

DPA Title III - TEMPLATE

Statement of Work (SOW)

Defense Production Act (DPA) Title III – Project/Program Name

1.0 BACKGROUND

2.0 SCOPE

3.0 OBJECTIVE

4.0 TASKS/TECHNICAL REQUIREMENTS

4.1 Program Management, Administration, and Reporting

- 4.1.1 The Recipient shall manage and implement the project. The Recipient shall monitor and control the project's cost, schedule, and performance parameters.
- 4.1.2 The Recipient shall establish a cumulative monthly expenditure profile baseline for the Government funds and track the actual monthly expenditures, and cost shares if applicable, against the baseline and report it to the Government quarterly.
- 4.1.3 The Recipient shall participate on the project's Stakeholder (Government and Recipient) Integrated Product Team (IPT) and interface with Title III project managers and Agreement personnel.
- 4.1.4 The Recipient shall conduct regular technical update meetings/teleconferences, calls, and Quarterly Program Management Reviews (PMR). Up to two PMRs in any year shall be conducted at the Recipient's facility, and at least one PMR per year shall be conducted at a Government location. Remaining PMRs shall be conducted by conference call. Key sub-Recipients and/or Subrecipients shall actively participate in PMRs.
- 4.1.5 The Recipient shall conduct a Technical Project Kickoff Meeting no later than 60 days after Agreement award.
- 4.1.6 Continue to insure, maintain, operate and service all Government and non-Government owned capital equipment and tooling as required to establish ****insert specific project/program details****.
- 4.1.7 The Recipient shall update and provide the Government Equipment Property List at the time of quarterly PMRs and as required. If equipment is procured using Title III

funding, the Recipient shall prepare for a No-Cost Monitoring Phase (NCMP) after the conclusion of the technical effort to demonstrate acceptable utilization and maintenance of the Government equipment in support of the long-term goals of this project.

4.1.8 The Recipient shall establish and track Key Performance Parameters (KPPs) with DPA Title III IPT concurrence. Baseline capabilities, Threshold (minimum), and Objective (stretch) targets shall be established for at least two KPPs in each of the following four categories: Technology, Manufacturing, Financial, and Marketing. The Recipient shall report KPP performance at quarterly PMRs, or as required, and conduct initial and final manufacturing demonstrations to validate the baseline and final capabilities. Demonstrations shall be conducted concurrently with planned production.

4.1.9 The Recipient shall provide input, assistance, and support to the Title III team in conducting a baseline and a final Manufacturing Readiness Assessment (MRA) of cobalt manufacturing capabilities.

4.2 Strategic Business Planning

4.2.1 The Recipient shall prepare, submit and implement a Strategic Business Plan that addresses the key aspects of a ****insert specific project/program details****. The Recipient shall submit the initial plan nine (9) months after initial award of this Agreement.

4.2.2 In addition to the standard topics suggested in the strategic business plan template, the Recipient shall specifically address its supply chain management strategy, ability, and plan to ****insert specific project/program details****.

4.2.3 The comprehensive strategic business planning should cover a minimum outlook of 24 months (estimated), including all financial statements, actual and forecasts.

4.2.4 The Recipient shall provide performance-to-plan evaluations at regular intervals, with management review comments, to Title III so long this Agreement relationship exists.

4.2.5 The Recipient shall include in the strategic business plan the key issues related to the establishment of a competitive and commercially viable merchant supplier of ****insert specific project/program details****.

4.2.6 The Recipient shall certify they meet the criteria in the Agreement Article titled, "Certification Regarding Merchant Supplier – Defense Production Act, Title III."

4.2.7 In the event that the Recipient is not presently a merchant supplier, the Recipient should provide a credible strategy in its strategic business plan demonstrating how it shall become and remain a merchant supplier.

4.3 Market Planning and New Business Development

- 4.3.1 The Recipient shall prepare, submit and implement a Marketing Plan. The Recipient shall submit the initial Marketing Plan six (6) months after initial Agreement award.
- 4.3.2 The strategic Marketing Plan shall address current and future customer needs (domestic and foreign, civilian, and military) for ****insert specific project/program details****.
 - 4.3.2.1 The Marketing Plan shall survey and be responsive to, and report to the Government on, (DoD and commercial) customer needs, requests, and trends for all types of titanium alloy components.
 - 4.3.2.2 The Marketing Plan shall define plans/opportunities to use material market development including demonstrations and research.
 - 4.3.2.3 The Marketing Plan shall provide performance-to-plan updates at regular intervals, including reports on business capture plans (target business awards, actual awards and missed opportunities) to Title III so long as this Agreement relationship exists.

4.4 **Insert Specific Project Tasking Here******

5.0 SECURITY REQUIREMENTS

5.1 Operations Security (OPSEC) Requirements: The Recipient shall participate in all activities associated with the disciplines of the organization's Industrial Security, Information Security, Personnel Security, Operations Security (OPSEC), Antiterrorism, and Program Protection programs, following appropriate measures in the program as required for this particular Agreement. Security measures are required to reduce program vulnerability from successful adversary collection, exploitation of critical information, and violations of export control requirements. The prime Recipient shall ensure all Sub-Recipients, if applicable, conform to these requirements as required by the prime Recipient. AFRL/RX Security can provide guidance as needed.

5.2 Program Protection Plan (PPP): Any potential Critical Program Information (CPI) generated, as part of this effort, shall be reviewed to determine the need for a PPP or to be included as part of an existing PPP.

5.3 CUI Information: The Recipient shall ensure that personnel associated with this effort have annual training on OPSEC as well as Information Handling, Marking, Storage, Transmission, Release, Destruction, and Reporting points related to Controlled

Unclassified Information (CUI).

5.4 Sharing of Information: Approval of technical and programmatic information shared external to this effort shall be approved by the Government Program Manager (PM).

5.5 Foreign Participation: Not at Prime Recipient level.

5.5.1 Foreign Nationals (FNs) can be employed by the US Prime Recipient or Sub-awardee; however, FNs shall be limited to Public Domain information unless the Recipient has obtained the proper License of Technical Assistance Agreement that authorizes disclosure of CMI and/CUI to foreign entities pursuant to the Department of State's ITAR or Department of Commerce's EAR.

5.5.2 Public Domain information is defined as information that is releasable to the general public and sometimes referred to as open-source material. Examples include but are not limited to newspapers, magazines and information posted on the internet.

5.5.3 All proprietary information shall be appropriately protected.

6.0 DELIVERABLES:

The Recipient will complete and submit the following required deliverables:

Deliverable Item	Submittal Requirement
Final Report	Draft Final Report due 30 days after completion of Technical Period of Performance (TPoP), Final Report due 90 days after completion of TPoP
Funds, Time & Expenditure Report	Quarterly
Progress, Status, & Management Report	Quarterly
Strategic Business Plan	9 months ARA* and annually thereafter
Property Control List	Quarterly/ As Required
Presentation Material	Before each Briefing or Review
Marketing Plan	6 months ARA* and annually thereafter
Copy of Recipient's Billing Voucher	As Required

* After Receipt of Agreement or Award (ARA)