

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/26/2017		2. CONTRACT NO. (If any) CNSHQ15A0007		6. SHIP TO: Thomas R. Hanley, Jr.		
3. ORDER NO. 953A3318A-0009		4. REQUISITION/REFERENCE NO. CNS1710260002		a. NAME OF CONSIGNEE Office of Information Technology		
5. ISSUING OFFICE (Address correspondence to) Office of Procurement Services, 250 E Street, SW, Suite 300, Washington, DC 20525				b. STREET ADDRESS 250 E Street, SW		
7. TO:				c. CITY Washington		d. STATE DC
				e. ZIP CODE 20525		
a. NAME OF CONTRACTOR S R A				f. SHIP VIA		
b. COMPANY NAME S R A DBA: SRA INTERNATIONAL, INC., DUNS: 097779698				8. TYPE OF ORDER		
c. STREET ADDRESS 15036 CONFERENCE CENTER DR				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input checked="" type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 20151-3848			
9. ACCOUNTING AND APPROPRIATION DATA 2018-OPE1-O-35000-F01-P8305-OCO-2525-2018				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. EDWOSB						
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION		b. ACCEPTANCE		10/31/2018		NET 30

17. SCHEDULE (See reverse for Rejections)

Item No. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
See Lines						

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$1,134,503.31	17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Pamela Leith						\$1,134,503.31	17(i) GRAND TOTAL
	b. STREET ADDRESS(or P.O. Box) 250 E Street, SW							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20525					
22. UNITED STATES OF AMERICA BY (Signature) Ada H. Williams						23. NAME (Typed) Ada H. Williams		
(This is signed by Ada H. Williams) (The use of this form and its contents for the use and purchase of services by the Office of Procurement is limited to the use of this form only.)						TITLE: CONTRACTING/ORDERING OFFICER		

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
10/26/2017

CONTRACT NO.

ORDER NO.
953A3318A-0009

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17h)						

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Section CS - Continuation Sheet

Number	Supplies or Services	Quantity	Unit	Unit Price	Total (Inc. disc., tax, and fees)
0001	AUTOMATED INFORMATION SYSTEM SVCS	1.000000	NTE	b4	
	Period of Performance: 11/01/2017 - 10/31/2018				
	Description: Labor (FFP) Total: b4				
	Reference Line: CNS1710260002 - 0000				
	Pricing Options:		PERIOD: Base		
	Additional Funding: 1. (2018-OPE1-O-35000-F01-P8305-OCO-2525-2018): \$66,359.41				
0002	AUTOMATED INFORMATION SYSTEM SVCS	1.000000	NTE	b4	
	Period of Performance: 11/01/2017 - 10/31/2018				
	Description: ODCs total: b4				
	Reference Line: CNS1710260002 - 0000				
	Pricing Options:		PERIOD: Base		
	Additional Funding: 1. (2018-OPE1-O-35000-F01-P8305-OCO-2525-2018) b4				

	CLIN Funding:	Cost:
Period Base Totals:	\$1,134,503.31	\$1,134,503.31
Period Exercised Options Totals:	\$0.00	\$0.00
Period Unexercised Options Totals:	\$0.00	\$0.00
Period Base and Options Totals:	\$1,134,503.31	\$1,134,503.31
Quantity Base Totals:	\$0.00	\$0.00
Quantity Exercised Options Totals:	\$0.00	\$0.00
Quantity Unexercised Options Totals:	\$0.00	\$0.00
Quantity Base and Options Totals:	\$0.00	\$0.00

IDC Constraints Line Item

Line Number	Minimum Quantity	Minimum Amount	Maximum Quantity	Maximum Amount
0001	0.000000	\$0.00	0.000000	\$0.00
0002	0.000000	\$0.00	0.000000	\$0.00

Section CS - Continuation Sheet

SOW Statement of Work

SEE ATTACHED STATEMENT OF WORK

PERIOD OF PERFORMANCE

ITEM	START	End
0001	11/01/2017	10/31/2018
0002	11/01/2017	10/31/2018

Section CS - Continuation SheetCNS 4552.232-001 Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) (June 2013)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 contract Terms and Conditions – Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

[CO to edit and include the documentation required under this contract]

The Contractor must use the IPP website to enroll, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3-5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email IPPCustomerSupport@fiscal.treasury.gov or phone (866) 973-3131. If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the contracting officer.

(End of Local Clause)

CNS 4552.201-70 Contracting Officer's Authority (April 2014)

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract terms and conditions, including price.

CNS 4552.201-71 Contracting Officer's Representative (COR) (April 2014)

a. The Contracting Officer's Representative (COR) may be changed at any time by the Government without prior notice to the Contractor by a unilateral modification to the Contract.

b. The responsibilities and limitations of the COR are as follows:

(1) The COR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.

(2) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the Contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COR. No such changes shall be made without the expressed prior authorization of the Contracting Officer (CO.) The CO may designate assistant or alternate COR(s) to act for the COR by naming such assistant/alternate(s) in writing and transmitting a copy of such designation to the Contractor.

CNS 4552.201-001 Points of Contact (Aug 2014)**Contracting Officer:**

Name: Ada Williams
Phone No.: 202-606-6654

E-Mail Address: ahwilliams@cns.gov

Contract Specialist:

Name: Amy Sheib
Phone No.: 202-606-6787
E-Mail Address: asheib@cns.gov

Contracting Officer's Representative:

Name: Pamela Leith
Phone No.: 202-606-6917
E-Mail: pleith@cns.gov

Contractor:

Name: SRA
DUNS: 097779698
CAGE CODE: 6R517
Contractor POC: b4
E-Mail: [REDACTED]
Phone Number: [REDACTED]
Fax Number: [REDACTED]

Section CS - Continuation Sheet

52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights (Apr 2014)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

(End of clause)

52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.232-18 Availability Of Funds (Apr 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

October 18, 2017

**CORPORATION FOR NATIONAL & COMMUNITY
SERVICE (CNCS) MANAGED INFORMATION
TECHNOLOGY SERVICES (MITS) CALL ORDER
009 LIFECYCLE SOFTWARE ASSET MANAGEMENT**

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SECTION C – STATEMENT OF WORK

1 INTRODUCTION

1.1 PURPOSE

This document describes the work required for the following task:

- MITS BPA SOW Section 4.4, *Infrastructure Services*: Software Asset Management

1.2 ASSUMPTIONS AND CONSTRAINTS

This section defines the broad assumptions and constraints, which Contractor will consider in developing its technical solution. Task specific assumptions and constraints are included within each functional task as applicable.

1. Program Management and Continuous Service Improvement activities for this task are provided by BPA Task Order 006 and are not separately priced.
2. The Government will provide Contractor with access to its network for the purpose of accessing systems for which Contractor will provide information technology infrastructure support. Contractor will abide by an interconnection agreement governing the relationship between Contractor's information technology infrastructure and the Government's information technology infrastructure.
3. Contractor and CNCS OIT are partners. All Contractor work assignments will be provided by OIT designated authorities. Contractor will not accept direction or work assignments from parties other than the designated OIT authorities. Contractor will adhere to all OIT policies. Contractor will not, unless directed by OIT, communicate OIT strategy, planning, initiatives or other sensitive information to parties outside of OIT.
4. Current database types, software versions and infrastructure will be upgraded or changed during this contract period.
5. The Government shall retain all intellectual property done under this contract i.e., work products, scripts, applications, customizations, configuration of devices, systems or services.

2 APPLICABLE DOCUMENTS

CONTRACTOR will comply with the documents contained within the BPA Statement of Work and the CNCS Requirements Document. Additional documents for this call order: None.

3 SCOPE OF WORK

The scope of this work includes all activities necessary to provide efficient, effective and responsive Software Asset Management services to support CNCS. This scope includes lifecycle activities for planning, implementing, operating, funding, improving and sun-setting new and existing infrastructure and services within the CNCS environment.

Contractor will work to partner effectively with OIT to better support CNCS business needs.

The task consists of three sub-tasks: Software Asset Management, Supply Chain Management, and Acquisition Support Services.

3.1 SOFTWARE ASSET MANAGEMENT SERVICE

Contractor will provide a complete software lifecycle management solution. Software management will include, but is not limited to, license inventory management, license and support acquisition and renewal, requirements gathering, systems analysis, manual and automated distribution, patch and update management, software removal, and compliance and utilization audits. Contractor will manage all software licensing on behalf of the Agency.

Contractor will host a data share for the Agency's media library that contains original media images, software downloads, product documentation, product licensing, user guides and manuals, and license assignments. A software license inventory will be maintained that includes products, versions, entitlements, and license allocations. Contractor will provide automated software detection and license monitoring using the existing LANDesk Management Suite or equivalent.

Contractor will assist with requirements gathering and systems analysis for new software requirements. Contractor will provide recommendations to meet business needs and perform security impact assessments. Contractor will assist with vendor product evaluations and provide an impact analysis for any new software/products proposed. When approved in writing by the COR and Contractor, Contractor will purchase any professional services required to implement new requirements.

Contractor will provide automated installations of software, upgrades, and patches to Agency workstations. The Agency will be provided routine reports of eligible upgrades and security patches Contractor will coordinate and download software upgrades and security patches, complete all required configuration testing, and deploy updates in accordance with Agency configuration management guidelines. Contractor will ensure compatibility of all software upgrades and releases through testing prior to deployments. Contractor will promptly resolve any patch or upgrade failures or issues.

3.2 SUPPLY CHAIN MANAGEMENT

Contractor will ensure that all suppliers and sub-contractors can provide the necessary resources, and that all resources that require licensing are properly licensed and used according to the terms of the licenses. Contractor will ensure that additional resources can be quickly provisioned to handle increased demand in services or the deployment of new services.

Contractor will perform technology assessments of new software to ensure the most appropriate versions of hardware and software are in use. Contractor will maintain the technical currency of all Contractor provided assets in accordance with CNCS standards, CNCS operating requirements, and then-current OEM standards. Additionally, Contractor will provide recommendations to the Government, accompanied by the supporting business case, for improvements, enhancements, and upgrades to any Government-owned and/or Government-provided software. Contractor will make recommendations to improve third party services, whether directly contracted with CNCS or provided by their own sub-contractors which may improve the effectiveness, efficiency and costs for these services.

3.3 ACQUISITION SUPPORT

CONTRACTOR will provide software asset acquisition support.

Acquisition support will include the development and management of these documents and activities:

- a. Acquisition Plan
- b. Product Descriptions or Work Statements

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- c. Government Cost Estimates
- d. Draft Solicitation Documents (Request for Information, Request for Quotation)
- e. Documents required by CNCS Acquisition Regulations, Manuals, and Directives.
- f. Serving as the Agent of CNCS and completing approved purchase requests on behalf of OIT.
- g. Managing vendor relationships on behalf of CNCS including conducting market research, participating in service level and cost negotiations, and resolving licensing issues.
- h. Transaction level documentation and validation of all funds allocated vs spend on an ongoing basis.

1 - Software DM and ODC for Call Period

Name – Direct Material
2008tsfarm.cns.gov certificate with SANs
Additional Remedyforce Users
Adobe Term Enterprise License Agreement
All Around Automation PL/SQL Developer
americorp.gov
americorps.gov
americorps.gov
americorpsconnect.gov
Atlassian Suite (JIRA, BitBucket, Bamboo)
Avid Pro Tool
Azure Barraduda NG virtual firewalls
BT MeetMe Conferencing for Skype
Canon Uniflow
CDM - McAfee Suite Upgrade
Checkpoint
Cisco SmartNet
cncs.gov
cns.gov

Congress Plus
Congressional District Database
Crystal Reports Upgrade
cw.nationalservice.gov
CyberFEDS
Digicert - dc3fw01.cns.gov
Digicert - drfw01.cns.gov
Digicert - vpn.cns.gov
Druva
drvpn.cns.gov
egrants.cns.gov
Everbridge Mass Notification
F5 Load Balancer
Fastlane Quest Reporter
FedHR Navigator
Fiberlink MaaS 360
getinvolved.gov
HP Carepacks (Headquarters)
HP Fortify 360
HP Functional Testing (Quick Test Pro)
IBM SPSS Advanced Statistics
IBM SPSS AMOS
impact.vistacampus.gov
Indicium DMS
Indicium Upgrade to Win10
inventory.cns.gov

IPSwitch MoveIT DMZ
LANDesk
learnandserve.gov
McAfee Endpoint Protection Advanced Suite
Mentor.gov
MetaVis_Office365-OneDrive-Informant
Microsoft Enterprise Agreement
MicroStrategy Base Software
MicroStrategy Mobile
mlkday.gov
mlkday.org
my.americorps.gov
nationalservice.gov
nationalservice.gov Geotrust EV cert
nationalserviceresources.gov
OfficeSpace
Oracle Add On Renewal
Oracle Support Renewal
owa.cns.gov
PeopleSearch
PGP (Pretty Good Privacy)
presidentalserviceawards.gov
Proofpoint
pubs.nationalservice.gov
Quantum Scalar i40 Tape Library
questions.nationalservice.gov

Runner Technologies Clean Address
SDI Software TN3270
securetransfer.cns.gov
seniorcorps.gov
serve.gov
service.gov
servicelearning.gov
SharePoint Alternate Tool (ShareGate?)
Shavlik NetChk Protect
Socrata
solarwinds11.cns.gov
splunkshd1.cns.gov
Stata
sts.cns.gov
Survey Monkey Gold Plan
Survey Monkey Platinum Plan
Symantec Backup Exec
Symantec Unified Authentication
Tableau Desktop Professional - New for FY17
Tableau Professional
vista.gov
vistacampus.gov
www.vistacampus.gov
VMware (MDCS)
VMWare vSphere (HQ)
volunteeringinamerica.gov

vpn.cns.gov
webvpn.cns.gov
Worldspace
www.honorroll.nationalservice.gov Geotrust TrueBusiness ID
www.serve.gov GeoTrust EV cert
www.volunteeringinamerica.gov Geotrust TrueBusiness Wildcard
ODC - CSRA
3PAR
McAfee DLP
Splunk
Nessus SCCV
First Federal
Brocade
Bluecoat
Cisco
Infoblox
Symantec NetBackup
Report Tool for Cisco Unified Communications - Standard Version 9
Kiwi SysLog
HP SW Support
Remedyforce
Quantum
HP HW Support
Solarwinds
Hardware at HQ to reduce DC3 footprint

Quantum LTO 4 Tapes (200)
Other Direct Charge
3PAR
McAfee DLP
Splunk
Nessus SCCV
First Federal
Brocade
Bluecoat
Cisco
Infoblox
Symantec NetBackup
Report Tool for Cisco Unified Communications - Standard Version 9
Kiwi SysLog
HP SW Support
Remedyforce
Quantum
HP HW Support
Solarwinds
Hardware at HQ to reduce DC3 footprint
Quantum LTO 4 Tapes (200)

3.4 SOFTWARE ASSET MANAGEMENT SUPPORT DELIVERABLES

CONTRACTOR will provide the deliverables listed:

Deliverable	Due Date	Formal/Informal
Acquisition Plan(s)	As Requested	TBD
Product Descriptions or Work Statements	As Requested	TBD
Government Cost Estimates	As Requested	TBD

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Draft Solicitation Documents	As Requested	TBD
Ad Hoc and Scheduled Reports and Analysis	As Requested	TBD
Transaction level documentation and validation of all funds allocated vs spend on an ongoing basis.	On-Going	Informal

Table 2: Software Asset Management Deliverables