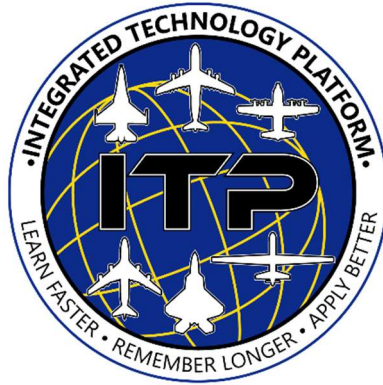


Integrated Technology Platform (ITP)



Integrated Technology Platform (ITP) User's Guide

Contract number: FA850120D0002

Revised 21 March 2023

Enterprise Acquisition Branch
AFSC/PZIE-R
375 Perry Street, Bldg. 255
Robins AFB, GA 31098

Guidance provided by this User's Guide is for reference only. Procedures are subject to change as program matures. If recommendations provided by this document contradict Federal Acquisition Regulations, Air Force guidance or the ITP IDIQ basic contract, please notify the appropriate contact on the Attachment 1 - Point of Contacts.

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1. INTRODUCTION

This Integrated Technology Platform (ITP) User’s Guide is to help users understand and utilize the centralized/decentralized ordering process. The AFSC/PZIE-R Enterprise Acquisition Branch has overall contractual responsibility for contract FA8501-20-D-0002 as the Primary Procuring Contracting Office (PPCO). HQ AETC Integrated Platform Program Office is the organization responsible for centralized program management and oversight of the basic contract.

AFSC/PZIO issued contract FA8501-20-D-0002 to ITP in support of all organizations throughout the Air Force. Since that time, contract administration and oversight has been transferred to AFSC/PZIE-R. This contracting vehicle provides Virtual Reality (VR) software and VR equipment to include Mission Design Series (MDS) scans, 3D modeling, Learning Modules, Training and Support.

The contract is an Indefinite Delivery Indefinite Quantity (IDIQ) with a \$200M ceiling. This contract consists of a basic ordering period plus four option years for additional ordering periods. The ordering periods and the Contract Line-Item Numbers (CLINs) are stated below:

	<u>Year</u>	<u>From:</u>	<u>To:</u>
Basic	Year 1	25 Sep 2020	24 Sep 2021
Ordering Period I	Year 2	25 Sep 2021	24 Sep 2022
Ordering Period II	Year 3	25 Sep 2022	24 Sep 2023
Ordering Period III	Year 4	25 Sep 2023	24 Sep 2024
*Ordering Period IV	Year 5	25 Sep 2024	24 Sep 2025

*Ordering is limited to the time periods stated above.

Funding sources will vary; however, the most common form of funding is 3400 (Operations & Maintenance (O&M)).

For additional guidance, please contact HQ AETC A3/6 FD. Point of Contacts (POCs) Richard Robledo or any of the Program Management Office listed in attachment #1.

2. KEY PERSONNEL AND RESPONSIBILITIES

Program Management Office (PMO) Responsibilities: The PMO is the sole source of entry for any requirements for this contract and tracks order award values for ceiling monitoring. All questions or concerns shall be addressed by the PMO. PMO will provide any documentation required for use of this program. The PMO is responsible for scope reviews for all orders for this contract. The PMO will work with Contractor and Contracting Office to ensure your requirement is met.

Other Key Personnel Responsibilities:

Primary Procuring Contracting Officer (PPCO) Responsibilities: The PPCO shall perform all necessary actions for overall contract administration to ensure compliance with the basic contract terms. The PPCO is the only person authorized to issue modifications to change the basic contract. This individual resides within the Enterprise Acquisition Branch at Robins AFB (AFSC/PZIE-R). The ITP contract is a decentralized ordering contract vehicle. Therefore, ordering is authorized outside of AFSC/PZIE-R. AFSC/PZIE-R is an alternative source to issue orders for offices submitting a requirement which do not have a cognizant contracting office or will be considered on a case-by-case basis based on extenuating circumstances.

NOTE: The PPCO is responsible for the ITP IDIQ. The Ordering Contracting Officer (OCO) is responsible for all task/delivery order requirements.

Ordering Contracting Officer (OCO) Responsibilities: The OCO is the individual responsible for awarding decentralized task/delivery orders. The OCO shall perform all necessary actions for task order award and administration. Duties include but are not limited to awarding/administering orders, providing post award information, executing order modifications In Accordance With (IAW) the basic contract terms. The OCO will also provide advance notice to the PMO Office of any order modifications and PPCO of any needed modifications to the basic contract. This individual OCO shall be a warranted contracting officer authorized to place orders against the ITP IDIQ basic contract. Authorized OCOs are designated by location and/or requirement. **This individual resides within or is assigned to the organization that owns the requirement.**

Note: It is the responsibility of the OCO to follow statutes, regulations, and agency-specific policies regarding the issuance of an order and all modifications. The OCO is responsible for complying with the terms and conditions of the basic contract and all its modifications.

PMO Key Personnel:

Program Manager: Masoud Rasti, HQ AETC A3/6 Force Development

Acquisition Lead: Richard Robledo, HQ AETC A3/6 Force Development

3. AUTHORIZATIONS

3.1. Any organization wanting to use this contract must obtain prior authorization from the PMO. The authorization requires a memorandum of understanding signed by commander.

3.2. As part of the ITP IDIQ ordering process, the PMO will perform a review of every potential requirement to verify that each effort is an essential effort. Only requirements determined by the PMO to be “in-scope” with the ITP IDIQ Product Description (PD) can be acquired under this contract. If there is any dispute, PZIE-R will be the final authority.

4. INSTRUCTIONS FOR ORDERS ISSUED BY PPCO

4.1. As referenced in Section 2, the PPCO's buying office will only issue orders for program offices that do not have a contracting office that cannot support its program needs. If this situation exists, the requiring activity will submit all requirements through the PMO for review. This package will include a written acknowledgement that the requiring activity does not have a cognizant contracting office or cannot support its program needs. No organization will contact the PPCO, unless a control number has been issued to the organization.

4.2. The PMO will work with the contractor to obtain any Rough Order of Magnitude (ROM) on behalf of the requester as necessary. The requesting organization shall not contact the contractor, unless given authorization by the PMO.

4.3. The PMO shall verify with PPCO that the requirement is included in the basic contract. For the latest pricing information, the requiring activity will contact the PMO to secure price lists or request contract information. If the items being procured are not pre-priced on the basic contract, then they must be negotiated by the PPCO in support of that specific task/delivery order and included at the task/delivery order level versus the basic contract level.

4.4. When placing an order, the requiring activity must submit a purchase package to the PMO. Any purchase package submitted directly to Contracting Office will be forwarded to the PMO for coordination, prior to taking any action. The purchase package must include the following:

4.4.1. AF certified Form 9, DD Form 448 funding document or any other funding source approved by PPCO and the organization Financial Management (FM) office. NOTE: PMO must receive a copy of certified funding document approved by FM.

4.4.2. Requirements List (see attachment #5) of aircraft to be scanned, 3D Model, Training Modules, etc. required.

4.4.3. Estimated cost for requirement or ROM.

4.4.4. Requirement Determination Document. (see attachment #4).

4.4.5. Any other forms and/or documentation the PPCO or PMO required in support of the Purchase Request (PR) and that specific requirement (to include the written acknowledgement that the requiring activity does not have a cognizant contracting office).

4.4.6. Technical Evaluation must be completed by requesting organization (see attachment #2).

4.4.7 Order Control Number is required to place a task/delivery order.

4.4.8. If acquiring through the PPCO, the requiring activity will need to submit Request for Quote (if purchasing software), Requirements List, Certified Form 9 or other funds approved by organization Financial Management (FM) office.

4.4.9 Package must be submitted to PMO office for review. PMO office will submit package to PPCO for review.

4.4.10 PMO will issue Order Control Number after package has been reviewed.

4.4.11 When all required documentation is submitted to the PPCO the requesting organization will work with the PMO to complete the final documentation and contract award.

5. INSTRUCTIONS FOR ORDERS ISSUED BY OCO

5.1. The requiring activity must coordinate all requirements for purchase through the PMO. The PMO will notify the PPCO of request for purchase. No organization will contact the PPCO, unless a control number has been issued to the organization.

5.2. Once the PMO has coordinated with the PPCO, PMO will issue a control number for purchase order. The OCO can then proceed with the task/delivery order.

5.3. The OCO is responsible for the negotiation of the price (unless firm fixed price), generating the price negotiation memorandum, contract file preparation, contracting policy office/legal coordination's, and any other coordination's with internal and external support organizations. The OCO is responsible for negotiating the Interim Payment Schedule with the contractor in accordance with the basic contract, Financing Schedule for Virtual Reality Training System and basic contract clause Terms for Financing of Commercial Item Virtual Reality Training System. Firm dates should be negotiated and included in the task/delivery order.

5.4. The requiring organization prepares and processes a funded PR package via the Purchase Request Process System (PRPS) or Defense Enterprise Accounting and Management System (DEAMS). The package will include all documents listed in 4.4 above, as applicable.

NOTE: J&A, Synopsis or Market Research are not required. Contracting Officer can include a memo for record in contract file as necessary.

5.5. The OCO issues the solicitation after obtaining a Control Number through the PMO. The OCO will need to provide their PR number and dollar amount, AFB location, and aircraft system information to the PMO when requesting a control number. This control number does not become part of the Order Number but should be annotated on the face page of the order or in Section B "Additional Information/Notes."

5.5.1. Order Control Number is required to place a task/delivery order.

5.5.2. If acquiring through the PPCO, the requiring activity will need to submit Request for Quote (if purchasing software), Requirements List, Certified Form 9 or other funds approved by organization Financial Management (FM) office. Package must be submitted to PMO office for review. PMO office will submit package to PPCO for review. PMO will issue Order Control Number after package has been reviewed

5.5.3 If acquiring through the OCO, requesting organization must submit purchase package, in accordance with 6.2.1 above, to the PMO for review. The PMO will issue an Order Control Number to the requesting organization.

5.5.4 The Requirement Owner must follow the procedures in this User's Guide to obtain an order Control number. The PPCO/OCO will not accept any task/delivery orders without an order control number. The order control number should appear on the front page of the task/delivery order and all modifications. Modifications that impact scope require re-coordination through the PMO prior to award. All in-scope modifications will maintain the same order control number.

5.6. Technical Evaluation must be completed by requesting organization if not pre-negotiated under the basic contract. (see attachment # 2).

5.7. The OCO issues the task/delivery order.

5.8. The PMO coordinates the delivery order process with customer and MVI.

Notes/Reminders:

Include the control number on the face page of the order or in Section B "Additional Information/Notes."

Ensure the Attachment labeled "**Terms for Financing of Commercial Item Virtual Reality Training System**" i.e., contract payment delivery schedule and product delivery schedule is attached to each task/delivery order.

6. DISTRIBUTION OF ORDER/MODIFICATIONS

6.1. In addition to Electronic Document Access (EDA), the PPCO/OCO shall provide a copy of the task/delivery order and any subsequent modifications to the PMO (Attachment 6-ContractAward Notification).

6.2. PPCO/OCOs must include Wide Area Workflow (WAWF) instructions for each order submitted to ensure contractor(s) has the required and accurate information to invoice properly.

For further guidance on WAWF, please visit:

<https://www.acq.osd.mil/dpap/dars/dfars/html/current/252232.htm#252.232-7006>

Attachment 1: Points of Contact

ROBINS AFB POCS:

AFSC/PZIE Enterprise Acquisition Support Mailbox
AFSC.PZIE.EAS@us.af.mil

ITP POC/INFO:

Mr. Masoud Rasti
ITP Program Manager
Email: masoud.rasti@us.af.mil
DSN: 487-3187
Comm: 210-652-3187
Cell: 210-652-6846
1 F. St, Ste 2
JBSA-Randolph AFB, Tx, 78150-4325

Richard Robledo
Acquisition Lead
Email: richard.robledo@us.af.mil
DSN: 487-6473
Comm: 210-652-6473
1 F. St, Ste 2
JBSA-Randolph AFB, Tx, 78150-4325

Attachment 2: Technical Evaluation Template

Technical Evaluation Template (*Note:* Use only as an example)

The technical evaluation requires personnel to evaluate two areas (1. Labor Hours/Labor
2. Travel)

1. Labor Hours and Labor Mix (Personnel on tasks such as Project Managers, Engineers, Designers, 3d Artists, etc.). Evaluate the number of hours and type personnel they are using to accomplish the task requirement to make sure it is reasonable and adequate to successfully accomplish the task. (As an example you might want to state something like this: The proposed Labor hours of XXXX hours with XXXX number of engineers at level 2, 3, and 4 are reasonable to successfully accomplish XXXX task.)
2. Travel – Evaluate the number of people, number of trips, duration of the trips and reasonableness of the location to make sure it is reasonable and not excessive to accomplish tasks.

(Note: Please contact PMO office if you have any questions on this template.)

Attachment 3: Detailed Task Order Process Flow

Equipment Purchase Package:

STEP 1: The ITP IDIQ acquisition process starts with the requirement owner identifying their requirement to the PMO. The requirement owner must submit a Memorandum of Agreement to the PMO, if one has not been submitted previously for that organization, signed by the organization commander.

STEP 2: Purchase process.

The requirement owner will submit the PR package to PPCO/OCO. The PR package will contain the following standard documents:

- a) **Funded PR or Planning PR with Funds Availability Letter signed by PM and FM**
 1. This is an Air Force Form 9.
- b) **Equipment Requirement List**
 1. This document is provided by the PMO, and allows the customer to define their requirement and provide shipping information. The requirement list will also contain the CLIN numbers of equipment purchased.

STEP 3: PPCO will assign an Order Control Number for all **approved** packages. The order control number must be included on all subsequent documents to include the front page of the resultant task/delivery order. MVI will not accept nor will they begin **ANY** work on a task/delivery order that does not have the Order control number clearly stated on the front page of the contract document.

STEP 4: Ordering Organization Contracting Office shall perform all necessary actions for task order award and provide a copy of order upon completion to PMO Office.

******NOTE:** Due to worldwide chip shortage, the PPCO has allowed MVI to negotiate the price of computer CLIN 1012AB with not to exceed amount of \$4,895.

Software and Other Negotiated Items:

STEP 1: The ITP IDIQ acquisition process starts with the requirement owner identifying their requirement to the PMO. **The requesting/requirement owner must submit a Memorandum of Agreement to the PMO, if one has not been submitted previously for that organization, signed by the organization commander.**

STEP 2: The requirement owner must submit a Requirements Determination document (see attachment #4) to the PMO office. The PMO office will work with MVI to determine estimated costs.

STEP 3: The acquisition lead for the PMO will perform a scope review of the draft requirement. Any comments resulting from the scope review will be provided back to the requirement owner for edits/corrections if necessary. The PMO will work with the requirement owner to ensure all edits and/or corrections are made and submit documents to the PPCO.

If requirement is determined in-scope, PPCO will assign an Order Number. If out-of-scope of the ITP-IDIQ

contract, a notification will be sent and the PMO will contact the requirement owner to resolve.

STEP 4: If scope determination is unclear, PMO may request a scope review with the PPCO.**STEP**

5: If requirement is within scope, PPCO will assign an Order Control Number to all **approved** packages. The order control number must be included on all subsequent documents to include the front page of the resultant task/delivery order.

STEP 4: Purchase process starts.

The requirement owner will submit the PR package to PPCO/OCO, as applicable. The PR package will consist of the following standard documents:

1. Requirements list (attach #5).

- a. This document is provided by the PMO and allows the customer to define their requirement and provide shipping information. This list will also include the CLIN number for purchase.

Requirements Determination Document provided by requesting/receiving organization (attach #4).

- a. This is a document that allows the customer to define their requirements, references, steps needed in the process and gives MVI and the PMO the ability to provide a ROM for cost development.

2. ROM (provided by PMO).

- a. This document is provided by the PMO in coordination with MVI providing the customer a detailed analysis of development costs, hours, and other development details. This is a secure document provided to the customer by the PMO office via secure link.

3. Funded PR or Planning PR with Funds Availability Letter signed by PM or FM.

- a. This is an Air Force Certified Form 9 or Planning PR.

STEP 5: Technical Evaluation: The requirement owner will be required to complete a technical evaluation for their requirement (see attachment #2). The PPCO/OCO will require a Technical Evaluation to be completed for all orders that are not Firm Fixed Price on the contract. The requirement owner will be responsible for completing the Technical Evaluation. The Technical Evaluation must be submitted to PMO office for review. The PMO will work with PPCO/OCO as applicable to complete the Technical Evaluation and provide the payment delivery and product delivery schedule.

STEP 6: Ordering Organization Contracting Office shall perform all necessary actions for task order award and provide a copy of order upon completion to PMO Office.

STEP 7: The PMO will provide the receiving requesting/receiving organization the final order.

STEP 8: After contract order award the requesting/receiving organization will work with the PMO to develop and deliver the equipment, software of other negotiated product.

ORGANIZATIONAL CONTRACT OFFICE PROCEDURES:

All contracting offices will receive the following documents for contract approval and delivery order completion from the requesting activities:

1. **ROM (Rough Order of Magnitude):** This document provides the initial cost and technical development data and will be used to submit to MVI for an official RFQ (Request for Quote).
2. **Requirements List:** This document provides quantity, and shipping address for use in completing the delivery order.
3. **Requirement Determination Document:** This is the filled out by the customer providing detailed information used in determining their requirement.
4. **Certified Form 9 or Planning PR with Funds Availability Letter signed by PM or FM:** This is an Air Force Form 9 or a funded planning document used to fund the requirement.
5. **Technical Evaluation:** This is completed by the customer, providing an evaluation of two areas (1. Labor Hours/Labor/Mix 2. Travel this allows the organizational contracting office the official review, and acceptance of the requirement delivery.

Step for completing delivery/purchase order:

1. After receipt of all customers provided documentation the contract office will submit a Request for Quote to MVI, using the initial ROM as a guide for MVI to provide an official quote to the requesting activity.
2. If submitting under/using PPCO contract, the RFQ will be forwarded to the Enterprise Contract Office for RFQ request:
AFSC/PZIE Enterprise Acquisition Support Mailbox:
AFSC.PZIE.EAS@us.af.mil
3. If submitting under the OCO or submitting as a separate contract, please send your RFQ request directly to the vendor:
Mass Virtual Support mailbox:
Contracts@massvirtual.com
2. After the RFQ is received from MVI, the contracting office will provide the RFQ to the requesting activity. The requesting activity will review, provide feedback and approval to go forward with the purchase. (Note: please ensure the Program Office is aware of and is part of the coordination of the purchase order process).
4. Once the RFQ is approved, the requesting activity will complete the required technical evaluation to the organizational contracting office.
5. After the technical evaluation is completed by the requesting activity and received, and approved by organizational contracting office, the contact purchase delivery order can be completed using the enterprise contract or by the local contract office establishing their own contract order.

Attachment 4: Requirements Determination Document

INTEGRATED TECHNOLOGY PLATFORM (ITP) REQUIREMENT DETERMINATION DOCUMENT

Please answer all questions below and submit completed form to the contracting office to obtain a quote from Mass Virtual, Inc.

Career Field:

- Aircraft & Flight
- Ground Vehicle
- Maritime
- Emergency Management & Response
- Health/Medical
- Special Mission
- Security
- Other: _____

Name of Task/Procedure:

If training is related to a specific MDS, vehicle or platform please provide full name and description:

Provide description of any type of task (i.e. maintenance, operations, etc.) of training needed:

Content Requested:

- Virtual Reality
- Augmented Reality
- Mixed Reality
- Other: _____

Type of Platform:

- Desktop
- Tablet
- Mobile VR/AR
- Other: _____

Will hardware be needed?

- Computers How many: _____
- Headsets How Many: _____

- Sanitation Equipment
- Other: _____

List technical order reference along with all chapter, sections and/or tasks to be performed:
-If possible, attach T.O. with referenced sections/steps.

What is the environment that the procedure is performed in (i.e. in a building, in a deployment area or hangar environment or on the flight-line, etc.)?

If applicable, in which specific area(s) on the vehicle does the procedure take place?

Approximately how many combined steps does the procedure contain?

Actual time to complete procedure:

List of any tools and/or equipment that are used as part of this procedure:

How many personnel are required to complete the procedure?

Does the configuration of the vehicle or equipment change during performance of this procedure?
If so, how? (Example: the movement or change of any component including power on/off state.)

Attachment 5: Requirement List (Document provided by ITP Program Office)

Attachment 6: ACRONYM

COR Contracting Officer's Representative
CPAR Contract Performance Assessment Reporting
IDIQ Indefinite Delivery/Indefinite Quantity
J&A Justification & Approval
OCO Ordering Contracting Officer
PMO Program Management Office
PPCO Primary Procuring Contracting Officer
PR Purchase Request
RFP Request for Proposal
RFQ Request for Quote
ROM Rough Order of Magnitude

Attachment 7: GLOSSARY OF TERMS

Acquisition: The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Contract modification: Any written change in the terms of a contract (see FAR 43.103).

Contracting office: An office that awards or executes a contract for supplies or services and performs post-award functions not assigned to a contract administration office (except for use in FAR Part 48, see also FAR 48.001).

Contracting officer: A person who can bind the Federal Government of the United States to a contract; person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Mission Design Series (MDS): Official designation for military defense aerospace vehicles.

Primary Procuring Contracting Officer (PPCO): Warranted by their respective agencies to issue legal contracts between the US Government and the contracting entity. The PPCO is located at Warner Robins Air Force Sustainment Center (AFSC) in the Enterprise Acquisition Branch (PZIE-R) and is responsible for the overall management of the basic contract and is the only contracting officer who can prepare modifications to change the basic contract or authorize items to be added to the contract.

Ordering Contracting Officer (OCO): The warranted person who may issue orders and are authorized to make modifications to only orders issued.

Program Manager Office: The Office that manages the ITP program.

Requirement Determination Document: The template used to submit cost estimates for non-firm fixed price items on contract. This is a document allows the customer to define their requirements, references, steps needed in the process and gives MVI and the PMO the ability to provide a ROM for cost development.

Requirement List: Excel template used to submit all requirements (software, equipment, support, etc). This document is provided by the PMO and allows the customer to define their requirement and provide shipping information.

ROM: Rough order of Magnitude: This document is an unofficial price quote used by the Program Office and customer to determine what they want to purchase, level of training, and how it will cost.

Requirement Owner: Individual who initiates a requirement for award against the ITP contract.

Ordering Organizations: Organizations authorized to place orders against the ITP contract.

Attachment 8: ITP Purchase and Production Process

ITP Ordering/Production Process

