

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

1. DATE OF ORDER 09/27/2017		2. CONTRACT NO. (If any) HHSP233201700027I		6. SHIP TO:	
3. ORDER NO. HHSP23337002T		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE PSC/SAS/DAM	
5. ISSUING OFFICE (Address correspondence to) DHHS/PSC/AMS/DAM 7700 Wisconsin Avenue 8th Floor Bethesda MD 20814				b. STREET ADDRESS 7700 Wisconsin Avenue 8th Floor Bethesda MD 20814	
				c. CITY Bethesda	e. ZIP CODE 20814
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR NA ALII CONSULTING & SALES LLC 1463430				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS NA ALIICONCONSULTING & SALES, LLC 3375 KOAPAKA ST STE B200				REFERENCE YOUR: Na Alii	
d. CITY HONOLULU				e. STATE HI	
				f. ZIP CODE 968191862	
9. ACCOUNTING AND APPROPRIATION DATA 2017.E8617Q4.25235				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<input type="checkbox"/> a. SMALL	<input 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 WOSB 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 Destination	b. ACCEPTANCE Destination				

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)
	Tax ID Number: 20-1741740 DUNS Number: 167164461 The Contractor shall provide Digitization / Document Conversion Support Services to Defense POW/MIA Accounting Agency (DPAA) in accordance with the terms and conditions contained herein, contractors Technical and Business Proposal dated September 13, 2017 with a Revised Materials Price Proposal dated September 21, 2017, and the terms Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME PSC/FMS				\$1,699,029.12		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) PSC_invoices@psc.hhs.gov				\$1,699,029.12		
c. CITY		d. STATE	e. ZIP CODE			

22. UNITED STATES OF AMERICA BY (Signature)		Electronically Signed 09/27/2017		23. NAME (Typed) DONALD S. HADRICK TITLE: CONTRACTING/ORDERING OFFICER	
---	--	----------------------------------	--	--	--

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

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/27/2017	HHSP233201700027I	HHSP23337002T

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	<p>and conditions of the referenced IDIQ contract. The Revised Material Proposal supersedes Materials portion of their September 13 Business Proposal. The contract type is a hybrid Firm Fixed Price (FFP) and Time &amp; Materials (T&amp;M).</p> <p>The aforementioned proposal is hereby incorporated by reference into this document with the same force and effect as if included in full text. In the event of inconsistencies between the offerors proposal and the terms and conditions of this order (including IDIQ terms), the latter shall govern.</p> <p>The Base Period is awarded in the amount of \$2,315,895.18, and incrementally funded in the amount of \$1,699,029.12. Funding is subject to DFARS 252.232-7007 Limitation of Government's Obligation as contained herein. The total value for full performance including all options if awarded is \$9,843,238.87. See Award / Funding Schedule below for details.</p> <p>Appr. Yr.: 2017 CAN: E8617Q4 Object Class: 25235                      Period of Performance: 09/30/2017 to 09/29/2018</p>					
1	<p>Base Period - DCMSS Digitization/Document Support Services, Materials, and Travel                      Amount:\$2,315,895.18                      Requisition No: PSC204635, PSC207923</p> <p>Amount: \$1,067,961.16</p> <p>Amount: \$1,247,934.02</p>				1,699,029.12	
2	<p>Option Period 1 - DCMSS Digitization/Document Support Services, Materials, and Travel                      Amount: \$2,442,044.46 (Option Line Item)                      Amount:\$2,442,044.46                      Period of Performance: 09/30/2018 to 09/29/2019</p>				0.00	
3	<p>Option Period 2 - DCMSS Digitization/Document Support Services, Materials, and Travel                      Amount: \$2,508,612.61 (Option Line Item)                      Amount:\$2,508,612.61                      Period of Performance: 09/30/2019 to 09/29/2020</p> <p>Continued ...</p>				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					<b>\$1,699,029.12</b>	

ORDER FOR SUPPLIES OR SERVICES

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

DATE OF ORDER 09/27/2017	CONTRACT NO. HHSP233201700027I	ORDER NO. HHSP23337002T
-----------------------------	-----------------------------------	----------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
4	Option Period 3 - DCMSS Digitization/Document Support Services, Materials, and Travel Amount: \$2,576,686.62 (Option Line Item) Amount:\$2,576,686.62 Period of Performance: 09/30/2020 to 09/29/2021				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

HHSP233201700027I/HHSP23337002T

**ADDITIONAL TERMS AND CONDITIONS****BASE PERIOD AWARD / FUNDING SCHEDULE**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>TYPE</b>	<b>FUNDED</b>	<b>AWARDED</b>
<b>0001</b>	DCMSS Digitization/Document Conversion Support Services	FFP	\$1,164,588.19	\$2,234,755.21
<b>0002</b>	MATERIALS	FFP	\$61,139.97	\$61,139.97
<b>0003</b>	TRAVEL - In Accordance With Federal Travel Regulations (FTR)	NTE	\$0.00	\$20,000.00
			<b>\$1,225,728.16</b>	<b>\$2,315,895.18</b>

**OPTION PERIOD 1 AWARD / FUNDING SCHEDULE**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>TYPE</b>	<b>FUNDED</b>	<b>AWARDED</b>
<b>1001</b>	DCMSS Digitization/Document Conversion Support Services	FFP	\$0.00	\$2,407,272.66
<b>1002</b>	MATERIALS	FFP	\$0.00	\$14,771.80
<b>1003</b>	TRAVEL - In Accordance With Federal Travel Regulations (FTR)	NTE	\$0.00	\$20,000.00
			<b>\$0.00</b>	<b>\$2,442,044.46</b>

**OPTION PERIOD 2 AWARD / FUNDING SCHEDULE**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>TYPE</b>	<b>FUNDED</b>	<b>AWARDED</b>
<b>1001</b>	DCMSS Digitization/Document Conversion Support Services	FFP	\$0.00	\$2,467,454.47
<b>1002</b>	MATERIALS	FFP	\$0.00	\$21,158.14
<b>1003</b>	TRAVEL - In Accordance With Federal Travel Regulations (FTR)	NTE	\$0.00	\$20,000.00
			<b>\$0.00</b>	<b>\$2,508,612.61</b>

**OPTION PERIOD 3 AWARD / FUNDING SCHEDULE**

<b>CLIN</b>	<b>DESCRIPTION</b>	<b>TYPE</b>	<b>FUNDED</b>	<b>AWARDED</b>
<b>2001</b>	DCMSS Digitization/Document Conversion Support Services	FFP	\$0.00	\$2,529,140.83
<b>2002</b>	MATERIALS	FFP	\$0.00	\$27,545.79
<b>2003</b>	TRAVEL - In Accordance With Federal Travel Regulations (FTR)	NTE	\$0.00	\$20,000.00
			<b>\$0.00</b>	<b>\$2,576,686.62</b>

<b>TOTALS</b>	<b>\$1,225,728.16</b>	<b>\$9,843,238.87</b>
---------------	-----------------------	-----------------------

HHSP233201700027I/HHSP23337002T

**PERIOD OF PERFORMANCE**

The resulting award period of performance is a based period of 12 months and three option periods of 12 months each. Option periods are subject to availability of funds and may be unilaterally exercised by the Government.

<b>Base Period:</b>	9/30/2017 – 9/29/2018
<b>Option Period 1:</b>	9/30/2018 – 9/29/2019
<b>Option Period 2:</b>	9/30/2019 – 9/29/2020
<b>Option Period 3:</b>	9/30/2020 – 9/29/2021

**PLACE OF PERFORMANCE**

See Statement of Work

**CONTRACTING OFFICER REPRESENTATIVE**

Michael Dolski

Email: [michael.r.dolski.civ@mail.mil](mailto:michael.r.dolski.civ@mail.mil)

HHSP2332017000271/HHSP23337002T

## APPLICABLE CLAUSES

### 1.0 Invoice Submission

The Contractor shall submit invoices once per month. A complete invoice with all required back-up documentation shall be sent electronically, via email, to:

1. Contracting Officer's Representative (COR): michael.r.dolski.civ@mail.mil
2. Financial Management Service (FMS): [psc\\_invoices@psc.hhs.gov](mailto:psc_invoices@psc.hhs.gov) \*
3. Contract Specialist via Outlook mailbox: Ronald.robinson@psc.hhs.gov

*\* No other non-invoice related documents (i.e. deliverables, reports, balance statements) shall be sent to the DAM and FMS mailboxes. Invoices Only.*

The subject line of your email invoice submission shall contain the contract number, contract line item number, the order number, if applicable, and the number of invoices. The Contractor shall send one email per contract per month. The email may have multiple invoices for the contract. Invoices must be in the following formats: PDF, TIFF, or Word. No Excel formats will be accepted. The electronic file cannot contain multiple invoices; example, 10 invoices requires 10 separate files (PDF or TIFF or Word).

Invoices shall be submitted in accordance with the contract terms, i.e. payment schedule, progress payments, partial payments, deliverables, etc.

All calls concerning contract payment shall be directed to the COR.

In accordance with FAR 52.212-4, Contract Terms and Conditions—Commercial Items, a proper invoice must include the following items:

FAR 52.212-4(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include—

- (i) Name and address of the Contractor;
- (ii) Invoice date and number;
- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

HHSP2332017000271/HHSP23337002T

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., [52.232-33](#), Payment by Electronic Funds Transfer—System for Award Management, or [52.232-34](#), Payment by Electronic Funds Transfer—Other Than System for Award Management), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act ([31 U.S.C. 3903](#)) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR Part 1315.

Additionally, the FMS requires the contractor to include its Dun & Bradstreet Number (DUNS) on each invoice.

In accordance with OMB Memorandum, M-11-32, Agencies shall make payments to small businesses as soon as practicable, with the goal of making payments within 15 days of receipt of a proper invoice. If a small business contractor is not paid within this (15 day) accelerated period, the contractor will not be given a late-payment interest penalty. Interest penalties, as prescribed by the Prompt Payment Act, remain unchanged by means of this memorandum. All small businesses shall label all invoices as “Small Business.”

Additionally, in accordance with OMB Memorandum, M-12-16, all prime contractors are encouraged to disburse funds received from the Federal Government to their small business subcontractors in a prompt manner. To assist prime contractors in expediting contractor payments to small business subcontractors, Agencies shall, to the full extent permitted by law, temporarily establish an earlier, accelerated date for making agency payments to all prime contractors. Consistent with OMB Memorandum M-11-32 above, Agencies shall have a goal of paying all prime contractors within 15 days of receiving proper documentation. In an effort to support small business growth, drive economic activity and job creation, the Contractor is encouraged to accelerate payments to their small business subcontractors.

In accordance with the requirements of the Debt Collection Improvement Act of 1996, all payments under this order will be made by electronic funds transfer (EFT). The Contractor shall provide financial institution information to the Finance Office designated above in accordance with FAR 52.232-33 Payment by Electronic Funds Transfer – System for Award Management.

**FAR 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 before the contract expires.

(End of Clause)

**FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 1 day before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 21 months.

(End of Clause)

HHSP2332017000271/HHSP23337002T

**HH SAR 352.203-70 - Anti-Lobbying (January 2006)**

Pursuant to the current HHS annual appropriations act, except for normal and recognized executive-legislative relationships, the Contractor shall not use any HHS contract funds for (i) publicity or propaganda purposes; (ii) the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself; or (iii) payment of salary or expenses of the Contractor, or any agent.

**The following clause/clauses are incorporated by reference:****HH SAR 352.222-70 Contractor Cooperation in Equal Employment Opportunity Investigations (January 2010)****252.232-7007 Limitation of Government's Obligation.**

## LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Firm fixed price contract line item(s) 0001 is incrementally funded. For this/these item(s), the sum of \$1,637,889.15 of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."



HHSP233201700027I/HHSP23337002T

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to the FFP CLIN of this contract in accordance with the following schedule:

Execution of Contract	\$1,164,588.19
5/25/2018	\$596,866.06

(End of clause)

HHSP233201700027I/HHSP23337002T

**Performance Work Statement**  
**Defense POW/MIA Accounting Agency (DPAA)**  
**DPAA Case Management System Support (DCMSS)**  
**Task Order Number: 02**  
**Digitization / Document Conversion Effort**  
**As Amended 8/31/2017**

## 1.0 Scope:

1.1 Background: The DPAA mission is to lead the U.S. national effort to pursue the fullest possible accounting of those lost during our nation's past, present, and future conflicts. For the Prisoner of War/Missing in Action (POW/MIA) accounting community, the ability to share information between agencies and partner Communities of Interest, (e.g., DPAA, Service Components, Forensic Labs, Combatant Commands, and Service Member Families), is critical for accounting for those still missing from past conflicts. To meet these requirements and take full advantage of evolving technologies and reduce document storage costs, DPAA is working to develop a high-performance digitization capability that will allow critical files, reports, documents, and/or images of objects (e.g., dog tags, personal effects) to be stored electronically to ensure information is accessible to the proper communities involved in the search and return of missing persons.

1.2 Requirement: The Contractor provides a Project Manager, a Project Team Lead, and a Project Team to perform document management, data conversion, and indexing services in accordance with this Statement of Services (Services Statement). The resulting digital files will be saved in two formats: a high resolution non-compressed archival version; and a single Adobe Portable Document Format (.pdf) for retrieval by the personnel accounting community via the Unclassified but Sensitive Internet Protocol Router Network (NIPRNet) and either a Tag Image Format (.tiff) or RAW File Format (.raw) as a backup and more enduring format, which will be stored securely and not accessible by the personnel accounting community. The Contractor's Project Manager shall oversee day-to-day performance of the team and the work at the site, and the DPAA Project Manager will monitor the general performance of the Project Team remotely, with site visits, as needed.

- A. The Services Statement is divided into two Contract Line Item Numbers (CLINs).
- B. CLIN 1 is for the performance of document management, data conversion, and indexing services for records known as the Individual Deceased Personnel Files (IDPFs), which are currently stored at the Washington National Records Center (WNRC) in Suitland, MD.
- C. CLIN 2 is for the performance of document management, data conversion, and indexing services for records known as the Official Military Personnel Files (OMPFs), Military Morning Reports, and Bureau of Medicine (BuMed) files, which are stored at the joint National Archives and Records Administration (NARA) and National Personnel Records Center (NPRC) facility in St. Louis, MO.
- D. NOTE: Radiographs (generally of the chest area) are often included in OMPF's for Army and Air Force personnel, but are found in the BuMed records for Navy personnel and Marines. Accordingly, "OMPFs," as used herein, include the Navy and Marine medical records that correspond to the individual for whom an OMPF is being digitized.

HHSP2332017000271/HHSP23337002T

## **2.0 CLIN 1 Responsibilities:**

2.1 Equipment: Unless otherwise specified herein, all equipment described in this Statement of Services and Attachment A hereto will be provided by the Contractor at its expense.

### 2.2 Boxes/Containers

- A. Order of Contents. The contents of each box and container shall be kept and returned in the same order as found when the box was delivered. Any anomalies such as misfiled files that do not match the sequence of files in the box or container and empty file folders, shall be noted on the box or container inventory report.

### 2.3 File/Report/Document/Object Description

- A. DPAA shall provide a description of the files, reports, documents, or objects to be digitized. This description shall include the structure, sizes of paper, 3D objects, x-rays, dividers, age of the items to be digitized, known condition, and any other information that describes the items to be digitized. Classification or Declassification information shall be provided as part of the description.
- B. DPAA, working with the Contractor, shall establish a process to mitigate the impact of discovering any unanticipated classified material in these record sets. This process will include steps to identify, secure, and transport any classified information found after the Contractor has assumed control of the items to be digitized.
- C. If the items to be digitized have been declassified, DPAA shall provide specific declassification verbiage that shall appear on every digitized image. The Contractor shall determine how the declassification verbiage shall be applied to each image.
- 1) DPAA shall provide the quantity of digitization to be accomplished by the Contractor, which shall include number of files/reports/documents/objects, average page count if consolidated by file or report, number of boxes or containers, and any other information that will facilitate the success of the project.

### 2.4 File/Report/Document/Object Preparation for Digitization and Verification

- A. Files that contain contents secured by metal prongs and further grouped using staples and paper clips shall be carefully disassembled while maintaining the exact order of the contents. Prongs shall be assessed for condition and corrosion and replaced, if needed, to ensure that no further damage occurs to the contents. If a prong is replaced, Prong Base, File Fastener, 100 per Box - Part Number UNV81012 or equivalent shall be used. For removing staples, ULINE Bostitch Magnetic Staple Remover - Part Number S-14924 or equivalent shall be used to ensure that damage to the document does not occur. To temporarily secure smaller items that were stapled to a page or not secured by the prong, Plastic Paper Clips, Med, 500/Box, Part Number GEMPC0300, or equivalent shall be used. These paper clips shall remain on the documents once the file is digitized and verified and all contents placed back on the prong. Any pages that are found with folds shall be straightened to digitize the full page without covering any information. Pages with tears, whether partially attached or detached, shall be repaired with LINECO Document Repair Tape, 1", Archival, Part Number 533-0198 or equivalent according to best practices under the guidance of NARA St. Louis prior to digitization. In all circumstances, the Contractor shall comport with NARA best practices and instruction and guidance provided by

HHSP2332017000271/HHSP23337002T

the NARA staff in St. Louis. The intent is to ensure long-term preservation, document integrity, and content readability.

- B. File folders that are found to be damaged, crumbling due to age, or otherwise unusable to identify and protect the contents, shall be placed in a new folder and marked with the same information as required for that record type. For legal size folders, Legal Folders, Manila, tab 3rd position, 100 per box - Part # UNV-15123 or equivalent shall be used. The replaced folder shall be retained inside of the replacement folder. Replacement folders shall match the replaced folder in size and tab position.
- C. Reports that are bound shall not be disassembled if they can be digitized as is. If needed to meet the image quality requirement, the report may be disassembled, if possible, contents digitized in sequence, and reassembled.
- D. The same process used for digitization of pages within a file shall be followed for digitization of individual documents. Any documents that are found with folds shall be straightened to digitize the full page without covering any information. Documents with tears, whether partially attached or detached, shall be repaired with LINECO Document Repair Tape, 1", Archival, Part Number 533-0198 or equivalent prior to digitization.
- E. Objects shall be assessed for the best method of obtaining a quality digitized image. A paper surround may be required to ensure that a quality image is produced without the effects of light leakage.

## 2.5 Digitization

- A. DPAA will provide to the Contractor criteria to determine whether or not to digitize content in given record sets. Depending on the digitization requirement, DPAA may provide comparative or validation information to confirm a decision on whether or not digitization of a file or a document is warranted. DPAA shall establish a reconciliation process to resolve differences between the comparative/validation information and the actual information contained in the digitized item and provide the correct information to the Contractor in each instance.
- B. A file name with a U.S. Government-provided naming construct shall be established in the data system supporting the specific digitization requirement.
- C. Digitized images shall be in color to ensure that all marks, annotations, stamps, etc., can be properly interpreted. "Blank" pages shall be assessed to ensure that the page is truly blank and adds no value to the file. Blank pages shall not be digitized. If questionable, the page shall be digitized.
- D. If required, declassification information shall appear on each image. DPAA shall provide specific declassification verbiage.
- E. The Project Team Leader shall determine how the declassification verbiage will be applied to each image.
- F. The type/format of the output file or files shall be determined by DPAA and provided to the Project Team as part of the description of the digitization requirement.
- G. Digitization equipment shall be properly maintained, serviced, repaired, and calibrated in accordance with manufacturer's specifications to ensure that the highest quality digitized image is consistently produced over the life of this arrangement.
- H. Image Background. A colored background shall be used to provide contrast with the item being digitized. Paper, 11X17, Bottle Rocket Blue, Ream - Part Number CASMP2207BE is one background that has been successfully used to ensure maximum contrast.

HHSP233201700027I/HHSP23337002T

- I. Optical Character Recognition (OCR). The Contractor shall ensure that the digital copy constitutes a fair, accurate, and machine-readable version of each digitized content, to the extent possible.
- J. Metadata. DPAA shall provide a list of metadata fields, including data constructs if not free form text, for each task order. These fields shall be filled to the maximum extent possible. Resolution: files shall be digitized at a minimum resolution of 300 dots per inch (DPI). Specific task orders may increase the resolution to a maximum of 600 DPI.
- K. Form Recognition. The Project Team shall use software that recognizes specific forms in common use by DPAA during different time periods (1941 to the present) and found in the material to be digitized. DPAA shall provide a list of forms that may be encountered in the material to be digitized; the list may not be inclusive as other forms may be found.

## 2.6 Quality Control

- A. Each digitized item shall be reviewed by Project Team members after digitization to ensure that the digital file, report, document, or object is an exact replica of the physical file, report, document, or object and contains any required declassification information on each image, in accordance with the quality control factors and the quality control/assurance specifications set forth in Attachment A. The Project Team Leader will monitor these quality control activities by the Project Team.
- B. Quality control factors.
  - 1) Completeness. All items in the physical file, report, document, or object shall be present in the digital file.
  - 2) Sequence. All items in the physical file, report, document, or object shall be in the same sequence as in the digital file.
  - 3) Orientation. All images shall be oriented vertically and not turned left or right or upside down and with minimal skew (i.e., less than 3 degrees from straight).
  - 4) Readability. All images shall be as readable as the physical item.
  - 5) Declassification information. Declassification information shall be readable and fully revealed on each image.
  - 6) Box or Container. All files, reports, documents, and/or objects in each box or container that meet the digitize requirement shall have an associated digital file or files.

## 2.7 File Transfer

- A. DPAA shall, in coordination with the Contractor, establish a means and method for transferring the digitized files, reports, documents, and/or objects to DPAA.
- B. Frequency of transfer shall be established by DPAA in coordination with the Contractor.
- C. Post-transfer, DPAA shall establish a process to identify any errors or issues found and coordinate with the Project Team for corrective action.

## 2.8 Reports and Metrics

- A. The Project Team Leader shall assist in providing data as needed for DPAA to prepare required reports.
- B. Areas to be covered in such reports include progress relative to the goal of the digitization effort and quality of the products produced.
- C. It is expected that each member of the Project Team will complete data conversion/digitization of a minimum of 160 documents per week during the first three months of the project. For the

HHSP2332017000271/HHSP23337002T

period after those initial three months, this shall increase to 200 documents per week per individual. At the three-month mark, DPAA and the Project Team Leader shall review progress to determine if this metric is still feasible given any unknown constraints due to the work environment, facilities, or equipment used.

## 2.9 Digitization Facility.

- A. DPAA shall facilitate access by the Project Team to the NARA digitization facility in St. Louis or access to the records at a remote location, mutually agreeable to NARA, DPAA, and the Contractor.
- B. If required, DPAA shall coordinate with NARA to ensure that suitable space at the digitization facility in St. Louis or at another mutually agreeable location is available.
- C. The Project Team Leader shall ensure that all the Contractor-provided equipment is in place, is properly maintained during the period of performance, and that the digitization equipment, physical storage, and electronic storage for the material to be digitized are in place as soon as practical following commencement of the period of performance. In all circumstances, the Contractor shall ensure sufficient equipment on site for the team members present to conduct meaningful work.

## 3.0 CLIN 2 Responsibilities:

3.1 Equipment and Digitizing Facility/Workspace: Unless otherwise specified, all equipment and computer software described in this Statement of Services and Attachment B hereto will be provided by the Contractor at its expense. The Contractor will work with the National Archives to secure a workspace for the services to be performed under this Statement of Services at the National Personnel Records Center (NPRC) in St. Louis, MO. This work space will have the needed size and configuration for the performance of the services set forth herein.

## 3.2 Boxes/Containers

- A. Order of Contents. The contents of each box and container will be kept and returned in the same order as when the box was delivered by NARA. The Contractor will develop procedures with NARA regarding any anomalies, such as misfiled files that do not match the sequence of files in the box or container and empty file folders
- B. The Contractor will prepare a "delivery report" for what gets delivered to each Project Team Member and will provide DPAA copies of these reports upon request.

## 3.3 File/Report/Document/Object Description.

- A. DPAA will provide the Contractor regular updates listing the OMPFs, morning reports, and/or a description of other specific files, reports, or documents to be digitized. If a description is provided, it will include, if known, the sizes of paper, radiographs, dividers, age of the items to be digitized, known condition, and any other information that describes the items to be digitized. Classification or Declassification information will be provided as part of the description.
- B. DPAA will establish a process to identify, secure, and transport any classified information found after the Contractor has assumed control of the items to be digitized.
- C. DPAA will provide specific declassification verbiage that will appear on every digitized image of declassified information. The Contractor will determine how the declassification verbiage shall be applied to each image.

HHSP2332017000271/HHSP23337002T

- D. DPAA will, to the extent possible, provide the quantity of digitizing to be accomplished by the Contractor, which will include number of files/reports/documents/objects, average page count if consolidated by file or report, number of boxes or containers, and any other information that will facilitate the success of the project, to be provided by DPAA not later than 45 days after the start date of this effort.

### 3.4 File/Report/Document/Object Preparation for Digitizing and Verification

- A. This section sets out DPAA's recommended steps regarding the preparation of the items to be digitized. The Contractor will work with NARA to develop the actual protocols to be used and will try to ensure that the following preparation steps are completed by NARA/NRPC if NARA/NRPC will not allow the Project team to conduct this preparation:
- 1) Files containing contents secured by metal prongs and further grouped using staples and/or paper clips will be carefully disassembled to maintain the exact order of the contents; prongs will be assessed for condition and corrosion and replaced, if needed, to ensure that no further damage occurs to the contents, with Prong Base, File Fastener, 100 per Box - Part Number UNV81012 or equivalent. The Project Team will ensure that a ULINE Bostitch Magnetic Staple Remover - Part Number S-14924, or equivalent, is used to ensure that damage to the document does not occur. To temporarily secure smaller items that were stapled to a page or not secured by the prong, Plastic Paper Clips, Med, 500/Box, Part Number GEMPC0300, or equivalent, will be used to secure these smaller items. These paper clips will remain on the documents once the file is digitized and verified and all contents placed back on the prong. Any pages that are found with folds will be straightened to digitize the full page without covering any information, and pages with tears, whether partially attached or detached, will be repaired with LINECO Document Repair Tape, 1", Archival, Part Number 533-0198, or equivalent, prior to digitizing.
  - 2) If any file folder found to be damaged, crumbling due to age, or otherwise unusable to identify and protect the contents, the Project Team will notify NARA staff to obtain a NARA-approved archival replacement folder and the Project team will ensure the new folder is marked with the same information as required for that record type Replacement folders will match the replaced folder in size and tab position.
  - 3) The Project Team will not disassemble reports that are bound if they can be digitized as is, but may disassemble reports, as needed and as permitted by NARA, to meet the image quality requirement, and will digitize the contents sequence, and reassemble the report in its original order.
  - 4) The Project Team will use the same process to digitize pages within a file as will be followed for digitizing individual documents. Any documents that are found with folds will be straightened and the Team will digitize the full page without covering any information, and, if agreed to by NARA, will repair any documents with tears, whether partially attached or detached, with LINECO Document Repair Tape, 1", Archival, Part Number 533-0198, or equivalent, prior to digitizing.
  - 5) The Project Team will assess objects to determine the best method of obtaining a quality digitized image, and will use a paper surround, as appropriate, to ensure that a quality image is produced without the effects of light leakage.
- B. The Contractor will coordinate with DPAA when it has discussed the above recommendations with NARA/NRPC and will inform DPAA regarding the actual preparation steps NARA/NRPC

HHSP2332017000271/HHSP23337002T

is willing to agree to. If the Project Team is allowed to do the document preparation, it will do so in accordance with the above.

### 3.5 Digitizing OMPFs

- A. DPAA will establish a reconciliation process to resolve differences between the DPAA database comparative/validation information and the actual information contained in the digitized item and provide the correct information to the Project Team Leader in each instance.
- B. The Project Team will establish a file name with a DPAA-provided naming construct in the data system supporting the specific digitizing requirement.
- C. The Project Team will digitize images in color to ensure that all marks, annotations, stamps, etc., can be properly interpreted, and will assess blank pages to ensure that each page is truly blank and adds no value to the file. The Project Team will not digitize blank pages; but it will digitize pages that are questionable.
- D. The Project Team will ensure declassification information appears on each image, as appropriate. DPAA will provide specific declassification verbiage.
- E. The DPAA Project Manager will determine how the declassification verbiage will be applied to images that are classified. The DPAA and Contractor Project Managers will develop a protocol for making such determinations, when appropriate.
- F. The type/format of the output file or files will be determined by the DPAA Project Manager, and provided to the Project Team Leader, as part of the description of the digitizing requirement.
- G. The Contractor will ensure that all digitizing equipment is properly maintained, serviced, repaired, and calibrated in accordance with manufacturer's specifications to ensure that the highest quality digitized image is consistently produced over the life of this arrangement.
- H. Image Background. As applicable, the Contractor will ensure that a colored background is used to provide contrast with the item being digitized. Paper, 11X17, Bottle Rocket Blue, Ream - Part Number CASMP2207BE is one background that has been successfully used to ensure maximum contrast.
- I. Metadata. DPAA will provide a list of metadata fields, including data constructs if not free form text, for each task order. The Project Team Leader will ensure that these fields will be filled to the maximum extent possible, and that files are digitized at a minimum resolution of 300 dots per inch (DPI). DPAA may require increased resolution to a maximum of 600 DPI by specific task order.

### 3.6 Quality Control

- A. Each digitized item will be reviewed by Project Team members after digitizing to ensure that the digital file, report, document, or object is an exact replica of the physical file, report, document, or object and contains any required declassification information on each image, in accordance with the quality control factors and the quality control/assurance specifications set forth in Attachments B and C. The DPAA Project Manager will monitor these quality control activities by the Project Team.
- B. Quality control factors.
  - 1) Completeness. All items in the physical file, report, document, or object will be present in the digital file.
  - 2) Sequence. All items in the physical file, report, document, or object will be in the same sequence as in the digital file.



HHSP233201700027I/HHSP23337002T

- 3) Orientation. All images will be oriented vertically and not turned left or right or upside down and with minimal skew.
- 4) Readability. All images will be as readable as the physical item.
- 5) Declassification information. Declassification information will be clearly readable on each image.
- 6) Box or Container. All files, reports, documents, and/or objects in each box or container that meet the digitize requirement will have an associated digital file or files.

### 3.7 File Transfer

- A. DPAA will establish a means and method for transferring the digitized files, reports, documents, and/or objects to DPAA.
- B. DPAA will establish the frequency of transfer of digitized files.
- C. Post-transfer, DPAA will establish a process to identify any errors or issues found and coordinate with the Project Team Leader for corrective action.

### 3.8 Reports and Metrics

- A. The Project Team will assist in providing data as needed for the DPAA Project Manager to prepare required reports on a monthly basis.
- B. Areas to be covered in such reports include progress relative to the goal of the digitizing effort and quality of the products produced.
- C. The Project Team will complete data conversion/digitizing of a minimum of 50 documents per week during the first three months of the project. For the period after those initial three months, this shall increase to 75 per week per individual. At the three month mark, the DPAA Project Manager and the Contractor Project Team will review progress to determine if this metric is still feasible given any unknown constraints due to the work environment, facilities, or equipment used.

### 4.0 Deliverables: Contractor to provide the following deliverables:

GENERAL DELIVERABLES:	DUE DATES:	ELECTRONIC DELIVERY:
Project Plan	30 Days from Award	Yes
Training Plan (may be included in Project Plan)	30 Days from Award	Yes
Quality Control Plan (may be included in Project Plan)	30 Days from Award	Yes
Project Status Reports	As Required	Yes

### 5.0 Period of Performance:

HHSP2332017000271/HHSP23337002T

<b>Base Period:</b>	9/30/2017 – 9/29/2018
<b>Option Period 1:</b>	9/30/2018 – 9/29/2019
<b>Option Period 2:</b>	9/30/2019 – 9/29/2020
<b>Option Period 3:</b>	9/30/2020 – 9/29/2021

## **6.0 Place of Performance:**

6.1 CLIN 1: National Archives and Records Administration, Washington National Records Center, Suitland, Maryland, if required, otherwise at another mutually agreeable location, provided for by the Contractor, in the National Capital Region or in St. Louis, MO.

6.2 CLIN 2: National Archives and Records Administration, National Personnel Record Center, St. Louis, Missouri, if required, otherwise at mutually agreeable location, provided for by the Contractor, in St. Louis, MO.

**7.0 Government Furnished Equipment (GFE) / Government Furnished Information (GFI):** No GFE is anticipated to be provided to the contract. If any GFE is deemed necessary and expedient, the Contractor is responsible for securing, maintaining, and returning said equipment in sound functioning order or is otherwise liable for its replacement. A government email account will be established and GFI will be provided as necessary and determined by DPAA personnel.

**8.0 Security Requirements:** Work for this project may be up to Top Secret. In accordance with IDIQ contract, the Contractor is responsible to obtain all necessary personnel, security clearances, and passes to access both the digitization facilities as well as government spaces. Key Contractor personnel will coordinate with DPAA East Security Manager to obtain necessary access to DPAA buildings and any other government facilities.

## **9.0 Special Considerations:**

9.1 Contractor and subcontractors are responsible for ensuring work is completed in a safe manner for all contractor employees and DPAA personnel.

9.2 Contractor is responsible for ensuring all personnel receive training on the appropriate use and handling of classified information and for seeking specific guidance from DPAA personnel in cases where policies are unclear.

**10.0 TRAVEL:** Limited travel is anticipated in completion of this task for initial project implementation and then periodic (e.g., quarterly) site visits to monitor project teams. In all instances, travel will comply with Joint Travel Regulations requirements. The Contractor will not charge a fee or profit for travel-related expenses.

**11.0 QUALITY CONTROL:** Where applicable, contractor shall follow Quality Control Plan (QCP), per IDIQ contract.

HHSP233201700027I/HHSP23337002T

**12.0 QUALITY ASSURANCE SUEILLANCE:** Contractor to follow Quality Assurance Surveillance Plan (QASP), per IDIQ contract, and prepare a QASP that contains specific measures for this task. QASP shall be submitted with proposal.

**13.0 ADMINISTRATION:**

Government Contracting Officer's Representative:

Dr. Michael Dolski

Strategic Partnerships

241 18<sup>th</sup> St. S, Suite 800

Arlington, VA 22202

Office: (703) 699-1176

Michael.R.Dolski.civ@mail.mil