial telephone number and e-mail address
d. Description of the services to be provided, quantity unit price and extended price, or estimated cost. The work statement should be attached; the contractor's proposal may be incorporated by reference.
e. Delivery date for supplies
f. Address and place of performance
g. Packaging, packing, and shipping instructions, if any
h. Accounting and appropriation data and Contract Accounting Classification Reference Number (ACRN) (Defense Finance and Accounting Service requires an ACRN(s) on all orders.)
i. Specific instructions regarding how payments are to be assigned when an order contains multiple ACRNs
j. Invoice and payment instructions
k. Any other pertinent information

After award, timely notification shall be provided to the unsuccessful offeror(s) and will identify, at a minimum, the awardee and award amount.

3.9.5 Evaluation of Contractor's TASK ORDER Performance

Contractor Performance Assessment Reports (CPARs) are required in the Information Technology or Services sectors for actions valued at $1M or above. A final CPAR is performed when all performance on the task order is completed. Interim CPARs must be performed on deliveries/performance exceeding 18 months. A CPAR should contain past performance information that is current and relevant information for future source selection purposes. It includes the contractor's record of conforming to task order requirements, standards of good workmanship, forecasting and controlling costs, adherence to schedules, administrative aspects of performance, reasonable and cooperative behavior, commitment to customer satisfaction, and business-like concern for the interest of the customer. The CPARs ratings shall be IAW FAR 42.1503.

CHAPTER 4 – ATTACHMENTS

4.1 ATTACHMENT 1: TASK ORDER REQUEST CHECKLIST AND INSTRUCTIONS

This form constitutes a request for task order support under the DRAID BOA. The requiring activity (RA) shall complete this form, together with the associated Ordering Guide attachments, and forward the entire package to the appropriate ordering contracting officer for processing.

1. Task Order (TO) Title.
2. RA Point of Contact. Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address:
3. Designated Order Contracting Officer Representative (OCOR). Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e- mail address (If same as block 2, type "same"):

4. **Attachments Checklist.** Complete package must include the following items. Send files electronically via e-mail or fax to the ordering contracting officer.
 	
◻ Work Statement (check one)
  ◻ Statement of Work
  ◻ Performance Work Statement includes Quality Assurance Surveillance Plan
  ◻ Statement of Objectives
◻ Funding Document(s) (scanned or other electronic version is preferable)
◻ Independent Government Cost Estimate
◻ Proposal Evaluation Plan Bundling Determination (if needed)
◻ Consolidation Determination (if needed)
◻ Justification for Work Statement that is not Performance-Based
◻ TO unique Defense Department Form 254 (only if security requirements)

5. **TO Information** **Contract Type** (check one) Time and Materials (T&M) and Cost Reimbursement (CR) contract types require justification in accordance with (IAW) Federal Acquisition Regulation (FAR) (the ordering contracting officer makes the final determination of which order type is in the best interest of the government). ◻ Firm Fixed Price (no justification required) ◻ CR (provide justification in the box, below) ◻ T&M (provide justification in the box, below) **Rationale:** T&M and CR contract types require justification IAW FARs.

Federal Acquisition Streamlining Act (FASA) Exception. If you are citing a FASA exception to fair opportunity competition, designate which one below with a justification.

FASA Exception Justification:

- ☐ The agency need for services is of such urgency that providing such opportunity would result in unacceptable delays.
- ☐ Only one such contractor is capable of providing services required at the level of quality required because they are unique or highly specialized.
- ☐ The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under this agreement, provided that all DRAID BOA contractors were given a fair opportunity to be considered for the original order.
- ☐ A statue expressly authorizes or requires that the purchase be made from specified source.

6. OCOR Training Certification: Army OCORs are required to have COR training prior to appointment IAW paragraph 1.7 of the Army Contracting Command (ACC) Acquisition Instruction. Appendix A of the ACC Acquisition Instruction contains a list of ACC-approved training courses. Refer to: https://arc.army.mil/COR/CORHandbooks_SelfServe.aspx

OCOR Training Certification Date:	

4.2 ATTACHMENT 2: PEFORMANCE-BASED SERVICES ACQUSITION

4.2.1. GENERAL

Performance-Based Services Acquisition (PBSA) is the preferred method of contracting for services and supplies. PBSA means an acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed. Essential elements of PBSA include: (1) performance requirements, expressed in either a performance work statement (PWS) or statement of objectives (SOO). Performance requirements should be described in terms of what the required output is and should not specify how the work is to be accomplished; (2) Performance standards or measurements, which are criteria for determining whether the performance requirements are met; and (3) A surveillance plan that documents the Government's approach to monitoring the contractor's performance. These elements are discussed further below.

4.2.2. POLICY

FAR 37.102 has established the policy to use a PBSA approach, to the maximum extent practicable, for all services. Services exempted from this policy are: architect-engineer, construction, utility, and services that are incidental to supply purchases. Use of any other approach has to be justified to the ordering contacting officer. For Defense agencies, DFARS 237.170-2 requires higher-level approval for any acquisition of services that is not performance-based.

4.2.3. CONTRACT TYPE

The order of precedence set forth in FAR 37.102(a)(2) must be followed for all Task Orders (TOs). It is:

- A Firm Fixed Price (FFP), performance-based contract or task order.
- A performance-based contract or task order that is not FFP.
- A contract or task order that is not performance-based. Requiring activities should use the contract type most likely to motivate contractors to perform at optimal levels. FFP is the preferred contracting type for PBSA. Work statements should be developed in sufficient detail to permit performance on a fixed-price basis.

4.2.4. PERFORMANCE WORK STATEMENTS

The PWS identifies the technical, functional, and performance characteristics of the Government's requirements. The PWS describes the work in terms of the purpose of the work to be performed rather than either how the work is to be accomplished or the number of hours to be provided. The format for the PWS is similar to the traditional statement of work. In addition, the PWS will include performance standards, and a QASP.

4.2.5. PERFORMANCE STANDARDS/METRICS

Reflects level of service required by the Government to meet performance objectives. Standards may be objective (e.g., response time) or subjective (e.g.,

customer satisfaction). They must also:

- Use commercial standards where practicable, e.g., ISO 9000
- Ensure the standard is needed and not unduly burdensome. Must be measurable, easy to apply, and attainable

If performance standards are not available, the PWS may include a requirement for the contractor to provide a performance matrix, as a deliverable, to assist in the development of performance standards for future TOs.

4.2.6. QASP

The QASP is a plan for assessing contractor performance to ensure compliance with the Government's performance objectives. It describes the surveillance schedule, methods, and performance measures.

- The level of surveillance should be commensurate with the dollar amount, risk, and complexity of the requirement
- Don't inspect the process, just the outputs
- QASP is included as part of the PWS

4.2.7. SOO

The SOO is an alternative to the PWS. It is a very brief document (commonly two to 10 pages, depending upon complexity, although there is no maximum or minimum length) that summarizes key agency goals and outcomes to which contractors respond. It is different from a PWS in that, when a SOO is used, offerors are asked to develop and propose a PWS as part of their solution. Typically, offerors would also propose a technical approach, performance standards, and a QASP based upon commercial practices. Upon award, the winning offeror's solution to the SOO, which is the PWS, should be incorporated into the resulting TO. The SOO itself is not part of the TO.

At a minimum, a SOO must contain the following information:

- Purpose
- Scope or mission
- Period and place of performance
- Background
- Performance objectives (i.e., required results)
- Any operating constraint

4.3 ATTACHMENT 3: PROPOSAL EVALUATION PLAN EXAMPLE

(CHECK ONE):

- ☐ Best Value Trade-Off
- ☐ Lowest Price, Technically Acceptable

Non-Price Factors

Note: Describe the relative weight of each evaluation factor compared with the other evaluation factors. For example, the evaluation factors may all be approximately equal in importance, or one factor may be more important than others. List the specific areas of your technical/management requirements to be evaluated. These areas should correspond with, and relate to, specific requirements.

Technical/Management Approach

These areas should relate to specific work statement requirements.

Other Factors (if applicable).

List any other evaluation criteria important to you and the associated weights below.

Price Factors

Adjectival ratings (e.g., outstanding, good, etc.) are assigned to corporate experience, technical/ management approach and any other non-price criteria for which you may want to evaluate contractor proposals. Note that balancing price against non-price factors facilitates a best value trade-off decision, and, as a result, a rating is not assigned to the price factor. Indicate whether all non-price evaluation factors, when combined are:

- ☐ Significantly more important than the price factor
- ☐ More important than the price factor
- ☐ Comparatively equal to the price factor
- ☐ Less important than the price factor
- ☐ Significantly less important than the price factor

4.4 ATTACHMENT 4: LETTER REQUEST FOR TASK ORDER PROPOSALS EXAMPLE

LETTERHEAD

DATE
IN REPLY REFER TO:
MEMORANDUM TO: Data Readiness for Artificial Intelligence Development (DRAID) BOA HOLDERS

SUBJECT: Task Order Proposal Request

1. The **[insert command]** has a requirement for **[insert, as appropriate].** The period of performance is **[insert duration of order].** The anticipated contract type is **[insert as appropriate].** This requirement has been assigned tracking number **[insert number].**
2. It is requested that you submit written technical and price proposals in response to the attached **[insert, as appropriate, e.g., statement of work, performance work statement, or statement of objectives]** (Attachment 1). Specific proposal instructions and evaluation criteria are also attached (Attachment 2). Your proposal or "no-bid reply" shall be submitted no later than **[insert date/time].** Any "no-bid reply" must include a brief statement as to why you are unable to perform.
3. Resolution of Issues. The ordering contracting officer reserves the right to withdraw and cancel the proposed task. In such event, the contractor shall be notified in writing of the ordering contracting officer's decision. This decision is final and conclusive and shall not be subject to the "Disputes" clause or the "Contract Disputes Act."
4. Questions should be addressed to the ordering contracting officer at the following e-mail address: **[insert address].** Please provide any questions no later than **[insert date/time].** Questions received after this date may or may not be answered. Contact **[insert name/telephone number]** if you have any questions or require additional information.

Sincerely,
DRAID BOA Ordering Contracting Officer

Attachments:
(1) Performance Work Statement
(2) Proposal Submission Instructions and Evaluation Criteria

4.5 ATTACHMENT 5: REPORTING REQUIREMENTS FOR DRAID TASK ORDERS

Information Required to DRAID CDAO ACOR	Response/Brief Description
Awardee	
Contract Award No.	
Contract Amount	
Independent Government Estimate (IGE)	
Period of Performance (including options)	
Small Business Set-Aside (If no, please provide a brief description as to why.)	
Number of Offerors Solicited	
Number of Non-Submittals (i.e. number of offerors that received the Request for Quote/Request for Proposal, but did not submit a proposal.)	
Teaming Agreements with other BOA Offerors	
Any Protest (pre-award/post-award) and what level (i.e. Agency or GAO)	
Timeline to Award from Receipt of an Approved Requirements Package	

4.6 ATTACHMENT 6: ACRONYMS

Below is a list of acronyms pertinent to the ordering guide:

- ACC-RI - Army Contracting Command - Rock Island
- ACRN - Accounting Classification Reference Number
- AFARS - Army Federal Acquisition Regulation Supplement
- BOA – Basic Ordering Agreement
- CLINs - Contract Line Items
- COR - Contracting Officer Representative
- TOPR – Task Order Proposal Request
- COTR - Contracting Officer's Technical Representative
- COTS - Commercial Off-the-Shelf
- CR - Cost Reimbursement
- DD - Defense Department
- DRAID – Data Readiness for Artificial Intelligence Development
- DFARS - Defense Federal Acquisition Regulation Supplement
- DOD - Department of Defense
- ESI - Enterprise Software Initiative
- FAE - Functional Area Expert
- FAR - Federal Acquisition Regulation
- FASA - Federal Acquisition Streamlining Act
- FFP - Firm Fixed Price
- FY - Fiscal Year
- GAO - Government Accountability Office
- GFE - Government Furnished Equipment
- GFI - Government Furnished Information
- IAW - In Accordance With
- ID/IQ - Indefinite Delivery/Indefinite Quantity
- IT - Information Technology
- NDAA - National Defense Authorization Act
- OCO – Ordering Contracting Officer
- OCOR – Ordering Contracting Officer Representative
- ODC - Other Direct Charges
- PBSA - Performance-Based Service Acquisition
- PCO- Procuring Contracting Office
- POC - Point of Contact
- PWS - Performance Work Statement
- QASP - Quality Assurance Surveillance Plan
- RA - Requiring Activity
- RFP - Request for Proposal
- SME - Subject Matter Expert
- SoNA – Statement of Non-Availability

- SOO - Statement of Objectives
- SOW - Statement of Work
- T&M - Time and Materials

4.7 ATTACHMENT 7: VENDOR EMAIL DISTRIBUTION LIST

POCs for DRAID 10 Nov 2022.pdf

4.8 ATTACHMENT 8: BASE AWARD ATTACHMENTS

Attachment 0001-DRAID BOA PW

Attachment 0002-DRAID BOA PW

Attachment 0003-DRAID BOA PW