

Section C – 0200000
Management and Administration

0200000 - Management and Administration		
Spec Item	Title	Description
		<p>accordance with the Demobilization/Phase-Out Plan and in partnership with the incoming Contractor so as to minimize disruption to the mission of CFAS and contract clients.</p> <p>The Government reserves the right to conduct site-visits in all Contractor operated facilities in conjunction with the solicitation of offers for the follow-on contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent Contractor shall cooperate to permit an orderly change over to the successor Contractor. A recruitment notice may be placed by the successor Contractor in each facility during the Phase-In period of the follow-on contract.</p>
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below:
2.7.1	Key Personnel	<p>The Contractor shall submit a List of Key Personnel and Qualifications per Section F. The Contractor shall provide any additional information requested by the KO or COR necessary to validate their qualifications. All Key Personnel shall be the employees of the prime contractor.</p> <p>The Contractor shall submit an Organizational Chart per Section F showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, Quality Manager, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.</p> <p>The Contractor shall provide complete resumes for proposed substitutes and any additional information requested by the KO. Proposed substitutes shall have comparable qualifications to those of the persons being replaced. The KO will notify the Contractor within 15 calendar days after receipt of all required information of the consent on substitutions. No change in fixed unit prices may occur as a result of key personnel substitutions.</p> <p>Key personnel shall be able to speak, read and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures or an interpreter shall be made available at no additional cost to the Government.</p>
2.7.1.1	Project Manager (PM)	<p>The Contractor shall provide a PM and designated alternate, as applicable, who shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site within one hour after call by KO or COR during the Government's regular working hours and shall be available on-site within two hour after the Government's regular working hours.</p> <p>The PM shall have at least three years of experience in managing a workforce providing services on contracts of similar size, scope and complexity.</p> <p>The PM must have the authority to sign all contract related documents. The PM must be appointed in writing by the signatory of the contract. During the absence of the PM for leave or other temporary purposes, the Contractor shall identify and appoint in writing an Alternate PM that possess the equivalent authority as the PM for the temporary period of time identified in the appointment letter. The Alternate PM shall have similar qualifications of the PM, and must be appointed in writing by the PM or signatory of the contract and approved by the KO or COR.</p>