

Attachment 3

For

**DESP III User's Guide
Dec 2011**

**SAMPLE
CONTRACTUAL ENGINEERING TASK (CET)**

****** Text in red is guidance text and should be deleted ******

****** Blue text should be filled in and changed to black text ******

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP) III
CONTRACTUAL ENGINEERING TASK (CET)

CET Title

Date

Prepared by:

Your Name
Address
Phone
Email address

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ACRONYM LIST

A & AS	Advisory and Assistance Services
ACO	Administrative Contracting Officer
AFARS	Air Force Federal Acquisition Regulations
AFI	Air Force Instruction
AIS	Automated Information System
BLK	Block
CDRLS	Contract Data Requirements Lists
CET	Contractual Engineering Task
CFR	Code Federal Regulation
COR	Contracting Officer Representative
DAC	Days After Contract
DD	Department of Defense
DID	Data Item Description
DOD	Department of Defense
DODI	Department of Defense Instruction
FAR	Federal Acquisition Regulation
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFS	Government Furnished Software
IAW	In Accordance With
LAN	Local Area Network
MIPR	Military Interdepartmental Purchase Request
N/A	Not Applicable
NSN	National Stock Number
NO	Number
OSHA	Occupational Safety and Health Administration
PARA	Paragraph
P/N	Part Number
PM	Program Manager
PMP	Program Management Plan
POP	Period of Performance
PR	Purchase Request
SEC	Section
SS	Services Summary
QTY	Quantity
USC	United States Code

(Start with this list, and tailor to what is referenced in your CET. Include technical terms)

1.0 INTRODUCTION

1.1 Purpose

The purpose of this effort is to...*(brief description/overview/summary of what you want done. Save specific details for Section 3)*

1.2 Scope

This effort is... *(Provide a brief description of the type/range of tasks you want done. Be sure to include the scope of optional tasks, if any).*

If the requirement is for purely Research and Development work, then you must include the following statement: "The Contractor is performing basic research, exploratory development, or advanced technology development." This still requires you to perform CPARS responsibilities.

1.3 Background

(Add any background information that adds value to your Purpose and Scope)

2.0 REFERENCE DOCUMENTS

2.1 Government Documents

For "2.1 Government Documents" and "2.2 Other Documents, when you cite reference directives (e.g. publications, instructions), reference them by specific process/procedure (e.g. paragraph or chapter) rather than the entire publication. Basically if there is only a portion of a document that is applicable then only reference the applicable portion, otherwise state that the entire publication is applicable. State whether the documents will be provided before order award or whether they will be made available after order award. You will want to provide as much as possible if the contractors will need it to propose on the effort.

Publication/Instruction Title	Date of Document	Specific Paragraph/Chapter/or Entire Document Applies

Or State

There are no reference documents that are applicable to this task order.

2.2 Other Documents

3.0 CONTRACTOR TASKING / REQUIREMENTS

For competitive orders, the task and unfunded options must be fully defined so the Contractor can propose a price, and included the estimated cost of the options in the cost estimate.

Use the following statement only if optional taskings (unfunded options) are required (see Attachment II).

The Contractor shall provide engineering/technical services for the efforts described within Section 3.1 below.

3.1 Contractor Requirements

The Contractor shall...

The important point here is to organize the requirements of your task order into "n" logical "pieces" or phases in this section, with each element as a separate paragraph (3.1, 3.2, 3.3, 3.4, ..., 3.n) with subparagraphs, if applicable.).

TIPS:

- *Remember to use active tasking statements like “The Contractor shall complete XXXXXXX task.” Rather than passive statements like “XXXXXXX task will be completed.”*
- *When a contractor is responsible for a tasking, use “The Contractor shall...” and when the Government is responsible, use “The Government will...”*
- *Capitalize Contractor and Government when they refer to the entity as a legal responsible party (e.g. “The Government will assist in identifying the requirement.” or “The Contractor shall make suggestions.”). Don’t capitalize contractor and government when describing something owned by the Contractor or the Government (e.g. “The Government will assist contractor personnel.” or “The Contractor shall use government facilities.”*

Deliverables (CDRLs) should include at least a program management plan, monthly status report and technical reports. CDRLs should be referenced in the paragraph of section 3 that is requiring a deliverable. See attachment 11 for a pick list of DIDs that can be tailored for your CDRL.

CDRL Sequence No. A039 Contractor’s Progress, Status and Management Report
CDRL Sequence No. A045 Technical Report (*subtitle if necessary*)

Include the following paragraph if the Contractor will be working on an IT system.

3.1.1 Information Assurance Training and Workforce Management.

The Contractor shall comply with all computer and network access requirements and instructions including DoD Directive 8570.1. Information Assurance Training, Certification and Workforce Management.

Include the following paragraph if this is not pure research and development.

3.1.2 Basic or Applied Research

This requirement includes basic or applied research that will result in new or original works, concepts or applications.

3.1.3 Professional Certifications and/or Licenses Required for Contractor Personnel

It is anticipated that Contractor personnel may be required to possess the following Professional Certifications and/or Licenses in support of the performance of this task.

Examples are provided below

- DoD Directive 8570.1. Information Assurance Training, Certification and Workforce Management.
- Environmental Licenses
- Hazardous Material (HAZMAT)

Or

It is not anticipated that Contractor personnel may be required to possess Professional Certifications and/or Licenses in support of this task.

4.0 PERIOD OF PERFORMANCE AND DELIVERY SCHEDULE

4.1 Period of Performance

The overall period of performance for this task shall be IAW Section B, The Schedule, of the task order (i.e. established and identified under the individual CLINs of the order).

4.2 Delivery Schedule for CDRLs

Documentation deliverables shall be delivered in accordance with this CET, unless otherwise specified by the Government Program Manager and Contracting Officer through a contract modification or PCO letter. *It is also useful to include a table that will summarize all the CDRLs, make sure information stated here is the same as the information on the actual CDRL document.*

Paragraph	Description	CDRL	Due Date
Paragraph 3.x	Program Management Plan	A081	30 DAC
Contractor's Progress	Status and Management Report	A039	Monthly
Paragraph 3.x	Technical Report	A045	Monthly

4.2.x Program Management

CDRL Sequence No. A039 Monthly Status Report

The following information if needed should be put in the CDRL or listed here in the CET, but should only be in one place.

This report shall contain:

Progress of the previous month

Status of contract milestones

Resource expenditures for the project
Issues/concerns and associated recommendations

4.2.x Program Management Plan

CDRL Sequence No. A081 Program Plan (Program Management Plan)

The following information if needed should be put in the CDRL or listed here in the CET, but should only be in one place.

This plan shall contain:

Major Milestones

Expected Resource expenditures for the project

Issues/concerns and associated recommendations

4.2.x Program Status Reviews/Technical Interchange Meetings

The Contractor shall attend regular (bi-monthly) program status reviews, as approved by the Government Program Manager. The purpose of these meetings shall be to brief the progress of each assigned task, and to solicit input and concurrence of work performed. The Contractor shall generate presentation materials as required to aid in the discussion of technical issues and shall support Technical Interchange Meetings/Reviews. The Contractor shall provide conference agendas, meeting minutes, and track Action Items associate with the aforementioned meetings/reviews.

CDRL Sequence No. A001 Conference Agenda

CDRL Sequence No. A002 Conference Minutes

CDRL Sequence No. A045 Technical Report (Action Items)

4.2.x Expertise/Professional Services *This paragraph is Optional*

The Contractor shall furnish professional and technically qualified personnel to perform assigned tasking. The Contractor shall provide total task management and supervise contractor personnel. ***The Government's relationship in this non-personal services contract is with the Contractor and not with individuals employed by the Contractor. At all times, it must be clear that the Contractor, not the Government, manages its employees.*** The Contractor's Technical Lead shall serve as the primary point of contact for all technical aspects of the required work. This person shall also be a prime provider of the required technical services. No personal services shall be performed.

4.3 Government Inspection and Acceptance of Deliverables

Documentation deliverables shall be delivered in accordance with this CET, unless otherwise specified by the Government Program Manager and Contracting Officer through a contract modification or PCO letter. The Government Program Manager will have the right to reject or require correction of any deficiencies found in deliverables. In the event of rejection of any deliverable, the Government Program Manager will notify the Contractor in writing of the specific reasons why the deliverable was rejected. The Contractor shall have 30 calendar days, or as outlined in the table in section 7.0 (whichever is shorter), to correct the rejected deliverable and resubmit to the Government Program Manager for re-inspection. If no comments are

provided within 30 calendar days of deliverable receipt, the deliverable will be deemed to have been accepted by the Government. *(Make sure these numbers match the CDRLs)*

5.0 SPECIAL CONSIDERATIONS

5.1 Security

5.1.1 Release or Removal of Information

Contractor personnel shall not release or remove system documentation, data, or reports generated by or through use of government systems. All requests for information shall be forwarded to <Your Organization>.

5.1.2 Security Clearance

The efforts required for this task are expected to be UNCLASSIFIED and should not require the contract personnel to obtain a security clearance. However, if the tasking performance requires access to classified data, a security clearance of SECRET will be required for all personnel having access to the classified data and a DD Form 254 will be submitted.

5.1.3 Base or Area Badges and Access to Facilities

<Your Organization> or the Government Program Manager will assist contractor personnel in processing the necessary DoD forms to obtain base or area badges for access to government facilities and property. Access to government facilities is limited. Therefore, the Contractor shall coordinate required access/usage times and dates through <Your Organization> at least fifteen working days prior to the need date. Control of the facilities shall remain with the Government.

5.1.4 Standards of Conduct

The Contractor shall not divulge any information regarding files, data, processing activities/functions, user ID's, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. Contractor personnel shall abide by all government rules, procedures, and standard of conduct. Contractors requiring access to government Automated Information Systems (AIS) shall have background investigations and security awareness training completed, after task order award but prior to AIS access. When the period of performance is complete or and contractor personnel leave work on this project they will have 5 working days to terminate all their network user account and to return all access cards and base identification badges.

5.2 Government Furnished Equipment (GFE), Materials (GFM), and Software (GFS)

(Note: If you have no GFE/GFM/GFS, state "N/A" (only)

If the Contractor will be in control of government equipment, that equipment must be identified. Fill out the table below, and provide a separate GFP Memo. *The GFP Memo template may be provided by the DESP III office.*)

There is a requirement under FAR 45.102(b) stating that:

Contracting Officers shall provide property to contractors only when it is clearly demonstrated -

- (1) To be in the Government's best interest;*
- (2) That the overall benefit to the procurement significantly outweighs the cost of administration, including ultimate disposal;*
- (3) That providing the property does not substantially increase the Government's assumption of risk; and*
- (4) That government requirements cannot otherwise be met.*

Each of these can be discussed using the GFP Memo.

Item #	NSN	Noun	P/N	Qty	Delivery Date
1					
2					
3					

All products developed under this contract shall be considered government work and shall have no license encumbrances. All Government Furnished Equipment (GFE), Government Furnished Software (GFS), and Government Furnished Material (GFM) shall be returned to the Government upon completion of this contract. The Government will provide **XX, XX, and XX** which shall be considered GFE. At the end of this project, the Contractor shall return the GFE to the Government and will/will not be required to return the GFE to its original state prior to delivery to the Government.

5.3 Base Support - Government Provided Office Space

(If office space will be provided by the Government, please give specifics here (building location, base name, "for up to X contractor personnel", etc.).

All work efforts shall be performed at the Contractor's site.

Or if there is A&AS

Services for this effort shall be performed during the working hours for <your Location/organizations>. At <your Organization location> the Government will furnish office space, desk, chair, file cabinets, bookcases, telephone, e-mail, and Internet access for up to two on-site engineers. The Government will furnish a computer with Windows and Microsoft Office, and Microsoft Project software, and a connection to a printer on the local area network (LAN). At <Your Organization and location> the Contractor shall locate up to two contractor personnel in the <your organization> office in direct support of this CET, as required by <your organization>.

or

5.3 Advisory & Assistance Services (A&AS)/Office Space.

The Government will not provide any office space to the Contractor. This task order requires A&AS work but it shall be performed at the Contractor's facilities and at various temporary meeting sites and other travel locations as directed.

5.4 Government Program and Contract Management

5.4.1 Government Program Management

<Your organization's office symbol> will provide the Government Program Manager for this Task Order. The Government Program Manager will provide the Contractor access to all technical data required to perform approved tasking. Only the Government Program Manager has authority to review and approve contract deliverables (see paragraph 4.3).

5.4.2 Government Contract Management

Responsibility for contracting activities rests solely with the Government Contracting Officer. No conversation, recommendations, or direction, whether given directly by, or implied by government personnel, that will affect the scope, schedule, or price of the program covered by this CET, shall be acted upon by the Contractor unless specifically approved by the Government Contracting Officer.

5.5 Safety Requirements *(if applicable)*

5.5.1 General Safety Requirements

5.5.1.1 Safety Standards

The Contractor shall comply with all safety provisions, e.g., technical specifications, technical publications, Federal Occupational Safety and Health Standards (Title 29 CFR. Part 1910). If there is no applicable Occupational Safety and Health Administration (OSHA) standard, use other applicable nationally recognized sources of safety, health, and fire prevention standards referenced in the work requirements of this contract.

5.5.1.2 Damage to Government Property

The Contractor shall protect government property to prevent damage during the period of time the property is in the possession of the Contractor. The Contractor shall report promptly to the Administrative Contracting Officer (ACO) and Government Program Manager all available facts relating to each instance of damage to government property.

5.5.1.2.1 Major Mishap

When a major mishap (\$2,000 or more) involving government property occurs, the Contractor shall immediately secure the accident scene and the damaged item until released by the accident investigative authority as designated by the <Your> Safety Office. Such release shall be accomplished by the ACO with coordination from the Government Program Manager.

5.5.1.2.2 Investigation

If the Government elects to conduct an investigation of the accident, the Contractor shall cooperate fully and assist government personnel until the investigation is completed. *The*

Contractor shall include a clause in each of its subcontracts requiring subcontractor cooperation and assistance in accident reporting and investigation.

6.0 TRAVEL REQUIREMENTS:

6.1 Travel Anticipated

No travel is anticipated with this task order.

OR

6.1 Travel Anticipated

Contractor personnel may be required to travel on an “as needed basis” to support the objectives of this CET. Travel needs are estimated as follows.

Destination	No. Persons	No. Trips	No. Days
Location 1	2	2	4
Location 2	2	4	3
Location 3	3	3	3
Location 4	3	2	3
Location 5	2	5	4

Total Estimated Travel Costs: \$_____.

6.2 Travel Pre-Approval

The Contractor is responsible for making all necessary travel arrangements. *The Contractor shall obtain written approval to travel from the Government Program Manager at least five (5) working days in advance before traveling.* Request for approval shall include the following:

- Date of Travel
- Event (Purpose of Travel)
- Number of Travelers
- Name and Title (Labor Category) of Travelers
- Goals and Desired Outcomes of Trip
- Why Alternate Methods are not Viable Options (i.e. VTC, Telecom, etc are not options to accomplish purpose and goals of trip)
- Total Estimated Cost of Trip
- Anticipated Itinerary with Associated Estimated Costs (i.e. airfare, hotel, rental car, etc.)

6.3 Travel Expenses

Contractor travel policies and procedures must be best business practices IAW FAR 31.205-46. Contractor must use FAR 31.205-46 and the DoD Joint Travel Regulation (JTR) as a guide

regarding air fares, per diem, allowances and reimbursement of travel expenses. First class air travel is not authorized. **Costs incurred must be in accordance with FAR 31.205-46.** The Government reserves the right to disallow unreasonable travel costs. Travel must be billed as a separate line item on all invoices.

6.4 Post-Trip Report

As part of the monthly report (CDRL A039), upon completion of any travel, the Contractor representative shall submit a trip report (*could be a different CDRL, or you may not need a trip report*).

7.0 SERVICES SUMMARY (SS):

Below are examples of a few items that could be included in the (SS). When creating Performance objectives, try to make them measurable objectives focused on services they will be performing rather than reports they will be submitting. They should come from critical services required in the CET and should discriminate between a good contractor and a poor contractor. A copy of this Services Summary will also be included in your Performance Plan.

Services Summary

Performance Objective	CET Para.	Performance Threshold	Remedy
Monthly Status Reports/ Technical Reports are(pick one) (timely, complete, accurate)	x.x.x	No more than 2 errors are identified per month <u>(define what an error is)</u>	Report will be sent back for correction within (put a timeframe specify working or calendar days) with no additional cost/fee
Schedule	x.x.x	Project is within 10% of schedule as defined in the Program Management Plan(PMP)	Provide a get well plan/ revised schedule by (put a timeframe specify working or calendar days) if schedule is not within 10% with no additional cost/fee
Budget	x.x.x	Project is within 10% of budget as defined in the Program Management Plan (PMP)	Provide a get well plan by (put a timeframe specify working or calendar days) if budget is overrun with no additional cost/fee
Program Management Plan (PMP) are timely	x.x.x	Completed on time and updated to reflect changes as they occur 100% of the time	Plan will be sent back for correction

			within (put a timeframe specify working or calendar days) with no additional cost/fee
--	--	--	---

NOTE:

PERFORMANCE OBJECTIVE (SERVICE REQUIRED): *The Services Summary (SS) should only be items that deal with the quality of the contractor’s performance that are measurable. Any deliverables such as CDRL items should NOT be included as an (SS) item except for reports/plans when you are measuring if they are (timely, complete or accurate) if the CDRL does not already specify that. This is because CDRLs are already contractually binding. In order to determine what should be an (SS) item, ask yourself the question (What outside of the deliverable items on the CET are important to ensure the contractor is performing)? Keep in mind the quality of the contractor’s efforts.*

CET PARA: *Reference the corresponding paragraph so the contractor can refer to additional information contained in the paragraph.*

PERFORMANCE THRESHOLD: *Is a standard to determine what is acceptable or is not acceptable performance. You can measure by using a percentage or number of errors/deviations per month.*

REMEDY: *The Contractor needs to know what remedy will be required when performance is not acceptable so they can get back in compliance with the terms and conditions with the contract.*

8.0 CONTRACTING OFFICER REPRESENTATIVE

The overall Program Management (PM) responsibilities for this task order reside with the following office:

- Office Symbol
- Street Address
- Building Number
- Hill AFB, Utah 84056
- Phone Number

The Contractor will be notified by letter at time of award of the Primary and Alternate CORs assigned to this task order.

9.0 CONTINUATION OF ESSENTIAL SERVICES DURING CRISIS:

Take a look at the following link to see if your requirement falls within the Essential services requirement if your requirement is essential this will also outline the requirement you need to perform delete this and the following paragraph for the final version of the CET.

(IDENTIFY SERVICES DETERMINED TO BE ESSENTIAL FOR PERFORMANCE DURING CRISIS ACCORDING TO DFARS 252.237-7023 [...Hyperlink Docs\DFARS 252.237-7023](#) FOLLOW THE INSTRUCTIONS PROVIDED (PARA 6) TO PROPERLY DOCUMENT THE INFORMATION IN YOUR CET. IT IS THE RESPONSIBILITY OF THE FD/FC TO MAKE THE DETERMINATION.

Use one of the statements below

*If the services **are not** Essential Services then use the following statement*

IAW DFARS 252.237-7023, this requirement is not considered mission essential

*OR If the services **are** Essential Services then use the following statement*

IAW DFARS 252.237-7023, this requirement is considered mission essential and the contracting officer will need to invoke the appropriate clause (IAW DFARS 252.237-7023). The Contractor will need to provide a continuity of services plan.

ATTACHMENT I -- CONTRACT DATA REQUIREMENTS LISTS (CDRLs)

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP)

CONTRACTUAL ENGINEERING TASK (CET)

CET title

Date

Prepared by:

Your Name

Address

Phone

*For detailed CDRL instructions see DoD 5010.12-M
See attachment 11 for DIDs Pick List*

For all CDRLs use the following information

<i>Block 1, Line Item</i>	<i>0004</i>	<i>CDRLs</i>
<i>Block 2</i>	<i>A</i>	<i>CDRLs not separately Priced</i>
<i>Block 2</i>	<i>B</i>	<i>CDRLs separately Priced</i>
<i>Block 3 Contractor/PR Number</i>	<i>PR or MIPR Number</i>	
<i>Block Contractor Name</i>	<i>Leave Blank</i>	

Don't forget to include mailing address and if data is to be electronically delivered include email address.

Optional

If a distribution statement is needed, enter an appropriate distribution statement; otherwise delete the following.

For distribution statement instructions see AFI-61-204

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ATTACHMENT II -- UNFUNDED OPTIONAL TASKING

ATTACHMENT I -- CONTRACT DATA REQUIREMENTS LISTS (CDRLs)

DESIGN AND ENGINEERING SUPPORT PROGRAM (DESP)

CONTRACTUAL ENGINEERING TASK (CET)

CET title

Date

Prepared by:

Your Name

Address

Phone

There are two types of unfunded requirements:

(All option years/option tasks must be fully defined so the Contractor will be able provide a cost proposal for the option(s) along with their initial cost proposal). The DESP III contract Period of Performance (POP) ends on 11 Jan 2019 so all additional tasks must be completed by that date.

Option Years – Same service for one additional year

Option Tasks Examples – Cite a (POP) for this tasks

- a. Same effort multiple sites, (not to exceed 10 sites)*
- b. One effort broken into smaller subtasks that can be funded separately. (No more than 10 parts)*
- c. Phase II additional studies*

The following additional tasks may be added to this CET as additional funding is made available and at the written direction of the Government Contracting Officer:

Option Year 1

Extend Support for an additional 12 months (Unfunded)

The Contractor shall provide the support delineated in CET Sections 1.0 through 9.0 for one additional year after completion of basic.

Option Year 2

Extend Support for an additional 12 months (Unfunded)

The Contractor shall provide the support delineated in CET Sections 1.0 through 9.0 for one additional year after completion of Option 1.

You can add more option years as needed for your requirement but not to exceed the (POP) of the basic DESP III contract.

Option Task 1

See examples above, fully define the tasks and cite what POP you would expect the work to be done within.