ORDER FOR SUPPLIES AND SERVICES

IMPORTANT: See instructions in GSAR 553 370-300 1 for distribution

1 DATE OF ORDER	2 ORDER NUMBER	3 CONTRACT NUMBER	4 ACT NUMBER
07/09/2020	47QFRA20F0028	47QRAD20D1087	A21936881

FOR GOVERNMENT USE ONLY

5. ACCOUNTING CLASSIFICATION				6. FINANCE DIVISION		
FUND 285F	ORG CODE Q08FA000	B/A CODE AA20	O/C CODE 25	AC	SS	VENDOR NAME
FUNC CODE AF151	C/E CODE H08	PROJ /PROS NO.	CC-A	MDL	FI	G/L DEBT
W/ITEM	CC-B	PRT./CRFT		AI	LC	DISCOUNT

7. TO: CONTRACTOR *(Name, address and zip code)*
Karthik Balasubramanian
KARTHIK CON ULTING LLC
11490 COMMERCE PARK DR SUITE 530
RESTON, VA 201911574
United States
(b) (6)

8. TYPE OF ORDER
B. DELIVERY

REFERENCE YOUR

Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated.

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.

C. MODIFICATION NO.
P00000
TYPE OF MODIFICATION:

AUTHORITY FOR ISSUING

9A. EMPLOYER'S IDENTIFICATION NUMBER
(b) (4)

9B. CHECK, IF APPROP WITHHOLD 20%

Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged.

10A CLASSIFICATION
Limited Liability Company

10B TYPE OF BUSINESS ORGANIZATION
C. Corporation

11. ISSUING OFFICE *(Address, zip code, and telephone no.)*
GSA Region 8
David J hamburger
W 6TH AVE and KIPLING ST
LAKEWOOD, CO 80225-0546
United States
(b) (6)

12. REMITTANCE ADDRESS *(MANDATORY)*
KARTHIK CONSULTING LLC
11490 Commerce Park Dr
Suite 530
Reston,VA 20191-1574
United States

13. SHIP TO*(Consignee address, zip code and telephone no.)*
Justin Winter
Platte Avenue N Powers Blvs
Colorado prings, CO 80916
United States
719-755-5546

14 PLACE OF INSPECTION AND ACCEPTANCE
Justin Winter
Platte Avenue N Powers Blvs
Colorado Springs, CO 80916
United tates

15 REQUISITION OFFICE *(Name, symbol and telephone no)*
Diana E Zoppi
GSA Region 8
W 6TH AVE AND KIPLING ST
LAKEWOOD, CO 80225 0546
United States
(b) (6)

16. F.O.B. POINT	17. GOVERNMENT B/L NO.	18. DELIVERY F.O.B. POINT ON OR BEFORE	19. PAYMENT/DISCOUNT TERMS
Destination		07/08/2021	NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS

20. SCHEDULE

CLIN 0001 is awarded and funded at (b) (4).

CLIN 0002 is awarded and funded at (b) (4)

CLIN 0003 is awarded and funded at (b) (4).

See Continuation Page for more details

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base period - Labor	1	lot	(b) (4)	
0002	Base period Travel	1	lot		
0003	Base period - CAF	1	lot		

21. RECEIVING OFFICE *(Name, symbol and telephone no.)*
MC pecialed and Opera ional Contracting PKE, (310) 653 6118

TOTAL From 300-A(s)

22. SHIPPING POINT
Specified in QUOTE

23. GROSS SHIP WT.

GRAND TOTAL **$2,737,690.60**

24. MAIL INVOICE TO: *(Include zip code)*

General ervices Administration (FUND)
The contractor shall follow these Invoice Submission Instructions. The contractor shall submit invoices electronically by logging into the AS I T portal (https //portal fas gsa gov),

25A. FOR INQUIRIES REGARDING PAYMENT CONTACT:
G A Finance Customer upport

25B. TELEPHONE NO.
816-926-7287

26A NAME OF CONTRACTING/ORDERING OFFICER*(Type)*
David J Shamburger

26B TELEPHONE NO
(b) (6)

navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).	26C. SIGNATURE David J Shamburger 07/09/2020	
GENERAL SERVICES ADMINISTRATION	**1. PAYING OFFICE**	**GSA** FORM **300** (REV. 2-93)

Performance Work Statement

Space & Missile Systems Center

Defensive Cyber Operations for Space (DCO-S) Agile Release Teams

20 March 2020

1. Introduction

The Space and Missile Systems Center is responsible for the effective planning, acquisition, management and administration of Air Force worldwide space and missile systems programs in support of global military operations. The Center is responsible for effective administration, management, and execution of resources for all programs within its portfolio. The Center acquires systems with capabilities to exploit space and provide Combatant Commanders the capabilities they need to guarantee space superiority for our nation.

1.1 Scope

This Task Order provides a broad range of acquisition support capabilities to execute effective and responsive integrated program management of space-related research, development, production, and lifecycle acquisition activities.

In execution of the requirements within this Performance Work Statement (PWS), outputs may take the form of, but not limited to, information, advice, opinions, alternatives, analyses, evaluations, processes to eliminate waste, standardizing best practices, reducing cycle times/cost of doing business, and/or recommendations to complement the Government's organic resources in accomplishing its mission. Deliverables may be in the format of, but not limited to, a report, software file, briefing, and/or other document as agreed to by the Government, and delivered to the Government staff and/or the Contracting Officer Representative. The nature of this work will, at times, require the Contractor to respond quickly to stringent deadlines.

2. General Instructions

The Contractor shall perform all requirements of this task order in accordance this PWS.

2.1. Full-time Equivalent

A single individual, identified by name, who performs services no less than 1,880 hours annually. A full- time equivalent may not be made up from multiple individuals (e.g., a 0.5 individual and another 0.5 individual do not constitute one full-time equivalent).

2.2. Positions

Positions are determined by the Government and identified as a minimum number of individuals required to meet mission needs. The minimum number of individuals for each labor category may be exceeded but they may not be vacant for any duration for the entire period of performance. Positions shall be staffed with qualified individuals in accordance with the Hours of Operation for the entire period of performance.

2.3. Staffing

Individuals that support this effort shall be co-located with the Government. The contractor may not use excess hours from one individual (i.e., hours worked above 40 hours a week) as credit to another individual to offset a shortage of hours. In the event that a personnel change becomes necessary, replacement personnel shall meet or exceed minimum qualifications set forth in this PWS at no additional cost to the Government. The Government shall be notified as far in advance as possible of all personnel changes.

2.4. Qualifications

Each individual that supports this effort shall meet or exceed qualifications for the entire period of performance. The Contractor shall provide individuals that meet or exceed minimum requirements identified in the Attachment A of this PWS. The Contractor shall verify an individual's qualifications in advance of making personnel changes.

2.4. Inherently Governmental Functions

The Contractor shall immediately stop work and notify the Government Contracting Officer and COR in writing regarding situations where they believe, or have reason to believe, they were tasked to perform an inherently governmental function as defined by Federal Acquisition Regulation.

3. Requirements

Two product teams anticipated to be seven members each – a minimum of 14 full time individuals – are required for this effort. This equates to no less than 26,320 labor hours of on-site support based on a 1,880-hour staff year.

3.1. Software Development & Information Technology Operations Environment Specific Tasks

The contractor shall support creation and implementation of a development environment with the goal of increasing the velocity of software delivery. The software utilized for these tasks may include, US Government imaged computers, program management software, DevOps software, and various software support tools.

3.1.1. DevOps processes and methods

The practices of DevOps[1] shall be utilized to the maximum extent possible. The intent is to provide the maximum flexibility for developers to institute an innovative approach for software delivery.

Using DevOps approach, the contractor will maximize the predictability, efficiency, security, and maintainability of operational processes.

3.1.2. Availability of virtualization and cloud infrastructure

Establish and evolve Virtual infrastructure to allow the organization the ability to configure a server or to test a brand-new code.

3.1.3. Usage of data center automation and configuration management tools

The Contractor shall advance government's mission through their agile software development shops in Colorado Springs. Help in acquiring vendors as part of the software development process, who can seamlessly integrate with their military and civilian staff as needed.

The contractor will establish continuous software delivery, using version control for all production artifacts.

Establish, maintain and manage a commented source code repository for the various versions of

[1] Reference: https://tech.gsa.gov/guides/what_is_devops/

code to include but not limited to tools such as Git, Subversion, Cloudforce, Bitbucket and TFS.

Compile the code in the source code repository into executable code base using automation tools such as Jenkins, SonarQube and Artifactory.

3.1.4. Test automation and continuous integration

Establish collaborative cross-functional teams that share responsibility for maintaining the system that runs the software and preparing the software to run on that system with increased quality feedback and automation issues.

Generate sprint planning, demonstrations, and retrospectives scheduled at regular intervals.

The contractor will use Free and Open Source Software (FOSS) in and will contribute back to the open source community. FOSS is software that does not charge users a purchase or licensing fee for modifying or redistributing the source code. This code is dedicated fully to the public domain.

3.2. General Requirements

Requirements identified in this section are considered aspects of routine business operations. General requirements apply to all individuals that support this statement of work.

3.2.1. Tools, Processes and Procedures

The Contractor shall support the development, procurement, data collection, usage, modification and enhancement, implementation, integration, testing, documentation, verification, validation, protection and maintenance of tools, processes, guidelines, methodologies, models, simulations, databases, web sites, reports and applications to support the execution and management of these requirements.

3.2.2. Instructions and Guides

The Contractor shall develop, maintain, and update Space and Missile Systems Center instructions, implementation guides, publications, forms, charters and standardized processes in accordance with the latest regulations and directives. The Contractor shall document updates. The Contractor shall notify the Government when changes occur. The Contractor shall assist in retrieving, reviewing, synopsizing, and distributing most current Department of Defense, Air Force, Space Command, and Space and Missile Systems Center policy, guidance, instructions, processes, procedures, best practices, and information for compliance within the Directorate.

3.2.3. Reviews and Assessments

The Contractor shall review documents for consistency with applicable military, federal, state, local, contractual, commercial, international statutes, regulations, policies, publications, directives, instructions, executive orders, codes, requirements, and/or standards and report findings to the Government. When performing requirements involving assessing program compliance, the Contractor shall execute these tasks in accordance with existing processes, guidance, directives, and charts.

3.2.4. Reporting Discrepancies, Findings, and Recommendations

The Contractor shall identify discrepancies within their area of responsibility and report them to the

Contracting Officer Representative (COR). The Contractor shall document all findings and/or recommendations and upon government approval of any recommendation, monitor them for proper implementation and/or resolution, as directed. The Contractor will brief the Government on the results and will include a get-well plan to correct identified discrepancies.

3.2.5. Routine and Ad hoc Meetings

Routine meetings include but are not limited to, staff, working groups, tag-ups, status, reviews, task management, Director's weekly staff, stand-up, Self-Assessment Program, and special topic meetings to include international partners. Ad hoc meetings include but are not limited to integrated product team, technical interchange, process improvement, program manager, and Contracting Officer support.

3.2.6. Status Report (CDRL A001)

The Contractor shall report a wide variety of information to ease and assist the effective and efficient execution of this effort in a Government acceptable format. The Government reserves the rights to, at any time, modify or change the contents of the status report and/or how it is conveyed (i.e., spreadsheet, in writing and/or briefed by the Contractors Representative at no additional costs). The Contractor should expect frequent changes and additions to this deliverable. The report shall include, but is not limited to agile measures of performance:

1) Any significant changes to the contractor's organization or method of operations, to the project management network;
2) Significant results of conferences, trips, or directives for the COR;
3) Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions;
4) Billing profile, including projected shortfalls;
5) Funds run out date (if applicable);
6) Any unstaffed positions;
7) Agile software development metrics, to include:
    a. Number of user stories accepted
    b. Number of bugs discovered by user after release
    c. Total work elements committed to sprint (velocity)
    d. Total work elements completed in a sprint

3.2.7. Archiving Data

All products to include, but not limited to: analyses, studies, reports, trainings, presentations, data, research, acquisition management directives, key programmatic reports and documents generated and received during the performance of this task order, shall be archived and backed-up electronically for immediate accessibility on government approved server(s). The Contractor shall establish a file plan in accordance with Air Force Instructions and ensure the structure and user access is compliant with a Government approved plan at all times. The Contractor shall electronically archive any existing hard- copy information pertinent to the execution of this requirement and maintenance of historical records.

3.2.8. Contract Transition

The Contractor shall participate in organization, system, process and information knowledge transfer from the Government program office team to include overlap with the existing Contractors,

as applicable. The Contractor shall facilitate organization, system, process and information knowledge transfer to any new Contractors and/or government entities performing all or portions of this contract during close out of this contract.

3.3. Continuous Improvement Recommendations

The Contractor shall submit to COR and CO, as appropriate, recommendations for streamlining and improving the standards, plans and processes used to execute this task order. All recommendations shall be provided in the status report to include but not limited to a description of the recommended action, background information, and implementation plan.

4. Task Order Administration

4.1. Non-Disclosure Agreements

The Contractor shall obtain non-disclosure agreements with applicable corporate, supplier, and sub-tier vendors with proprietary, restricted, competition sensitive, or any other restricted (e.g., non-foreign disclosure due to public law) data that will be used or accessed during the period of performance.

4.2. Identification

All Contractor personnel serving this effort shall clearly identify themselves as Contractors during meetings, telephone conversations, voicemails (i.e., greetings and leaving messages), electronic messages, and signature blocks. All Contractor personnel shall make their Microsoft calendar viewable to each individual assigned to the Directorate without the need for a request. Each employee shall wear the appropriate security badge for the work location, on the outer clothing on the front of the body between the neck and waist so the front face of the badge is visible at all times.

4.3. Appearance/Conduct

Contractor personnel shall present a clean, neat and professional appearance at all times. Proper business attire excludes “casual wear” such as denim jeans, T-shirts, tennis shoes, ball caps, hoodies, sweat pants, yoga pants, gym wear or similar. Company logo golf shirts with a collar are appropriate. Contractor personnel shall maintain professionalism at all times (e.g., refraining from undermining authority, harassing or embarrassing attendees, and making inappropriate jokes).

4.4. Supplies and Equipment

The contractor shall use Space and Missile Systems Center approved knowledge management tools in accordance with Department of Defense, Air Force, Air Force Space Command, and Center information technology instructions, regulations, policies, and procedures, including AFI 33-129, *Web Management and Internet Use*. Essential office supplies will be provided to perform the tasks and functions as defined in this statement of work unless otherwise stated. The contractor shall provide laptop/computer for each team member to used in support of this effort. The contractor shall provide a telephone or cellular phone for each team member to used in support of this effort.

4.5. Performance of Services Location and Travel

The Contractor shall perform requirements of this statement of work on-site with the Government. Off-site performance shall be limited to the Contracting Officer’s Representative approval/direction

and will be documented in the contract file. The Contractor shall provide corresponding start/end dates, statement of work elements being performed, the accountable individual(s) responsible for performance, location of performance, and evidence of the location's compliance with the security requirements of this task order.

Travel to other government facilities or other contractor facilities may be required to perform the services required by this PWS. All travel requirements shall be pre-approved by the PM or CO and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with FAR 31.205-46, Travel Costs. Travel within the local area will not be reimbursed. For contractors located at Schriever AFB, Peterson AFB, Colorado Springs metro area, and Cheyenne Mountain AFS, the local area is defined as within El Paso County, Colorado.

The contractor shall be responsible for all employee travel arrangements by commercial means. Contractor employee travel shall be in accordance with current Joint Travel Regulations (JTR). Transportation may be provided by the military depending on access to bases and availability of commercial transportation. If any travel arrangements cause additional costs to the contract that exceed those previously negotiated, written approval by the PM or CO is required, prior to undertaking such travel.

4.6. Hours of Operation

The contractor is responsible for conducting business, between the hours of 0600 to 1800, Monday through Friday except federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the Government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

4.7. Government Representatives

The Space Superiority Systems Director is the Government Program Manager for this task order. The Contracting Officer will administer the contract. The Contracting Officer's Representative will manage the Task Order in accordance with this statement of work for performance and compliance.

4.8. Government Inspection

The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work. The Contractor shall adhere to the performance thresholds identified in the Services Summary for this task order.

4.9. Quality Assurance

The Government will evaluate the Contractor's performance under this task order in accordance with the Quality Assurance Surveillance Plan. Government methods of inspection other than those listed in the PWS requirements (such as provided for by the Inspection of Services clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other provisions. Any action taken by the contracting officer as a result of inspections will be according to the terms of the contract.

4.10. Administrative Records

All records, documents, and associated papers provided by the Government and generated during the period of this contract become government property and will remain in place upon contract termination or completion. During the period of the task order, records, documents, and associated papers shall be available for review.

4.11. Services Summary

Performance Objective	Performance Threshold
Schedule: deliverables are submitted on time.	No more than one late deliverable for the period of performance.
Positions: Maintain positions in accordance with the Hours of Operation at all times as set forth in this document.	Contractor shall maintain a 100% fill rate for each position at all times during the task order period of performance.
Security: Comply with all security requirements.	Zero security violations and no more than 1 security incident for the period of performance.
Identification: e-mail, phone, office location w/ proper signage.	Clearly identified voicemails, Signature blocks for all sent and reply emails. Clearly marked work area with proper signage.
Personnel Changes and Terminations: Notify the Government security officer, comply with out processing checklist, and surrender credentials.	Notify the Government security officer, and COR within one hour of all employee terminations or transfers. Contractor shall ensure all individuals comply with out processing checklist, surrender parking pass, access badges and Common Access Card.

5. Deliverables

Deliverable	Due Date	Delivery Method
Product Backlog	Beginning of each sprint	Electronic / visual board accessible (JIRA and/or Git)
Design Deliverables	End of every applicable sprint	Design file (if applicable)
Reports	One business day after sprint	Sprint performance metric
Code Repository of Product – version controlled	End of product increment	GitHub and Docker container (if applicable)

6. Contract Security Requirements

The Contracting Officer's Representative will determine who is nominated for Sensitive Compartmented Information access. Some individuals that serve on this effort may require a

security clearance, Sensitive Compartmented Information access and access to Special Access Programs, as stated in the attached Position Description The system security classification and guidance and other security instructions (including but not limited to classified work or materials) applicable to this task order will be determined by the Government as required.

7. Applicable Guidance and Documents

The Contractor shall be capable of adapting to mission changes, guidance, standards, policies and practices while performing the tasks within this statement of work. To ensure both the Government and Contractor remain synchronized relative to applicable guidance and documents, the Contractor shall perform all requirements of this task order using the most current and approved version of the applicable documents to effect the requirements of this PWS.

1. Department of Defense Cloud Computing Security Requirements Guide, v1r3, 06 March 2017
2. AFMAN 33-363, Management of Records
3. AFPD 16-2, Disclosure of Military Information to Foreign Governments and International Organizations
4. AFI 61-205, Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Air Force Risk Identification Integration and Ilities (RI3) Guidebook
5. DI-MGMT-81468, Contract Funds Status Report
6. DoD 5000.4-M-1, Cost and Software Data Reporting Manual
7. DoD 4500.54M, Department of Defense Foreign Clearance Manual
8. DoDI 5200.01, DOD Information Security Program and Protection of Sensitive Compartmented Information (Note: replaces DODD 5200.12)
9. MIL-HDBK-61A, Configuration Management Guidance
10. SMCI 32-102, Space Allocation Procedures
11. SMCI 63-102, Space Acquisition Board Process
12. SMC-S-002, Configuration Management
13. DoD 8570.01-M, Information Assurance Workforce Improvement Program
14. DoDD 8140.01, Cyberspace Workforce Management