

Field and Installation Readiness Support Team (FIRST)

Contract No: W911SE-07-D-0032

GENERAL INFORMATION

A. OVERVIEW:

a. The objective of FIRST is to provide innovative and responsive logistics support to meet the evolving mission needs of the war fighter. The Scope of Work provides Task Areas that define functional and programmatic services that may be required by Headquarters Army Material Command (AMC); Headquarters, Forces Command (HQ FORSCOM); Headquarters IMA (Logistics); Headquarters, U.S. Army Reserve Command (HQ USARC); Headquarters, ARCENT Third US Army and Headquarters, US First Army, and all other Army or DOD Agencies, CONUS/OCONUS authorized to place orders against FIRST contracts. Services may be required in CONUS or OCONUS locations. Specific requirements and standards of performance will be provided in each Task Order.

SUPPORT FOR AVIATION ASSETS IS NOT INCLUDED IN THE SCOPE OF THE FIRST MAIDIQ.

b. FIRST was solicited and awarded as a result of two separate solicitations; one that was a 100% setaside for small business (hereafter referred to as the small business or restricted suite), the other as a full and open competition (hereafter referred to as the unrestricted suite).

c. The scope of the FIRST contracts are separated into clearly defined Task Areas. Specific task areas are authorized as EITHER under the restricted or unrestricted suite. The Task Areas are set forth below, to include designation of which suite the areas are included under.

Competition defined in FAR 16.505(b) as the provisions of fair opportunity at the task order (TO) level, will occur in one suite or the other. Competition will not occur between the suites. The Task Order Contracting Officer will determine which suite the requirement will be competed under. The following provides a decision matrix as to which suite requirements shall be competed under. Estimated task order values are inclusive of options.

Task Area	<u>Small Business Set Aside/ Restricted Suite</u>	<u>Full and Open Competition/ Unrestricted Suite</u>
1	TO is estimated at \leq 5M	TO is estimated at $>$ \$5M
2	All requirements within task area	N/A - not include
3	TO is estimated at \leq 5M	TO is estimated at $>$ \$5M
4	All requirements within task area	N/A - not included
5	All requirements within task area	N/A - not included
6	All requirements within task area	N/A - not included

Task Area	<u>Small Business Set Aside/ Restricted Suite</u>	<u>Full and Open Competition/ Unrestricted Suite</u>
7	TO is estimated at \leq \$5M	TO is estimated at $>$ \$5M
8	All requirements within task area	N/A - not included
9	TO is estimated at \leq \$5M	TO is estimated at $>$ \$5M
10	TO is estimated at \leq \$5M	TO is estimated at $>$ \$5M
11	N/A - not included	All requirements within task area
12	N/A - not included	All requirements within task area

d. Services that are currently performed under an 8(a) setaside, Hubzone setaside or a Service Disabled-Veteran Owned setaside may not be obtained under the scope of work and resultant contracts unless the Small Business Association (SBA) has released the requirement from the Program and dissolved the specific set aside.

B. PURPOSE: The FIRST Ordering Guide contains the information needed to properly use the FIRST Multiple Award Indefinite Delivery Indefinite Quantity (MAIDIQ) to award a Task Order (TO) responsive to the Ordering Office's requirements. The Ordering Guide also describes the steps for preparing a requirements package, the roles and responsibilities for managing the FIRST Task Orders, and guidance, oversight and review and approval procedures.

C. APPLICABILITY: The FIRST Ordering Guide is applicable to all organizations delegated authority to award and administer Task Orders against the FIRST MAIDIQ contracts.

D. SCOPE: FIRST provides qualified personnel, materials, facilities, travel and other services to provide logistics support and related administrative in the following task areas. Support may be required: within and external to the Continental United States; to support missions during peace time, contingency operations and war; and, on a full-time, part-time, or project-related basis. The task areas are inclusive of the total Program support requirements.

Task Area 1: Logistics Program Management and Operations
Task Area 2: Logistics Quality Assurance Support
Task Area 3: Logistics Information/Technology Support
Task Area 4: Logistics Training Support
Task Area 5: Logistics Army Transformation Logistics Support
Task Area 6: Logistics Program Support
Task Area 7: Logistics Transportation/ Supply Support
Task Area 8: Logistics Parts Support – Sets, Kits and Outfits
Task Area 9: Support to Directorates of Logistics/Installation Management Agency
Task Area 10: Logistics/ Maintenance – All Other Organizations
Task Area 11: Comprehensive Support for Centrally Managed Programs
Task Area 12: Command Wide Logistics Enterprise System Program Support

E. ORDERING PERIOD: The FIRST MAIDIQ provides for a five year ordering period, and two one-year option periods. The basic ordering period is February 6, 2007 or date of award, whichever is later, through February 5, 2012. Two-one year option periods are included as follows:

- 1st Option period: February 6, 2012 – February 5, 2013
- 2nd Option period: February 6, 2013 – February 5, 2014

F. PERIOD OF PERFORMANCE FOR TASK ORDERS: Performance under task orders or associated options may extend beyond the ordering period above. However, a task order may not have a period of performance that extends beyond 10 years from the date of award of the basic contract. (February 5, 2017)

G. PROGRAM CEILING: The FIRST contract has a collective ceiling of \$9.0 billion that will be measured against all task order awarded over the five year contract life. The collective ceiling for all contracts awarded as a result of both RFPs is \$9.0 billion for the five-year base period. In the event that options are exercised, the ceiling for the option period will be within the ceiling for the 2nd competition period. Prior to the initiation of a task order, ordering activities should contact SRCC-E to verify remaining ceiling capacity.

H. AUTHORITY TO PLACE TASK ORDERS: All contracting organizations under the command of the Army Contracting Agency (ACA) are herewith delegated authority to award and administer task orders under this contract. All Department of Defense contracting offices and other federal agencies supporting the requirements of logistics missions within the scope of this contract may be delegated authority to place orders against the FIRST contracts. Request for delegations will be approved by the FIRST PCO. Requests for delegation shall include:

- a. Requesting Organization: List name of organization, location, points of contact, phone and email address
- b. Scope of task order: Provide a brief description of the services that are required
- c. Period of performance of task orders: State
- d. Unique requirements: List if any
- e. Agreement: All contracting officers seeking to place orders against the FIRST MAIDIQ agree to comply with the terms and conditions of the FIRST MAIDIQ and this Ordering Guide.

Questions regarding organizations authorized to place orders against these contracts should be directed to the Procuring Contracting Officer, Mr. Heven Ford Jr., located at the Army Contracting Agency Southern Region Contracting Center-East, (ACA-SRCC-E) (404) 464-2736, DSN prefix 367, fordh@forscom.army.mil

I. FEE FOR USE OF FIRST MAIDIQ: There is no fee for the use of the contract by any activity or agency delegated authority to solicit, award and administer task orders under this contract. This does not prohibit the negotiation of service fees by ordering offices as reimbursement for their services, when this contract is used as a means of satisfying their client's requirements.