

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT PURCH ORDER/AGREEMENT NO. DAAE07-03-P-B001	2. DELIVERY ORDER/CALL NO.	3. DATE OF ORDER/CALL (YYYYMMDD) 2003MAR18	4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE	5. PRIORITY DOA4
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6. ISSUED BY TACOM SFAB-GCS-W-BCT ROBERT D. BAIRD (586)753-2076 WARREN, MICHIGAN 48397-5000 EMAIL: BAIRDR@TACOM.ARMY.MIL HTTP://CONTRACTING.TACOM.ARMY.MIL	CODE	W56HZV	7. ADMINISTERED BY (if other than 6) DCMA ORLANDO 3555 MAGUIRE BLVD ORLANDO, FL 32803-3726	CODE	S1002A	8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)
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9. CONTRACTOR GENESIS RESEARCH & DEVELOPMENT, INC P.O. BOX 621237 OVIEDO, FL 32762-1237	CODE	1DTQ2	FACILITY	C	NONE	HQ0338	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED
12. DISCOUNT TERMS							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15	
14. SHIP TO SEE SCHEDULE								

14. SHIP TO SEE SCHEDULE	CODE		15. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER DFAS-CO/SOUTH ENTITLEMENT OPERATION P.O. BOX 182264 COLUMBUS, OH 43218-2264	CODE	HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2
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16. TYPE OF ORDER	DELIVERY/ CALL	THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.				
PURCHASE	<input checked="" type="checkbox"/>	Reference your <input type="checkbox"/> Oral <input type="checkbox"/> Written Quotation _____, Dated _____.				
		furnish the following on terms specified herein.				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.						

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE
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18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE CONTRACT TYPE: Firm-Fixed-Price KIND OF CONTRACT: Service Contracts				

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	24. UNITED STATES OF AMERICA SANDRA E. MCCARROLL /SIGNED/ MCCARROS@TACOM.ARMY.MIL (586) 573-2072	25. TOTAL	\$99,863.73
BY: _____		26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN
 INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR
	g. E-MAIL ADDRESS	31. PAYMENT	

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.		<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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PIIN/SIIN DAAE07-03-P-B001

MOD/AMD

Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

SUPPLEMENTAL INFORMATION

<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
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1	TACOM DISCLOSURE OF UNIT PRICE INFORMATION	DEC/2002
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This constitutes notification pursuant to Executive Order 12600, Pre-Disclosure Notification Procedures for Confidential Commercial Information (June 23, 1987), of our intention to release unit prices in response to any request under the Freedom of Information Act, 5 USC 552. Unit price is defined as the contract price per unit or item purchased. We consider any objection to be waived unless the contracting officer is notified of your objection to such posting prior to submission of initial proposals.

[End of notice]

2	52.204-4016 TACOM-WARREN ELECTRONIC CONTRACTING (TACOM)	MAR/2001
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(a) TACOM is now operating in an electronic contracting environment. All TACOM solicitations and awards are now distributed on the TACOM Warren Business Opportunities web page (<http://contracting.tacom.army.mil/opportunity.htm>) and are no longer available in hard copy. The TDPs and other documents, when available electronically, will be an attachment or linked to the solicitation package on the web. Please see submission guidelines at <http://contracting.tacom.army.mil/userguide.htm> and <http://contracting.tacom.army.mil/ebidnotice.htm> for more information. Any requirements included in the solicitation take precedence over guidance found on the TACOM contracting web page.

(b) You may need to use special software to view documents that we post on the home page. This viewing software is freeware, available for download at no cost from commercial web sites like Microsoft and Adobe. In cases where such software is required, we provide a link from our page to the commercial site where the software is available. Once you arrive at the software developer's site, follow their instructions to download the free viewer. You then can return to the TACOM home page.

(c) You are required to submit your offer, bid, or quote electronically. See the provision entitled "Electronic Offers (or 'Quotes' or 'Bids') Required in Response to This Solicitation (or 'Request for Quotations')" for more specific information.

(d) Any award issued as a result of this solicitation will be distributed electronically. Awards posted on the TACOM Warren Business Opportunities web page represent complete OFFICIAL copies of contract awards.

(e) If you have questions or need help in using the Acquisition Center Home Page, call our Electronic Contracting Help Desk at (586) 574-7059, or send an email message to: acqcenweb@tacom.army.mil

(f) If you have questions about the content of any specific item posted on our home page, please call the buyer or point of contact listed for the item. Additional help is available to small businesses from Government-funded Electronic Commerce Regional Centers (ECRCs) to implement EDI. Information on ECRC is available at <http://www.ecrc.ctc.com>

[End of Clause]

1. The purpose of this action is to acquire services to produce a Force XXI Battle Command Brigade and Below (FBCB2) Combat Message Sustainment Training CD-ROM. The Government requires the Contractor to develop a FBCB2 combat message sustainment training product for conducting Computer Based Training (CBT). The training product is being developed so that soldiers can conduct self-paced FBCB2 equipment sustainment training at any time, and any place where they have access to a Portable Electronic Device (PED). Portability enables soldiers to conduct remedial training in the field when digital skill deficiencies are identified for creating FBCB2 short form combat messages.

2. The period of performance begins immediately upon receipt of this Purchase Order under contract DAAE07-03-P-B001. All deliverables of FBCB2 Combat Message Sustainment Training CD-ROMs are required ninety-three (93) days after receipt of order, in accordance with the delivery schedule. Early delivery is acceptable.

3. The Purchase Order is awarded on a Firm-Fixed Price basis as follows:

a. Government liability for this purchase order shall not exceed the estimated cost of \$99,863.73.

b. The contractor shall submit separate invoices to the Government, for payment for each deliverable identified in the separate CLINs specified under contract DAAE07-03-P-B001.

c. The appropriate CLIN for work performed shall be specified on each DD Form 250 and in billing documents/invoices submitted by the Contractor for payment.

d. Inspection, acceptance, and FOB point is destination.

4. Government Furnished Equipment (GFE) required to complete the Scope of Work is identified in Section C, paragraph C.2.2.2.3 herein.

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Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

The designated Government representative will issue GFE to the Contractor using approved hand receipts.

a. Upon completion of contract DAAE07-03-P-B001, or at an earlier date when it is determined by the Contractor the use of Government Furnished Equipment (GFE) is no longer required for completion of the contract, the Contractor shall return to the designated Government representative all GFE. The Contractor shall include an inventory in contractor format.

b. The Government shall deliver GFE to:

Ship to: Parcel Post

Genesis Research & Technology, Inc.
209 Moss Road, Suite 209
Winter Springs, FL 32708

c. The government designated representative that will issue GFE is:

Contact: LTC Dave Crowe
TSM Stryker - Bradley
Email: crowed@benning.army.mil
Phone: (706) 545- 1994

Ship to: Parcel Post

Commander
US Army Infantry Center
4 Constitution Loop
Ft. Benning, GA 31905-4502

Attn: LTC Dave Crowe
TSM Stryker - Bradley
ATZB-BV

5. The Contractor shall perform this purchase order DAAE07-03-P-B001 in accordance with the Scope of Work in Section C.

*** END OF NARRATIVE A 001 ***

CONTINUATION SHEET

Reference No. of Document Being Continued
 PIIN/SIIN DAAE07-03-P-B001 MOD/AMD

Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT									
	SUPPLIES OR SERVICES AND PRICES/COSTS													
0001	SECURITY CLASS: Unclassified													
0001AA	<p><u>PRODUCT REQUIREMENTS REVIEW REPORT</u></p> <p>NOUN: FBCB2 NET TNG CD STRYKER UNIV PRON: X13GX107X1 PRON AMD: 02 ACRN: AA AMS CD: 31107180008</p> <p>FOB POINT: Destination</p> <p>SHIP TO: PARCEL POST ADDRESS (W33BSV) XR WOU2 USAIC AUTO INSTL CTA PB00 UPTON AVE BLDG 224 FT BENNING, GA 31905-5182</p> <p>MARK FOR: Commander US Army Infantry Center 4 Constitution Loop Ft. Benning, GA 31905-4502</p> <p>ATTN: LTC Dave Crowe TSM Stryker - Bradley ATZB-BV (706) 545- 1994 crowed@benning.army.mil</p> <p>(End of narrative C001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0" data-bbox="261 1451 769 1524"> <tr> <td>DLVR SCH</td> <td></td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DATE</u></td> </tr> <tr> <td>001</td> <td>0</td> <td>20-MAR-2003</td> </tr> </table> <p>\$ 49,052.45</p>	DLVR SCH		PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>	001	0	20-MAR-2003				\$ 49,052.45
DLVR SCH		PERF COMPL												
<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>												
001	0	20-MAR-2003												
0001AB	<p><u>PRODUCT FLOW REPORT</u></p> <p>NOUN: FBCB2 NET TNG CD STRYKER UNIV PRON: X13GX107X1 PRON AMD: 02 ACRN: AA AMS CD: 31107180008</p> <p>FOB POINT: Destination</p>				\$ 14,715.73									

CONTINUATION SHEET

Reference No. of Document Being Continued
 PIIN/SIIN DAAE07-03-P-B001 MOD/AMD

Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT										
	<p>SHIP TO: PARCEL POST ADDRESS (W33BSV) XR WOU2 USAIC AUTO INSTL CTA PB00 UPTON AVE BLDG 224 FT BENNING, GA 31905-5182</p> <p>MARK FOR: Commander US Army Infantry Center 4 Constitution Loop Ft. Benning, GA 31905-4502</p> <p>ATTN: LTC Dave Crowe TSM Stryker - Bradley ATZB-BV (706) 545- 1994 crowed@benning.army.mil</p> <p>(End of narrative C001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DLVR SCH</td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> </tr> <tr> <td>001</td> <td>0</td> </tr> <tr> <td></td> <td><u>DATE</u></td> </tr> <tr> <td></td> <td>16-APR-2003</td> </tr> </table> <p>\$ 14,715.73</p>	DLVR SCH	PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	001	0		<u>DATE</u>		16-APR-2003				
DLVR SCH	PERF COMPL														
<u>REL CD</u>	<u>QUANTITY</u>														
001	0														
	<u>DATE</u>														
	16-APR-2003														
0001AC	<p><u>PRODUCT STORYBOARD REPORT</u></p> <p>NOUN: FBCB2 NET TNG CD STRYKER UNIV PRON: X13GX107X1 PRON AMD: 02 ACRN: AA AMS CD: 31107180008</p> <p>FOB POINT: Destination</p> <p>SHIP TO: PARCEL POST ADDRESS (W33BSV) XR WOU2 USAIC Auto Instl CTA PB00 UPTON AVE BLDG 224 FT BENNING, GA 31905-5182</p> <p>MARK FOR: Commander US Army Infantry Center 4 Constitution Loop Ft. Benning, GA 31905-4502</p> <p>ATTN: LTC Dave Crowe TSM Stryker - Bradley ATZB-BV (706) 545- 1994 crowed@benning.army.mil</p> <p>(End of narrative C001)</p>				\$ 14,715.73										

CONTINUATION SHEET

Reference No. of Document Being Continued
 PIIN/SIIN DAAE07-03-P-B001 MOD/AMD

Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																									
0001AE	<p>(End of narrative F001)</p> <p>FBCB2 COMBAT MESSAGE CD-ROM</p> <p>NOUN: FBCB2 NET TNG CD STRYKER UNIV PRON: X13GX107X1 PRON AMD: 02 ACRN: AA AMS CD: 31107180008</p> <p><u>Packaging and Marking</u></p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DOC</td> <td>SUPPL</td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>REL CD</u></td> <td><u>MILSTRIP</u></td> <td><u>ADDR</u></td> <td><u>SIG CD</u></td> <td><u>MARK FOR</u></td> </tr> <tr> <td>001</td> <td></td> <td>000000</td> <td></td> <td>3</td> </tr> <tr> <td><u>DEL REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DEL DATE</u></td> <td></td> <td></td> </tr> <tr> <td>001</td> <td>98</td> <td>15-JUN-2003</td> <td></td> <td></td> </tr> </table> <p>FOB POINT: Destination</p> <p>SHIP TO: <u>PARCEL POST ADDRESS</u> (W91A2N) XR W4GG FT LEWIS FLD OFC BLDG 9630 L ST FORT LEWIS WA 98433-5000</p> <p><u>CONTRACT/DELIVERY ORDER NUMBER</u> DAAE07-03-P-B001/0000</p> <p>MARK FOR: Material Directorate Bldg. 3038 Fort Lewis, WA 98433-5000 ATTN: Mr. Covington (253) 966-4851 (253) 966-3978 Cell Phone: (253) 405-2697</p> <p>(End of narrative F001)</p>	DOC	SUPPL				<u>REL CD</u>	<u>MILSTRIP</u>	<u>ADDR</u>	<u>SIG CD</u>	<u>MARK FOR</u>	001		000000		3	<u>DEL REL CD</u>	<u>QUANTITY</u>	<u>DEL DATE</u>			001	98	15-JUN-2003			98	EA	\$ ** N/A **	\$ 20,952.22
DOC	SUPPL																													
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<u>DEL REL CD</u>	<u>QUANTITY</u>	<u>DEL DATE</u>																												
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DESCRIPTION/SPECIFICATIONS/WORK STATEMENT
SECTION C

Statement of Work (SOW) for Stryker Brigade Combat Team Force XXI Battle Command Brigade and Below Combat Message Sustainment Training Product

C.1.0 DESCRIPTION. The Government requires the design and development of the Force XXI Battle Command Brigade and Below (FBCB2) Combat Message Sustainment Training Tool. The purpose of the FBCB2 Computer Based Training (CBT) product is to provide Stryker Brigade Combat Team (SBCT) soldiers the ability to maintain digital skills for creating short form combat messages in accordance with US Army actions, conditions, and standards.

C.1.1 BACKGROUND. Digitization provides a critical situational awareness capability to the SBCT by using sophisticated technology to achieve superior battlefield information management.

C.2.0 PURPOSE AND SCOPE.

C.2.1 PURPOSE. The Government requires the Contractor to plan, design, produce, test, manufacture, document, and deliver a Force XXI Battle Command Brigade and Below Combat Message Sustainment Training Tool.

C.2.2 SCOPE. The Contractor shall perform a variety of tasks to enable the Government to field a digital skills sustainment training aid for SBCT soldiers. The product, a Compact Disc - Read Only Memory (CD-ROM), is being developed so that SBCT soldiers can conduct self-paced equipment sustainment training at any time, and any place where they have access to a Portable Electronic Device (PED). Deliverables include; (1) Product Requirements Report; (2) Product Flow Planning Report; (3) Storyboard Development Report; and (4) the product, FBCB2 Combat Message Sustainment Training Tools contained on a CD-ROM.

C.2.2.1 PHASE I - Product Requirements Review. The Contractor shall develop testable requirements for a FBCB2 Combat Message Sustainment Training Tool CD-ROM.

C.2.2.1.1 Schedule - Complete three (3) days after receipt of order.

C.2.2.1.2 Deliverable - The Contractor shall deliver one copy of the Product Requirements Report (in PDF or MS Word format), to the designated Government representative listed in Section B for CLIN 0001AA.

C.2.2.2 PHASE II - Product Flow Report. The Contractor will use the Government Furnished Equipment (GFE) or in lieu of materials to plan the CBT instructional approach and to develop the CD-ROM product flow.

C.2.2.2.1 Schedule - Start immediately after completing Phase I. Complete thirty (30) days after contract award.

C.2.2.2.2 Deliverable - The Contractor shall deliver one copy of the Product Flow Report (in PDF or MS Word format), to the designated Government representative listed in Section B for CLIN 0001AB.

C.2.2.2.3 Government Furnished Equipment - A designated Government representative will provide the Contractor with materials to capture FBCB2 Version 3.4 combat message graphics and operational functionality, FBCB2 task procedures (actions, conditions, standards, and procedures for short form combat message training objectives), and combat message input data parameters. Government Furnished Equipment (GFE) may include a "white box" computer capable of simulating operation of FBCB2 combat messaging functions. The GFE shall be provided by the designated Government representative to the Contractor as soon as possible after contract award. In lieu of GFE, the designated Government representative shall provide the Contractor with documents detailing FBCB2 functionality and 1024 x 768 graphics illustrating FBCB2 equipment.

C.2.2.3 PHASE III - Product Storyboard Report. The Contractor shall develop storyboards for product introduction, system login, SALT Combat Message, MEDEVAC Combat Message, NBC1 Combat Message, Fire Mission Combat Message, Check Fire All Combat Message, SITREP Self Combat Message, and SITREP Unit Combat Message.

C.2.2.3.1 Schedule - Start immediately after completing Phase II. Complete fifty-seven (57) days after contract award.

C.2.2.3.2 Deliverable - The Contractor shall deliver one copy of the Product Storyboard Report on electronic media (in PDF or MS Word format), to the designated Government representative listed in Section B for CLIN 0001AC.

C.2.2.4 PHASE IV - Product Development. The Contractor shall produce, test, manufacture, document, and deliver to the Government a FBCB2 Combat Message Sustainment Training Tool. The product shall be a Compact Disc - Read Only Memory (CD-ROM). In order for soldiers to sustain digital skills proficiency, the CD-ROM software will perform computer-aided instruction that will train soldiers to create combat messages based on actions, conditions, and short form combat message standards for FBCB2 Version 3.4. The soldier will be able to log-in, select a training objective from seven FBCB2 combat message short form reports (SALT, MEDEVAC, NBC 1, Fire Mission, Check Fire, SITREP Self, and SITREP Unit), complete the selected instructional module(s), and receive an evaluation of student proficiency. The soldier will be guided through a series of commands to complete login and select a training objective. The product will allow

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soldiers to conduct training using any PED (i.e., laptop, notebook, Personal Digital Assistant (PDA), or other portable computers) with a minimum configuration of: (1) Intel Pentium I 166 Mhz microprocessor; (2) Microsoft Windows 98 operating environment; (3) 16-Bit Audio; (4) 32 MB RAM; (5) 1024 x 768 video resolution; and (6) a 32x CD-ROM drive.

C.2.2.4.1 Schedule - Start immediately after completing Phase III. Complete ninety-three (93) days after contract award.

C.2.2.4.2 Deliverable - In accordance with CLIN 0001AD and CLIN 0001AE, the Contractor shall deliver to the designated Government representatives the product - a quantity of 100 each FBCB2 Combat Message Sustainment Training Tool CD-ROMs.

C.2.2.5 Prior to commencing product development, the Contractor and designated Government representative shall complete all Preliminary Design Reviews (PDR).

C.2.2.6 Immediately following product development, and prior to manufacturing the FBCB2 Combat Message Sustainment Training Tool, the Contractor shall complete all Acceptance Test Procedures (ATP).

C.3.0 PROGRAM MANAGEMENT. The Contractor shall provide all management, controls, personnel, services, and materials (except GFE) required to efficiently and effectively manage accomplishment of in-scope work.

C.3.1 SINGLE MANAGER. The Contractor shall establish a single manager focal point and maintain a supporting program management system tailored to accomplishing the administrative, management, technical, and financial requirements associated with contract DAAE07-03-P-B001. The single manager shall have authority and responsibility for the overall level of effort. The intent of this single manager is to provide the Government one point of contact in order to avoid a possible duplication of effort. Managers for the individual phases contained in Section C.2.0 of this Statement of Work, may be designated by the Contractor, and will report to the single manager for contract DAAE07-03-P-B001.

C.3.2 PERSONAL QUALIFICATIONS. The Contractor shall employ a qualified staff (e.g., program managers, project technical managers, engineers, technicians, professional support staff) assigned to fulfill requirements under contract DAAE07-03-P-B001.

C.3.3 PROGRAM MANAGEMENT REVIEWS. The Contractor shall conduct program reviews and discuss program status designated Government representative. The Contractor shall recommend project milestones and propose times for formal Government audits/acceptance. All such recommendations will be subject to approval by the designated Government representative.

C.3.4 REPORTING TO THE CONTRACTING OFFICER. The Contractor shall promptly acknowledge receipt of the contract, change orders (FAR 52.243-1), and termination notices (Far 52.249-1 and FAR 52.249-8). Acknowledgement of receipt shall be provided to the Contracting Officer electronically, within three (3) days of receipt.

C.3.5 SCHEDULE. The Contractor agrees not to duplicate or provide efforts presently or in the future that were identical in nature to efforts the Contractor performed under current or prior Government contracts.

C.3.6 FINANCIAL TRACKING. The Contractor shall submit to the designated Government representative a DD Form 250 with each deliverable identified in Section C.2.0 of this purchase order.

C.3.7 GOVERNMENT RIGHTS. In accordance with DFARS 227.7203, the Contractor shall identify and receive written Government approval from the Contracting Officer, prior to committing to the use of any privately developed items, components, processes, computer software and/or technical data which they:

- a. Intend to deliver with Limited Rights;
- b. Intend to deliver with Government Purpose License Rights;
- c. Intend to deliver with Restricted Rights;
- d. Have not yet determined if such rights should apply.

C.3.8 WRITTEN IDENTIFICATION OF POTENTIAL CONFLICTS. The Contractor shall make known the identification of all potential conflicts of interest in writing to the PCO. The Contractor identification shall include an evaluation of the impacts to the competitive procurement potential of deliverables.

C.4.0 QUALITY ASSURANCE PROCEDURES. The Contractor's quality assurance program shall use accepted commercial practices.

C.4.1 STANDARD ITEMS. All designs shall use non-developmental commercial equipment, parts, materials, and processes whenever practical.

C.4.2 ACCEPTANCE TEST PROCEDURES. The Contractor shall be responsible for all applicable in-plant demonstrations and tests, including test personnel, test equipment, spares, and maintenance of the system equipment and software. The Contractor shall utilize internal Acceptance Test Procedures to verify software performance in accordance with product specifications.

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Name of Offeror or Contractor: GENESIS RESEARCH & DEVELOPMENT, INC

CONTRACT ADMINISTRATION DATA

LINE	PRON/ ITEM	AMS CD	ACRN	OBLG STAT	ACCOUNTING CLASSIFICATION	JOB ORDER NUMBER	ACCOUNTING STATION	OBLIGATED AMOUNT	
0001AA	X13GX107X1 31107180008		AA	1	21 32033000035R5R07P31107131E9 S20113	3GXP05	W56HZV \$	49,052.45	
0001AB	X13GX107X1 31107180008		AA	1	21 32033000035R5R07P31107131E9 S20113	3GXP05	W56HZV \$	14,715.73	
0001AC	X13GX107X1 31107180008		AA	1	21 32033000035R5R07P31107131E9 S20113	3GXP05	W56HZV \$	14,715.73	
0001AD	X13GX107X1 31107180008		AA	1	21 32033000035R5R07P31107131E9 S20113	3GXP05	W56HZV \$	427.60	
0001AE	X13GX107X1 31107180008		AA	1	21 32033000035R5R07P31107131E9 S20113	3GXP05	W56HZV \$	20,952.22	
							TOTAL	\$	99,863.73

SERVICE NAME	TOTAL BY ACRN	ACCOUNTING CLASSIFICATION	ACCOUNTING STATION	OBLIGATED AMOUNT
Army	AA	21 32033000035R5R07P31107131E9 S20113	W56HZV	\$ 99,863.73
			TOTAL	\$ 99,863.73

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CONTRACT CLAUSES

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://farsite.hill.af.mil/>

[End of Clause]

3	52.211-5	MATERIAL REQUIREMENTS	AUG/2000
4	52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT/1997
5	52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUL/1996
6	52.222-19	CHILD LABOR--COOPERATION WITH AUTHORITIES AND REMEDIES	SEP/2002
7	52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB/1999
8	52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUL/2000
9	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION	MAY/1999
10	52.245-4	GOVERNMENT-FURNISHED PROPERTY (SHORT FORM)	APR/1984
11	52.246-1	CONTRACTOR INSPECTION REQUIREMENTS	APR/1984
12	252.211-7005	SUBSTITUTIONS FOR MILITARY OR FEDERAL SPECIFICATIONS AND STANDARDS	OCT/2001
13	252.225-7016	RESTRICTION ON ACQUISITION OF BALL AND ROLLER BEARINGS (Alternate I dated Dec 2000)	DEC/2000
14	252.227-7013	RIGHTS IN TECHNICAL DATA --NONCOMMERCIAL ITEMS	NOV/1995
15	252.227-7014	RIGHTS IN NONCOMMERCIAL COMPUTER SOFTWARE AND NONCOMMERCIAL COMPUTER SOFTWARE DOCUMENTATION	JUN/1995
16	52.204-4006 (TACOM)	INCORPORATION OF TACOM MASTER SOLICITATION FOR SIMPLIFIED ACQUISITIONS AND DESIGNATION OF F.O.B. POINT	MAY/2000

(a) This Request for Quotation (RFQ) or Purchase Order (PO) incorporates by reference TACOM-Warren's Master Solicitation for Simplified Acquisitions with the same force and effect as though the clauses and provisions it contains were physically incorporated into this document. The version in effect at time of award is the version that applies to your purchase order.

(b) The TACOM-Warren Master Solicitation for Simplified Acquisitions is available on our Electronic Contracting web page, which you can reach using the following URL address: <http://contracting.tacom.army.mil/opportunity.htm>

(c) The clauses and provisions in Section I of the Master Solicitation apply to all TACOM-Warren RFQs and Purchase Orders that contain this clause. The clauses contained in Section II of the Master Solicitation applies in addition to those in Section I when the RFQ or PO specifies F.O.B. Origin.

(d) We hereby specify that the required F.O.B. point for this acquisition is destination.

(e) We will keep the Master Solicitation identified in this clause available on our Electronic Contracting web page during the entire period of performance of the purchase order. If the current Master Solicitation later is revised to incorporate a change in any of the clauses, the version specified in this clause will be retained, intact, in an archive area on our web page for continued reference and use.

[End of Clause]

17	52.204-4005 (TACOM)	REQUIRED USE OF ELECTRONIC CONTRACTING	DEC/2002
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(a) All contract awards, modifications and delivery orders issued by TACOM will be issued electronically. The contractor has the option to receive these actions either via the Worldwide Web (WWW) or Electronic Data Interchange (EDI). Many provisions/clauses that appear "by reference", meaning only clause titles and regulation site are listed; their full texts can be found at the website <http://farsite.hill.af.mil/>

(b) In order to be eligible to receive an award under this solicitation, the successful offeror must be registered with the Department of Defense (DOD) Central Contractor Registration (CCR). The CCR registration process may be done electronically at the World Wide Web (WWW) site: <http://www.ccr2000.com>. (In order to be registered to use EDI, you must use the long form for registration. Certification information, including information on the EDI 838 TPP, must be furnished to the Contracting Officer within 60 calendar days after contract award to complete networking requirements within the Government.)

(c) Worldwide Web Distribution. The contractor will receive an electronic Notice of the Award, Modification, or Delivery Order via e-mail. If you choose the WWW option, you must download the file from the appropriate TACOM webpage:

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Warren: http://contracting.tacom.army.mil/awards_official.htm
Rock Island: <http://aais.ria.army.mil/AAIS/AWDINFO/index.htm>
Picatinny: <http://procnet.pica.army.mil/Contracts/Index.htm>
Red River Army Depot: <http://www.redriver.army.mil/contracting/Awards>
Anniston Army Depot: <http://www.anadprocnet.army.mil>

(d) Electronic Data Interchange. If you choose to receive contract awards, modifications and delivery orders through EDI, they will be delivered electronically via the Federal Acquisition Network (FACNET). Federal Standard Version 3050 of Standard X12 from the American National Standards Institute (ANSI) will be used as the format for these electronic transactions.

(1) You must complete the EDI 838 Trading Partner Profile, and must agree (i) to subcontract with a DoD certified VAN or Value Added Service (VAS) provider, or (ii) to become DoD certified as a Value Added Network (VAN). The EDI 838 Training Partner Profile is contained in the basic CCR registration form and includes portions of the registration form which are titled "Optional".

(2) You must select a VAN from the official DoD approved list. DoD Certified VANs are listed at <http://www.acq.osd.mil/ec/ecip/index.htm>. If your VAN is later removed from the official list, or if you voluntarily drop your initially selected VAN, then you must switch to a VAN that remains on the official DoD approved list. You must maintain an active account on a DoD approved VAN for the entire duration of the contract, beginning no later than the 60th day after award.

(e) Unless otherwise specified elsewhere in the contract, all data items you are required to provide under this contract must be submitted electronically. Acceptable formats include:

(1) Microsoft* 97 Office Products (TACOM can currently read OFFICE 97* and lower.): Word, Excel, Powerpoint, or Access

(2) 100 OR 250 MEGABYTE ZIP*-DISK, 3 1/2 INCH DISK, OR 650 MEGABYTE CD ROM

(3) E-MAIL (Maximum size of each e-mail message is be three and one-half (3.5) megabytes).

(4) Other electronic formats. Before submitting your data in any other electronic format, please e-mail the buyer identified on the face of the contract, with e-mail copy-furnished to amsta-idq@tacom.army.mil, to obtain a decision as to the format's acceptability. This e-mail must be received by the buyer not later than ten calendar days before the required data submission date.

NOTE: The above formats may be submitted in compressed form using self-extracting files.

(f) Additional information can be obtained by sending a message to: acqcenweb@tacom.army.mil or by calling (586) 574-7059.

[End of Clause]

18 52.204-4009 MANDATORY USE OF CONTRACTOR TO GOVERNMENT ELECTRONIC COMMUNICATION JUN/1999
(TACOM)

(a) All references in the contract to the submission of written documentation shall mean electronic submission. All electronic submissions shall be in the formats and media described in the "Electronic Quotations/Offers/Bids Required in Response to this Request for Quotations/Proposals/Bids" clause elsewhere in this document. (See Section K for commercial acquisitions, Section L for RFPs, and Section I for RFQs.)

(b) This shall include all written unclassified communications between the Government and the Contractor except contract awards and contract modifications which shall be posted on the internet. Return receipt shall be used if a commercial application is available. Classified information shall be handled in full accordance with the appropriate security requirements.

(c) In order to be contractually binding, all Government communications requiring a Contracting Officer signature must be sent from the Contracting Officer's e-mail address. The Contractor shall designate the personnel with signature authority who can contractually bind the contractor. All binding contractor communication shall be sent from this contractor e-mail address(es).

(d) Upon award, the Contractor shall provide the Contracting Officer with a list of e-mail addresses for all administrative and technical personnel assigned to this contract.

(e) Unless exempted by the Procuring Contracting Officer in writing, all unclassified written communication after contract award shall be transmitted electronically.

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[End of Clause]

19 52.213-4010 ADDITIONAL GENERAL CLAUSES FEB/1997
 (TACOM)

The following three FAR clauses apply to this purchase order, in addition to the other clauses contained in, or cited in, the document:

(1) CHANGES-FIXED-PRICE (AUG 1987)
52.243-1

(i) The Contracting Officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:

- (A) Drawings, designs, or specifications when the supplies to be furnished are to be specially manufactured for the Government in accordance with the drawings, designs, or specifications.
- (B) Method of shipment or packing.
- (C) Place of delivery.

(ii) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the Contracting Officer shall make an equitable adjustment in the contract price, the delivery schedule, or both, and shall modify the contract.

(iii) The Contractor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order. However, if the Contracting Officer decides that the facts justify it, the Contracting Officer may receive and act upon a proposal submitted before final payment of the contract.

(iv) If the Contractor's proposal includes the cost of property made, obsolete or excess by the change, the Contracting Officer shall have the right to prescribe the manner of the disposition of the property.

(v) Failure to agree to any adjustment shall be a dispute under the Disputes clause. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

[End of Clause]

(2) TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (APR 1984)
52.249-1

The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the rights, duties, and obligations of the parties, including compensation to the Contractor, shall be in accordance with Part 49 of the Federal Acquisition Regulation in effect on the date of this contract.

[End of Clause]

(3) DEFAULT--FIXED-PRICE SUPPLY AND SERVICE (APR 1984)
52.249-8

The Contracting Officer, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. See referenced FAR cite for full provision.

[End of Clause]

20 52.215-4404 DATA AND COMMUNICATIONS SUBMITTED TO THE GOVERNMENT ELECTRONICALLY MAY/2002
The Government often employs contractors as system administrators to operate and maintain Government computer systems. These systems include local area networks, web sites, databases, other electronic records, e-mail accounts, other electronic data transfer mechanisms and computer software. The employees of these contracted system administrators sign nondisclosure agreements obligating them not to reveal information contained in files, documents, computers or systems that they administer. However, unless such information is protected in some way, contracted system administrators do have the ability to access such information.

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Potential contractors as well as any other parties are thus advised to take steps needed to prevent access by contracted system administrators to information submitted electronically to the Government. Absent such steps, it is assumed that contracted system administrators are permitted the capability to access the data. The access will be limited to that which is necessary for the contract system administrator to perform its duties for the Government. The access shall be subject to the condition that third party information is not to be revealed by the contracted system administrator.

[End of clause]

21 52.239-4000 PROCESSING SENSITIVE AND HIGHLY SENSITIVE DATA JUN/1988
(TACOM)

(a) Definitions.

(1) FOR OFFICIAL USE ONLY (FOUO): Applies only to unclassified information, records, and other material which have been determined to require protection from disclosure to the general public, and which for a significant reason should not be given general circulation.

(2) Automatic Data Processing (ADP) assigned sensitivity levels apply to the facility or individual computer equipment and are based on the sensitivity of the information processed. The sensitivity levels are as follows.

(i) HIGHLY SENSITIVE: Applicable to any facility or computer that processes Privacy Act and For Official Use Only (FOUO) information.

(ii) SENSITIVE: Applicable to any facility or computer that processes data relating to asset or resource, proprietary or contractual information.

(3) FACILITY SECURITY PROFILE: Describes the physical facility, equipment components, their locations and relationships, general operating information, and other characteristics relevant to the security of the facility and its operations.

(4) RISK MANAGEMENT ASSESSMENT: A written assessment by Contractor personnel in effect to achieve safeguards against deliberate unauthorized manipulation, use or disclosure of information.

(5) ACCREDITATION: A Government process which uses the risk management assessment to determine that highly sensitive and sensitive information can be processed within the bounds of acceptable risk. An Accreditation Package is assembled by the Contractor and contains the Facility Security Profile, appointment letters for the Automatic Data Processing System Security Officer (ADPSSO) and the Terminal Area Security Officer (TASO), the Risk Management Program Automation Risk Analysis Survey, the Continuity of Operations Plan, the Standard Practice Procedure (SPP), and the Memorandum of Understanding (MOU) for use with privately owned computers (if required).

(6) AUTOMATIC DATA PROCESSING SYSTEM SECURITY OFFICER (ADPSSO): Contractor appointed representative for each ADP system, project, activity, or site whose duties are outlined in Army Regulation 380-380 and Army Materiel Command Supplement 1 to Army Regulation 380-380.

(7) TERMINAL AREA SECURITY OFFICER (TASO): Contractor appointed representative for each remote terminal whose duties are outlined in Army Regulation 380-380 and Army Materiel Command Supplement 1 to Army Regulation 380-380.

(b) Sensitivity Levels.

(1) For this contract, the sensitivity levels are as follows.

The Facility - Highly Sensitive

Sensitive

(2) The requirements of this clause also apply to additional facilities or computers that begin to process highly sensitive or sensitive information during the term of this contract.

(c) The Contractor shall establish and maintain a Standard Practice Procedure (SPP) to describe the procedures put in place to ensure security for the equipment which contains highly sensitive or sensitive data. The purpose of the SPP is to secure the data processing system and resources according to assigned sensitivity level of the facility and the data processed according to the following requirements.

(1) Access Controls. Physical security must be provided through an in-depth application of barriers to include surveillance (human or electronic), limited access, and accountability. Only authorized persons shall be permitted entry into the computer area and

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supporting offices. The Contractor's SPP shall include a description of all measures the Contractor will take during the term of this contract to control access to data-processing areas by all personnel, to include custodial personnel, and all visitors to the facility.

(2) Facility Security. The Contractor ADPSSO will review the Facility Security Profile and notify the TACOM System Security Manager (ATTN: AMSTA-SC) of any discrepancies. Because of the information contained in the Profile, the Contractor will handle it as 'For Official Use Only' (FOUO). If after discussions between the ADPSSO and the TACOM System Security Manager a determination is made to change the Profile, the TACOM System Security Manager has the authority to permit the ADPSSO to make the change. The Facility Security Profile will become part of the Accreditation Package.

(3) Security of Remote Terminals. The Contractor's SPP shall include a description of the safeguards and procedures to be applied to (i) all remote terminals located in the ADP facility, and (ii) all hardcopy outputs produced by highly sensitive or sensitive systems that are covered by the terms of this contract. With respect to remote terminals, the Contractor's SPP shall also address the methodology by which such terminals will be rendered unable to access any highly sensitive or sensitive systems during nonduty hours.

(4) Personnel Security.

(i) The prospective employee will fill out a DD Form 398-2, 'Personal Security Questionnaire--National Agency Check.' After the form is completed, it will be handled as 'For Official Use Only'(FOUO). The Contractor ADPSSO will check the form for correctness and then annotate the DD Form 398-2 with the following authority: 'Memorandum, Office of the Under Secretary of Defense (Policy), Director of Security Plans and Programs, 16 Aug 82, subject: Personnel Security Investigations for Contractors.' The form will be forwarded to the TACOM System Security Manager (ATTN: AMSTA-SC) through the Government Security personnel assigned security administration on this contract.

(ii) The TACOM System Security Manager will forward the DD Form 398-2 to Defense Investigative Services (DIS) for screening. DIS will recommend selection or non-selection of the potential employee. If DIS recommends non-selection, the potential employee cannot be assigned to ADP sensitive positions which are defined by the TACOM System Security Manager. When the screening is complete, a copy will be returned to the TACOM System Security Manager and a copy forwarded to the Contractor ADP System Security Officer for retention in the employee's file.

(iii) Incumbent employees referred to in the remainder of this section is/are the Contractor's employees.

(iv) Incumbent employees must have a DD Form 398-2 on file in their personnel file. If there is not one on file, the screening process listed above must be initiated and completed within 60 days of the date of this contract.

(v) After weighing all of the pertinent factors to include those factors listed in Army Regulation 604-5, Appendix I, the Contractor is the person who is responsible to make the determination to remove an incumbent employee from ADP sensitive duties effective immediately. The Contractor ADPSSO will then counsel the individual as to the reasons for disqualification. A written notification will be initiated by the ADPSSO and provided to the disqualified incumbent within 10 days of removal. The notification will provide information concerning reasons for disqualification, appeal procedures, and a form statement for signature of the disqualified incumbent indicating only that the reasons for the disqualification are fully understood. The incumbent may appeal the disqualification within 20 workdays of the written notification. Appeals will be in writing to the ADPSSO and will specifically deny or explain the accusations. The TACOM System Security Manager will receive copies of the disqualification information and appeal from the ADPSSO. Within 20 working days of the receipt of the appeal, the ADPSSO will issue written response to the disqualified incumbent either accepting the appeal and reinstating the individual or sustaining the disqualification. If disqualification is sustained, a written statement will be prepared by the ADPSSO and submitted to the TACOM System Security Manager with a copy included in the employee file.

(vi) Contractor supervisors of employees assigned to highly sensitive or sensitive positions will maintain day-to-day observation of individuals. Annually, Contractor supervision will verify, in writing, that employees working for them are qualified for retention. This verification will be accomplished by review of the employee's personnel file. The verification will be included in the employee file and a copy sent to the TACOM System Security Manager.

(5) System Passwords. All systems will have a method of identifying authorized users, accomplished through the use of user identification or passwords. Passwords will be randomly generated and assigned by the ADPSSO. Passwords shall be changed annually. As well, passwords will be retired within one work day when an employee having a password retires, transfers, resigns, or is discharged. The Contractor will treat all employee passwords, including logs, registers, and data concerning them, as FOUO. The Contractor will also ensure that passwords, when entered into computer systems by employees, are suppressed from appearing on terminal display screens and hardcopy output.

(6) Audit and Evaluation. The Contractor shall develop and implement accounting and auditing systems in order to monitor and review the operation of all systems covered by this contract. Such accounting and auditing systems shall be designated to detect actual and potential abuses. These systems shall contain automated and, at the Contractor's option, supplementary manual features as needed in order to provide the coverage outlined below.

(i) SYSTEM ACCOUNTING: Procedures used to monitor the system security based on type of operation and degree of

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sensitive material handled. Examples are:

- (A) Job Accounting (ensures that programs perform only authorized functions).
- (B) Resource Accounting (provides for the use of resources).
- (C) Customer Accounting (identifies and records data requests from Government and Contractor employees).

(ii) AUDIT TRAIL: Describes manual and automated rosters and logs. Examples are:

- (A) System User Roster (lists personnel authorized access to the system).
- (B) Visitor Log (lists escorted visitors).
- (C) Support Access Log (lists personnel who need to enter the computer area but do not need to be escorted, i.e. maintenance personnel appropriately cleared through the ADPSSO to perform necessary functions).

(iii) INTERNAL AUDITS: Initiates checks to computer access and interaction of the system. Examples are:

- (A) System Access Log (identifies entry to the system with name, data and time).
- (B) File Usage Log (lists opening and closing files).
- (C) Transmission Log (identifies terminal receiving requests and files).
- (D) Storage Log (records memory assigned).
- (E) Suspected Violation Log (records type of violations with date, time and terminal number).

(7) Contingency Planning.

(i) The Contractor will develop a Continuity of Operations Plan to ensure the availability of copies of files, documentation, and materials essential for recovery of operations under emergency or extraordinary conditions. Copies of files (software) will be designated as backup files. Backup files will be generated daily by Contractor personnel and placed in secure storage provided by the Contractor accessible by a minimum of two authorized Contractor personnel. Authorized Contractor personnel will maintain the backup files for 30 days at which time data which is no longer necessary will be eliminated. The following are examples of subplans which must be reflected in the Contractor's Continuity of Operations Plan.

- (A) Plans which will lessen the adverse effects of the emergency or extraordinary condition such as
 - (i) a major fire in the computer room, (ii) a complete power failure in the middle of daily processing, (iii) a wholesale equipment failure, (iv) a major breach of security, or (v) entry into a state of mobilization by the U.S. Government.
- (B) Actions to be taken immediately after the emergency or extraordinary condition.
- (C) Plans necessary to recover and return to normal operations.

(ii) The Continuity of Operations Plan will become part of the Accreditation Package.

(8) Risk Management Assessment. Risk management assessment will be conducted on all automated systems regardless of sensitivity designation. The Risk Management Program Automation Risk Analysis Survey will be filled in by the ADPSSO and submitted to the TACOM System Security Manager (ATTN: AMSTA-SC). The completed survey must be submitted to the TACOM System Security Manager by the ADPSSO (i) 30 days after the start of the contract, (ii) when new hardware, a new operating system, or a change in physical structure of the facility is activated, (iii) when no record of prior risk analysis exists, or (iv) every three years, whichever applies. The information in the survey will be designated FOUO. The Risk Management Assessment will become part of the Accreditation Package.

(9) Accreditation Process. The accreditation process will be accomplished by the TACOM System Security Manager (ATTN: AMSTA-SC). The process will review the operations and verify that information can be processed as required by the level of sensitivity and analyze the effect compromise would have on the information contained in the system. The documents used to do the accreditation are (i) the Facility Security Profile, (ii) the appointment letter for the ADPSSO, (iii) the appointment letter for the TASO (if appropriate), (iv) the Risk Management Program Automation Risk Analysis Survey, (v) the Continuity of Operations Plan, (vi) the Standard Practice Procedure (SPP), and the Memorandum of Understanding (MOU) concerning the use of personal computers, if necessary. The accreditation process will take place as (i) initial accreditation when the contract is awarded, (ii) reaccreditation for replacement of a major system, increase in sensitivity, breach of security, or significant physical change, or (iii) accreditation review every two years to

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include a physical inspection, reevaluation of current sensitivity level, and effectiveness of the current accreditation plan. An accreditation statement will be issued through the TACOM System Security Manager within 30 days of the completion of the appropriate accreditation process.

(10) Security Incidents.

(i) Suspected or actual security violations will be initially reported to the Contractor's ADPSSO who in turn will report it, in writing, to the TACOM System Security Manager (ATTN: AMSTA-SC) within five work days. Examples of violations to be reported are:

- (A) Unexplainable output received at a terminal.
- (B) Abnormal system response.
- (C) Inconsistent or incomplete security marking.
- (D) Unattended terminal device signed on.
- (E) Unsuccessful attempts to log on from remote terminals.
- (F) Extraneous data on computer print outs.

(ii) In cases of suspected or confirmed security violations, information included in the initial report will be (i) location, (ii) system concerned, and (iii) description of the violation. Within two months, the Contractor ADPSSO will submit, in writing, a final report on the violation to the TACOM System Security Manager. The final report will include a determination whether the breach was actual or illusory and a summary of corrective action taken to preclude recurrence.

(11) Automation Security Training.

(i) The ADPSSO will conduct ADP security training for all personnel initially, upon assignment to the Data Processing Activity. The briefing will stress individual's security responsibilities and will be tailored to the assigned duties and oriented toward the local security environment. Automation personnel will also participate in an annual security education program conducted by the ADPSSO which pertains to their responsibilities.

(ii) Upon termination or separation of 60 days or more, the Contractor personnel will be (i) debriefed, (ii) return all materials related to their position, and (iii) sign a Security Termination Statement. This statement will include such information indicating the terminated/separated employee will:

- (A) Read and understand the Espionage Act, other criminal statutes, and Army and local regulations concerning disclosure of highly sensitive or sensitive material upon termination or separation.
- (B) No longer possess ADP programs written for Army operations or Contractor provided information for ADP programs.
- (C) Will not communicate or transmit proprietary information to any unauthorized person or agency.
- (D) Will report to the TACOM System Security Manager (ATTN: AMSTA-SC) any unauthorized attempt to solicit classified or proprietary information concerning the position held when employed by the Contractor.

(iii) The Security Termination statement will be retained in the terminated/separated employee's file.

(12) Appointment of Automation Security Officers. An ADPSSO will be appointed by a letter written by the Contractor at each computer site. A TASO will be appointed by a letter written by the Contractor at each remote terminal site. These individuals will ensure that guidance contained here is implemented. The letters will become part of the Accreditation Package.

(13) Privately Owned Computers. Use of privately owned computers is prohibited without the written consent of the TACOM System Security Manager (ATTN: AMSTA-SC). A Memorandum of Understanding (MOU) will be attached to the accreditation statement. The MOU will be between the TACOM System Security Manager and the owner of the personal computer. Only unclassified information can be processed under the contract on the personal computer, and information becomes the property of the U.S. Government. When an MOU is written, it will become part of the Accreditation Package.

[End of Clause]

