

2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 27-Jul-2018	4. REQUISITION/PURCHASE REQ. NO. 1300726369	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	N65236

SPAWAR-Systems Center Lant (CHRL)
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SPAWAR-Systems Center Lant (CHRL)
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SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) GROVE RESOURCE SOLUTIONS, INC 5295 Westview Drive, Ste 125 Frederick MD 21703	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7736 / N6523618F3035 10B. DATED (SEE ITEM 13) 30-Apr-2018
CAGE CODE 1RTX7 FACILITY CODE	[X]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
SEE SECTION G

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Shauna Tangemann, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Shaua Tangemann (Signature of Contracting Officer)	27-Jul-2018

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 2 of 2	FINAL
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GENERAL INFORMATION

The purpose of this modification is to add incremental funding. All other terms and conditions remain unchanged. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$ by
\$ to \$.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700004	PMC			
700005	PMC			
900003	PMC			
900004	PMC			

The total value of the order is hereby increased from \$ by \$ to \$.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 1 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	7010	Enterprise Staging and Warehouse Support Cost Only BASE CLIN Single Funding-PMC (PMC)	1.0	LO			
700001	7010	ACRN: AA CLIN: 7000 01 PR #: 1300688066 CRM #: 17-00496 CIN 13006880660001 Standard Doc. #: N6523618PR00882 Funding Doc #:M9545018RC84598 PSC: 7010 Network Activity #: 100001346537 0020 Funds Expiration: 9/30/2020 Amount: \$408,000 Applicable PWS Paragraphs - all Paragraphs Type / Appropriation: Direct Cite/ FY 18 PMC Funds Cost Code: 8RC84598101L Base CLIN - Cost Only, Single Funding (PMC) (PMC)					
700002	7010	ACRN: AB CLIN: 7000 02 PR #: 1300688066 CRM #: 17-00496 CIN 13006880660002 Standard Doc. #: N6523618PR00882 Funding Doc #:M9545018RC84522 PSC: 7035 Network Activity #: 100001318961 0040 Funds Expiration: 9/30/2020 Amount: \$120,341.84 Applicable PWS Paragraphs - all Paragraphs Type / Appropriation: Direct Cite/ FY 18 PMC Funds Cost Code: 8RC84522106G Base CLIN - Cost Only, Single Funding (PMC) (PMC)					
700003	7010	ACRN: AC CLIN: 7000 03 PR #: 1300720646 CIN 130072064600002 Standard Doc. #: N6523618PR03347 Funding Doc #:M9545018RC84561 Network Activity #: 100001356094 0010 Funds Expiration: 9/30/2020 Amount: \$212,000 Applicable PWS Paragraphs - all Paragraphs Type / Appropriation: Direct Cite/ PMC Funds Cost Code: 8RC84561101L Base CLIN - Cost Only, Single Funding (PMC) (PMC)					

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 2 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700004	7010	ACRN: AC NWA: 100001356094 0020 EXP: 09/30/20 PR: 1300726369 (PMC)					
700005	7010	ACRN: AC NWA: 100001318961 0040 EXP: 09/30/20 PR: 1300726369 (PMC)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001		Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	7010	Enterprise Staging and Warehouse Support Cost Only OPTION YEAR 1 CLIN Single Funding-PMC (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101		Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	7010	Enterprise Staging and Warehouse Support Cost Only OPTION YEAR 2 CLIN Single Funding-PMC (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201		Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 3 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	7010	Enterprise Staging and Warehouse Support Cost Only OPTION YEAR 3 CLIN Single Funding-PMC (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301		Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	7010	Enterprise Staging and Warehouse Support Cost Only OPTION 4 CLIN Single Funding-PMC (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7401		Contract Data Requirements List	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	7035	Enterprise Staging and Warehouse Support ODC CLIN Only BASE CLIN Single Funding-PMC (PMC)	1.0	LO	
900001	7035	ACRN: AB CLIN: 9000 01 PR #: 1300688066 CRM #: 17-00496 CIN 13006880660003 Standard Doc. #: N6523618PR00882 Funding Doc #:M9545018RC84522 PSC: 7035 Network Activity #: 100001318961 0040 Funds Expiration: 9/30/2020 Amount: Applicable PWS Paragraphs - all Paragraphs Type / Appropriation: Direct Cite/ FY 18 PMC Funds Cost Code: 8RC84522106G Base CLIN - ODC Funding Only, Single Funding (PMC) (PMC)			
900002	7035	ACRN: AC CLIN: 9000 02 PR #: 1300720646 CIN 130072064600003 Standard Doc. #: N6523618PR03347 Funding Doc #:M9545018RC84561 Network Activity #: 100001356094 0010 Funds Expiration: 9/30/2020 Amount: Applicable PWS Paragraphs - all Paragraphs Type / Appropriation: Direct Cite/ PMC Funds Cost Code: 8RC84561101L Base CLIN - ODC Only, Single Funding (PMC) (PMC)			
900003	7035	ACRN: AC NWA: 100001356094 0020 EXP: 09/30/20 PR: 1300726369 (PMC)			

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 4 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
900004	7035	ACRN: AC NWA: 100001318961 0040 EXP: 09/30/20 PR: 1300726369 (PMC)			
9100	7010	Enterprise Staging and Warehouse Support ODC CLIN Only OPTION 1 CLIN Single Funding-PMC (PMC) Option	1.0	LO	
9200	7010	Enterprise Staging and Warehouse Support ODC CLIN Only OPTION YEAR 2 CLIN Single Funding-PMC (PMC) Option	1.0	LO	
9300	7010	Enterprise Staging and Warehouse Support ODC CLIN Only OPTION 3 CLIN Single Funding-PMC (PMC) Option	1.0	LO	
9400	7010	Enterprise Staging and Warehouse Support ODC CLIN Only OPTION 4 CLIN Single Funding-PMC (PMC) Option	1.0	LO	

HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1) (NAVSEA) (MAY 2010)

- a. For purposes of this contract, “fee” means “target fee” in cost-plus-incentive-fee type contracts, base fee" in cost-plus award- fee type contracts, or "fixed fee" in cost-plus-fixed-fee type contracts for level of effort type contracts.

- b. The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contractentitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid fee at the hourly rate(s) specified in the table below per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base Year	7000			
Option Year 1	7100			
Option Year 2	7200			
Option Year 3	7300			
Option Year 4	7400			

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 5 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C – DESCRIPTION/SPECS/WORK STATEMENT

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

Work under this performance-based task order will be performed in accordance with the following description/ specifications which herein will be referred to as Performance Work Statement (PWS):

SHORT TITLE: ENTERPRISE STAGING AND WAREHOUSING SUPPORT

PLACES OF PERFORMANCE

Government Site, Norfolk, VA

Government Site, Stafford, VA

Contractor Site, Charleston, SC

Contractor Site, Norfolk, VA

1.0 PURPOSE

1.1 BACKGROUND

The Enterprise Staging and Warehousing (ES&W) facility provides for the reliable and secure delivery of commercial Information Technology (IT) hardware, and integrated software, ordered by the United States Marine Corps (USMC). The ES&W facility assures the compliance of IT hardware with information assurance / cyber security requirements; verifies compliance with Item Unique Identification (IUID) marking requirements; ensures compliance of purchased commercial IT hardware with the terms of purchase contracts; applies and configures approved and updated firmware and software to IT assets; assures the functionality of IT assets; handles noncompliance events (such as working with vendors to repair or replace damaged and noncompliant IT hardware); ensures the prompt payment of vendors for delivered, functional, and fully compliant IT hardware; packages USMC orders for delivery; arranges shipment of orders to USMC units; tracks delivery of orders to USMC units; and, facilitates IT asset management and property management functions in various USMC systems of records. The ES&W facility is operated by Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic and is located in Building V-53 onboard Naval Station Norfolk, VA.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 6 of 78	FINAL
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1.2 SCOPE

This PWS covers the operation of the ES&W facility, including support for capacity and throughput planning, operation of the facility (end-to-end processing of USMC IT orders and the operation and administration of associated government-provided information systems), handling of nonconformance events, support for enterprise IT asset and property management functions, and support for continuous process improvement efforts.

NOTE: Work will not be performed in Afghanistan.

2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. In accordance with Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the task order.

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
g.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14

h.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
i.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
j.	DoDD 8570.01	DoD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04
k.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
l.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
m.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
n.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
o.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
p.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
q.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
r.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09

2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
c.	DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
d.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, 27 Apr 12
e.	DoDI 8320.04	DoD Instruction – Item Unique Identification (IUID) Standards for Tangible Personal Property, 3 Sep 15

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 8 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

	Document Number	Title
f.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
g.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
h.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
i.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
j.	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes
k.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
l.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
m.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
n.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
o.	N/A	SSC Atlantic Contractor Check-in portal – https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin

2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot,

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 9 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that will be required throughout the task order life. The contractor shall provide necessary resources and knowledge to support the listed tasks. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

3.1. RELEVANT EXPERIENCE

3.1.1 Systems and Equipment

The contractor shall provide functional and technical expertise supporting of a wide range of commercial, DoN, and DoD Business IT systems. Systems will range from client-server applications, employing interactive and batch processes, to customized web-based solutions, operating in a distributed or standalone environment. Such systems include:

- a. CMPRO Product Lifecycle Management (PSA Systems)
- b. Defense Property Accountability System (DPAS)
- c. Global Combat Support System – Marine Corps (GCSS-MC)
- d. Remedy Service Management Suite (BMC)
- e. Microsoft Windows Deployment Services, including Windows Deployment Toolkit
- f. Assured Compliance Assessment Solution (ACAS)

3.1.2 Programs and Initiatives

The contractor shall have expertise supporting and complying with DoN and DoD enterprise initiatives. Such programs and initiatives include:

- a. Item Unique Identification (IUID)
- b. IT Service Management (ITSM) / DoD Enterprise Service Management Framework (DESMF)
- c. Defense Transportation Regulations (DTR)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 10 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

3.2. SUBTASK 1: SUPPLY CHAIN MANAGEMENT OPERATIONS

The contractor shall operate the ES&W facility in order to provide for the reliable and secure delivery of commercial Information Technology (IT) hardware, and integrated software, ordered by the United States Marine Corps (USMC).

The contractor shall prepare and electronically deliver a Daily Status Report (DSR) (CDRL A001) communicating the state of ES&W facility operations, in accordance with the requirements identified in the paragraphs that follow.

3.2.1 Throughput Analysis and Management

The contractor shall work closely with the COR to plan ES&W operations so as not to exceed the capacity of the ES&W facility to fulfill planned orders, and to make best use of available capacity of the ES&W facility. Capacity includes the end-to-end capabilities of the ES&W facility to receive, inspect, integrate, kit, ship, and temporarily store IT assets. The contractor shall prepare and deliver a Project Status Report (CDRL A002) on a weekly basis, listing all known and projected orders to be processed through the ES&W facility, as well as the status of processing of any orders in process, and known issues affecting the ability of the ES&W facility to process orders.

In preparing the Project Status Report (CDRL A002), the contractor shall review and rely upon information provided by the Government reflecting purchase contracts for IT assets, including planned timing of delivery of these orders to the ES&W facility. The Project Status Report (CDRL A002) shall identify any instances where planned inbound shipments from vendors may exceed the capacity of the ES&W facility to receive, inspect, and temporarily store IT assets.

In preparing the Project Status Report (CDRL A002), the contractor shall review and rely upon information provided by the Government reflecting plans for delivery and fielding of IT assets to USMC units (hereinafter referred to as the fielding synopsis). The Project Status Report (CDRL A002) shall identify any instances where planned deliveries of IT assets may exceed the short-term storage or shipment capacity of the ES&W facility.

The Daily Status Report (CDRL A001) shall identify purchase contracts, inbound shipments, and planned deliveries (outbound shipments).

3.2.2 Receiving

The contractor shall receive shipments of IT assets from vendors. Receiving includes coordination of inbound deliveries from carriers, meeting carriers at the loading dock, offloading shipments of IT assets

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 11 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

and placing them into temporary storage, and visually inspecting inbound shipments for signs of damage at the loading dock.

Receiving also includes asset verification. After assets are moved from the loading dock into temporary storage, the contractor shall verify that a sample of the received assets (typically one asset per pallet of like items) match the specifications of the purchase contract, to include all relevant purchase contract specifications for the configuration and functionality of the product.

In conducting receiving, the contractor shall review and rely upon the purchase contract for the IT assets being received, which is provided by the Government.

The Daily Status Report (CDRL A001) shall reflect the date that items are received from the vendor for each order.

3.2.3 Inventory

The contractor shall conduct inventory of received IT assets to ensure that:

- The quantity of IT assets received matches the quantity ordered
- Item Unique Identification (IUID) tags are applied to IT assets as required by the purchase contract
- IUID labels match the information provided on the vendor's asset shipping report

The contractor shall create inventory records in CMPRO for all received IT assets.

In conducting inventory, the contractor shall review and rely upon the vendor's asset shipping report, which is provided by the Government.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 12 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

The contractor shall electronically deliver the Validated Asset Shipping Report (CDRL A003) to the Government when inventory is completed.

The Daily Status Report (CDRL A001) shall reflect the date that inventory has been completed for each order.

3.2.4 Integration

The contractor shall integrate authorized versions of firmware and software for IT assets. Specifically, the contractor shall:

- Remove any vendor-provided software from all IT assets
- Install or update firmware to the latest authorized version
- Configure firmware according to approved configuration instructions
- Install authorized software on all IT assets
- Conduct automated verification and information collection on all IT assets
- Conduct manual inspection of a statistically relevant sample of IT assets in each order
- Conduct additional manual inspection of IT assets in the event that automated verification and manual inspections reveal errors or nonconformance conditions

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 13 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

The contractor shall produce and store one Quality Control Report (CDRL A004) for each batch of IT assets integrated. A batch is a variably-sized group of IT assets undergoing integration at the same time, typically on the same lane, within the integration facility. The Quality Control Report (CDRL A004) shall include the unique identifications of the assets integrated, the timing of the integration process including times when significant steps in the process began and ended, the number of times the imaging process failed and had to be restarted, and any nonconformance events observed in each batch, to include remedial actions taken.

In conducting integration, the contractor shall use and rely upon scripts, firmware versions, software images, firmware configuration instructions, and equipment (including the enterprise imaging management system) provided by the Government.

The Daily Status Report (CDRL A001) shall reflect the date that integration has been completed for each order.

3.2.5 Kitting

The contractor shall kit orders for delivery to USMC units. Kitting includes packaging of IT assets and peripherals to fulfill the requirements of each order, and preparation of each order for shipment. The contractor shall scan each pallet of assets to update the inventory location of assets and to verify that the total quantity of assets scanned matches the quantity of assets required for each order.

The contractor shall prepare pallets for shipment so as to prevent loss and detect tampering during shipment, according to current ES&W standard operating procedures. Protective measures include application of anti-tamper tape to boxes on outgoing pallets, and application of black overwrap when palletizing the order for shipment. Tamper detection methods also include taking Photographs (CDRL A005) of each pallet prior to, and after, the application of pallet overwrap.

The contractor shall create a Pull Ticket (CDRL A006) for each kitted order. The Pull Ticket shall be completed and delivered during the shipping process.

In conducting kitting, the contractor shall refer to and rely upon the fielding synopsis provided by the government, which identifies which USMC units are to receive which assets from each order.

The Daily Status Report (CDRL A001) shall reflect the date when each order has started and completed kitting.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 14 of 78	FINAL
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3.2.6 Shipping

The contractor shall ship IT assets to USMC units, and create and transfer relevant records via various systems of records.

The contractor shall create accountable property records in the Defense Property Accountability System (DPAS) or Global Combat Support System – Marine Corps (GCSS-MC) for IT assets requiring such records. The contractor shall also create and electronically submit DD-1348 forms (CDRL A007) for accountable property. The contractor shall transfer any property records (including electronic records and DD-1348 forms) to the receiving unit, as reflected in the fielding synopsis.

The contractor shall create DD-1149 forms (CDRL A008) for each shipment. DD-1149 forms shall be created and submitted to the Government for approval electronically via CPMRO.

The contractor shall create IT Asset Records (CDRL A009) in the USMC IT Service Management (ITSM) system (BMC Remedy) for IT assets in each order. IT Asset Records shall be delivered electronically during shipment.

The Pull Ticket (CDRL A006) shall be updated and submitted to reflect the completion of all steps necessary to ship each order, prior to shipment.

The contractor shall move pallets to a secure area near the loading dock within 24 hours prior to shipment. At the time of shipment, the contractor shall meet the carrier at the loading dock; load the shipment onto the carrier's vehicle; take Photographs (CDRL A005) of the shipment as loaded on the carrier's vehicle; and, obtain and store a signed copy of the Bill of Lading (CDRL A010) for the shipment.

The contractor shall send electronic Notification of Shipment (CDRL A011), as an email with DD-1149 and DD-1348 forms attached, to the receiving unit. The Notification of Shipment shall request signed copies of all forms back from the receiving unit upon receipt of the shipment. The contractor shall deliver any signed DD-1149 and DD-1348 forms to the Government upon receipt. If no signed forms are received within seven days, the contractor shall send a second Notification of Shipment (CDRL A011) to the receiving unit.

In conducting shipping, the contractor shall refer to and rely upon the fielding synopsis, which is provided by the Government.

The Daily Status Report (CDRL A001) shall reflect the date when each order is ready for shipment, and the date when each order is shipped.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 15 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

3.2.7 Nonconformance Events

The contractor shall create and electronically deliver a Nonconformance Event (CDRL A012) record whenever a vendor is not in conformance with the terms of a purchase contract. By way of example, Nonconformance Events may include instances when vendor deliveries are later than required by the contract, when an IT asset fails a planned quality control check, or when an IT asset has an observed failure or is damaged.

The contractor shall assist the Government in identifying root causes and tracking resolutions of Nonconformance Events. Resolutions of Nonconformance Events typically include return material authorizations (RMAs) and deliveries of replacements for nonconforming IT assets.

The Daily Status Report (CDRL A001) shall include information concerning each Nonconformance Event.

3.2.8 Warehouse Management

The contractor shall manage the use of government-provided temporary storage locations within the ES&W facility. Inventory records within the ES&W facility are kept in CMPRO. Warehouse management includes tracking of the locations of all IT assets within the ES&W facility, from arrival to departure; maintaining and updating warehouse topology (both electronically and on any physical markings and signage); directing and controlling the use of various temporary storage locations within capacity limitations; maintaining standards of safety and security in storage locations under the contractor's control; and, conducting routine and periodic inventories of assets in each storage location. The contractor shall produce an Inventory Reconciliation Report (CDRL A013), at a minimum, once every six months; and, as soon as practicable, in the event of a government audit. The Inventory Reconciliation Report (CDRL A013) shall identify any discrepancies between inventory records in CMPRO and assets located in each storage location.

3.3. SUBTASK 2: IMAGING MANAGEMENT SYSTEM ADMINISTRATION

The contractor shall administer and support the Enterprise Imaging Management System (EIMS) within the ES&W facility. The EIMS is a system of systems, providing essential functionality to distribute, configure, and inspect software and firmware images for IT assets during the integration process (see paragraph 3.2.4).

3.3.1 Configuration Management

As outlined in MIL-HDBK-61A, the contractor shall apply engineering analytical disciplines to identify, document, and verify that functional, performance, and physical characteristics of systems, to control changes and non-conformance, and to track actual configurations of systems and platforms.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 16 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

3.3.2 Cybersecurity/Information Assurance

Cybersecurity (also known as Information Assurance (IA)) includes tasks which the contractor shall protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

3.3.2.1 Cybersecurity Personnel

(a) In accordance with DFAR clause 252.239-7001, DoDD 8570.01 and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M prior to accessing DoD information systems.

(b) The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cybersecurity Workforce (CSWF). See PWS Para 5.2.1.4 for CSWF Report (CDRL A023) requirements.

3.3.2.2 Design Changes

The contractor shall ensure equipment/system installed or integrated into Navy platforms will meet the cybersecurity requirements as specified under DoDI 8500.01.

3.3.3 Systems Administration and Maintenance Tasks

The contractor shall:

1. Maintain the security posture of the EIMS system and all components of the system in accordance with the approved Security Plan of Action and Milestones (POAM) and the Information Assurance Vulnerability Management (IAVM) plan. This includes running Assured Compliance Assessment System (ACAS) scans of EIMS systems and components, and applying vendor-provided security patches for EIMS systems and components, monthly.

2. Maintain images and data backups of the EIMS systems and components as necessary to facilitate the rapid restoration of functionality in the event that an EIMS hardware component fails, and is replaced.

3. Maintain EIMS Scripts (CDRL A014). EIMS incorporates scripts for various purposes such as activating software licenses, printing and saving automated device audits, and deploying and configuring firmware. Maintenance of scripts and batch files includes making updates to resolve functionality issues or to implement requested and approved configuration changes.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 17 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

4. Apply any vendor-provided and publicly-available security patches to government-provided software images for IT assets, monthly.

5. Add device drivers to government-provided software images for IT assets, as necessary in order to allow images to fully function when installed on vendor-provided hardware.

6. Evaluate and report the impact of executing government-provided firmware configuration instructions, and deliver a resulting Technical/Analysis Report (CDRL A015). Impacts may include impacts on functionality of the integrated asset, and impacts on the time required to integrate IT assets using provided instructions.

7. Develop and deliver Firmware Configuration Instructions (CDRL A016), implementing the minimum set of IA controls required for a given platform, based on the applicable Authority to Operate (ATO) and the available settings in the latest approved firmware version.

3.4. SUBTASK 3: IT ASSET MANAGEMENT SUPPORT

The contractor shall assist Marine Corps Systems Command (MARCORSYSCOM) in the management of IT assets relating to ES&W operations. This subtask is performed at MARCORSYSCOM facilities in Stafford, VA. Level of effort support under this subtask consists of one (1) full time equivalent subject matter expert capable of fulfilling duties and responsibilities as described herein.

The contractor shall:

1. Assist MARCORSYSCOM project management offices in identifying specific requirements and resolving issues pertaining to the accountability, warranty, disposal, and tech refresh of IT assets subject to ES&W processes.

2. Provide support to MARCORSYSCOM project management offices in ensuring the completeness, correctness, and consistency of property records in systems such as DPAS and GCSS-MC, and IT asset records in ITSM systems such as BMC Remedy.

3. Perform data analysis and correlation efforts to assist with the management of IT asset data in databases used by MARCORSYSCOM project management offices, in DPAS, GCSS-MC, and BMC Remedy, including Lifecycle Identification (LCID) tags used for Secure Operational Network Infrastructure and Communications (SONIC) assets, as well as other configuration management and

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 18 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

accountability systems.

4. Facilitate and organize Asset Managers meetings on a monthly basis involving MARCORSYSCOM project management office representatives and IT asset managers from across the user base of the Marine Corps Enterprise Network (MCEN). The contractor shall provide the electronic invitation for the IT Asset Managers Meeting (including managing the participant list for the meeting); facilitate the meeting; and provide Meeting Minutes (CDRL A017) summarizing participation, key outcomes and decisions, and action items resulting from each Asset Managers meeting.

5. Follow up with any USMC units receiving a second Notification of Shipment (CDRL A011), to help ensure that signed DD-1149 and DD-1348 forms are returned to the ES&W facility.

3.5. SUBTASK 4: CONTINUOUS PROCESS IMPROVEMENT

The contractor shall assist the Government in conducting ES&W process improvement efforts.

Specifically, the contractor shall:

1. Assist the Government to identify process and procedural steps to be measured and recorded, in order to collect baseline measurements to facilitate future process improvement efforts.

2. Propose specific process improvement ideas by submitting Change Proposals (CDRL A018). Each Change Proposal (CDRL A018) shall identify a specific process of procedure, identify the baseline measurement(s) of the process or procedure to be improved, identify targets for improvement, and propose methods of improving outcomes or increasing the efficiency of specified processes or procedures.

3. Assist the Government in the execution of planned process improvement initiatives by measuring and reporting the timing and outcomes of specific processes and procedures under review.

4. Update references, documentation, systems, scripts, and other resources as required upon approval of a Change Proposal (CDRL A018) to implement any approved process or procedural changes.

5. Update baseline measurements impacted by approved Change Proposal (CDRL A018) in order to establish new measurement baselines.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 19 of 78	FINAL
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4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for the following:

4.1.1 Ensure that no production systems are operational on any RDT&E network.

4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.

4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on this task order in the Department of Defense IT Portfolio Registry (DITPR)-DON.

4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services supporting Navy programs and projects shall ensure they recommend or procure items from approved sources in accordance with the latest DoN and DoD policies.

4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA) dtd 22 Feb 12, contractors that are authorized to use Government supply sources per FAR 51.101 shall verify if

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 20 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program (see DFARS 208.74) and government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program.

4.2.2 DoN Application and Database Management System (DADMS)

The contractor shall ensure that no Functional Area Manager (FAM) disapproved applications are integrated, installed or operational on Navy networks. The contractor shall ensure that all databases that use database management systems (DBMS) designed, implemented, and/or hosted on servers and/or mainframes supporting Navy applications and systems be registered in DoN Application and Database Management System (DADMS) and are FAM approved. All integrated, installed, or operational applications hosted on Navy networks must also be registered in DADMS and approved by the FAM. No operational systems or applications will be integrated, installed, or operational on the RDT&E network.

4.3 SOFTWARE DEVELOPMENT/MODERNIZATION AND HOSTING

The contractor shall ensure all programs utilizing this task order for software development/modernization (DEV/MOD); including the development of IT tools to automate SPAWARSYSCEN Atlantic business processes are compliant with DON Information Management/Information Technology (DON IM/IT) Investment Review Process Guidance requirements. Contractors shall neither host nor develop IT tools to automate SPAWARSYSCEN Atlantic business processes unless specifically tasked within the task order. The contractor shall ensure IT tools developed to automate SPAWARSYSCEN Atlantic business processes will be delivered with full documentation (CDRL A019) and source code (CDRL A020) to allow non-proprietary operation and maintenance by any source. The contractor shall ensure all programs are submitted with proof of completed DEV/MOD certification approval from the appropriate authority in accordance with DON policy prior to TO award. (DITPR-DON Update) *Note must be listed on Investment Review Board (IRB) approved list.

5.0 TASK ORDER ADMINISTRATION

Task Order administration is required; it provides the Government a means for task order management and monitoring. The contractor shall ensure the Government's requirements are met, delivered on schedule, and performed within budget.

5.1 TASK ORDER LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 21 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

who shall work closely with the Government Contracting Officer and Contracting Officer's Representative (COR), as applicable. The contractor PM, located in the contractor's facility, shall be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance. The PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall be responsible for the following: personnel management; management of government material and assets; and personnel and facility security. The contractor shall initiate quarterly meetings with the COR.

5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall be responsible for providing required support documentation. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources. *NOTE: Directly billing to a Task Order prior to Task Order award is prohibited.*

5.2.1 Task Order Administration Documentation

The contractor shall provide the following documentation:

5.2.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL A021) and submit it monthly. The contractor shall be responsible for collecting, integrating, and reporting all subcontractor reports.

(a) Monthly TOSR – the contractor shall develop and submit a Task Order Status Report (CDRL A021) monthly 30 days after TO award on the 10th of each month for the duration of the task order. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see Task Order Status Report (CDRL A021) for additional reporting details and distribution instructions. CDRL A021 includes a Staffing Plan (Attachment 1), and Personnel Listing (Attachment 2) necessary for additional data collection as applicable.

(b) Data Calls – the contractor shall develop and submit Invoice Support Documentation (CDRL A025) which is e-mailed to the COR within 8 working hours of the request. The contractor shall ensure all information provided is the most current. Cost and funding data will reflect real-time balances. Invoice Support Documentation (CDRL A025) shall account for all planned, obligated, and expended charges and hours. The contractor shall include in the data call the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 22 of 78	FINAL
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5.2.1.2 Task Order Closeout Report

The contractor shall develop a Task Order (TO) Closeout Report (CDRL A022) and submit it no later than 15 days before the TO completion date. The contractor shall be responsible for collecting, integrating, and reporting all subcontracting information. See Task Order Status Report (CDRL A022) for additional reporting details and distribution instructions.

5.2.1.3 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current cybersecurity certification status within this task order. The contractor shall develop, maintain, and submit a CSWF Report (CDRL A023) monthly. IAW clause DFARS 252.239-7001, the contractor shall provide a Cybersecurity Workforce (CSWF) Report (CDRL A023) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF Report (CDRL A023, Attachment 1), the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See CSWF Report (CDRL A023) for additional reporting details and distribution instructions. Contractor shall verify with the COR the proper labor category cybersecurity designation and certification requirements.

5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A025) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

5.2.1.5 Labor Rate Limitation Notification

The contractors shall monitor the following labor rates as part of the monthly Task Order Status Report (CDRL A021, Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP) (Attachment 1).

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual's rate was not disclosed prior to award of the task order, the contractor shall send notice and rationale (CDRL A026) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 23 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A026) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly /Task Order Status Report (CDRL A021).

5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly Task Order Status Report (CDRL A021). For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send Limitation Notification & Rationale (CDRL A026) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order Quality Assurance Surveillance Plan (QASP).

5.2.1.7 Limitation of Subcontracting

In accordance with FAR 52.219-14, limitation of subcontracting is applicable for TOs that have been wholly or partially set aside for small business or 8(a) concerns. When providing services, the prime contractor shall perform at least 50% of the total contract labor cost. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with clause 52.219-14, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A027) every 3 months. See LSR (CDRL A027) reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor’s total labor cost is under 50%, the contractor shall annotate in the LSR (CDRL A027) the deficiency and include an explanation addressing why the contractor is non-compliant and if the TO is not complete how the prime contractor intends to rectify the deficiency.

5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 24 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

implementation due to the majority of efforts on this contract is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A028) to help track cost expenditures against performance.

6.0 QUALITY

6.1 QUALITY SYSTEM

Upon task order award, the contractor shall have and maintain a quality assurance process that meets task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after task order award, the contractor shall provide to the Government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A029) as applicable to the TO. The contractor shall make the quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. The contractor shall ensure their quality system meets the following key criteria:

- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical product and process variations
- Establish mechanisms for feedback of field product performance
- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures for continuous process improvement

6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

The contractor shall have processes in place that coincide with the Government's quality management processes. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 25 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SPAWARSYSCEN Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SPAWARSYSCEN Atlantic that are currently, or in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

6.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall deliver related quality plan/procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related services, documents, and material in a category when noncompliance is established.

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A029) includes any of the following as applicable:

- Detailed incoming receipt inspection records

- First article inspection records

- Certificates of Conformance

- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)

- Quality Measurement and Analysis metrics/data

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 26 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the task order Quality Assurance Surveillance Plan (QASP) (Attachment 1) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A030) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A031) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this contract and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under this task order. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified SECRET and TOP SECRET with SCI.

CDRL #	Deliverable Title	PWS	Frequency	Date Due
		Ref Para		
A001	Daily Status Report	3.2 (inclusive)	ASGEN	Within 24 hours from generation
A002	Project Status Report	3.2.1	WKLY	By close of business on Friday each week
A003	Validated Asset Shipping Report	3.2.3	ASGEN	Within 24 hours from generation
A004	Quality Control Report	3.2.4	ASGEN	Within 24 hours from generation
A005	Photographs	3.2.5, 3.2.6	ASGEN	Within 24 hours from taking photographs
A006	Pull Ticket	3.2.5	ASGEN	Within 24 hours from shipment
A007	DD-1348	3.2.6	ASGEN	Within 24 hours from generation

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 27 of 78	FINAL
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CDRL #	Deliverable Title	PWS	Frequency	Date Due
		Ref Para		
A008	DD-1149	3.2.6	ASGEN	Within 24 hours from generation
A009	IT Asset Records	3.2.6	ASGEN	Within 5 days from completion of order
A010	Bill of Lading	3.2.6	ASGEN	Within 24 hours from shipment
A011	Notification of Shipment	3.2.6	ASGEN	First delivery within 24 hours from shipment; second delivery if no response received within 7 days of first delivery
A012	Nonconformance Event	3.2.7	ASREQ	Within 24 hours from occurrence
A013	Inventory Reconciliation Report	3.2.8	SEMIA	By the 10 th of January and the 11 th of July of each year (for regular / recurring inventories)
A014	EIMS Scripts	3.3.3	ASREQ	Within 30 days from approved change request or maintenance action
A015	Technical/Analysis Reports, General	3.3.3	ASREQ	Within 5 days from request
A016	Firmware Configuration Instructions	3.3.3	ASREQ	Within 10 days from request
A017	Meeting Minutes	3.4	ASREQ	Within 5 days from meeting
A018	Change Proposal	3.5	ASREQ	Within 5 days from generation
A019	Software Documentation/ Programmer's Guide	4.4	ASREQ/R	Within 14 days of making any approved modification or taking any maintenance action; revision NLT 7 days after receipt of gov review
A020	Source Code	4.4	ASREQ/R	Within 14 days of making any approved

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 28 of 78	FINAL
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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
				modification or taking any maintenance action; revision NLT 7 days after receipt of gov review
A021	Task Order Status Report (TOSR)	5.2.1.1	MTHLY	30 Days after TO award (DATO) and monthly on the 10th
A022	Task Order Closeout Report	5.2.1.2	1TIME	NLT 15 days before completion date
A023	Cybersecurity Workforce (CSWF) Report	5.2.1.3	MTHLY	30 DATO and monthly on the 10th
A024	Reserved			
A025	Invoice Support Documentation	5.2.1.5	ASREQ	Within 24 hrs from request
A026	Limitation Notification & Rationale	5.2.1.6, 5.2.1.7	ASREQ	Within 24 hrs from occurrence
A027	Limitation of Subcontracting Report (LSR)	5.2.1.8	QRTLY	NLT 100 DATO and every third month on the 10th
A028	Contract Funds Status Report (CFSR) <i>[reference DID DI-MGMT-81468]</i>	5.4	MTHLY	12th of each month
A029	Quality Documentation	6.1, 6.4	ASREQ	As requested
A030	Cost and Schedule Milestone Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review
A031	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 th

7.2 ELECTRONIC FORMAT

The contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the Government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the COR. The contractor shall provide all data in an editable format compatible with SPAWARSSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSSYSCEN Atlantic corporate standards within 30 days of task order award unless otherwise

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 29 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Spreadsheets	Microsoft Excel
c.	Presentations	Microsoft PowerPoint
d.	Scheduling	Microsoft Project

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the Government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on task order shall be accessible by e-mail through individual accounts during all working hours.

7.3.2 Information Security

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on contract. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the contract, and privileged contract information (e.g., program schedules, contract-related tracking).

7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS Clause 252.204-7012. The contractor and all utilized subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 30 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- (i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:
1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
 2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 31 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

services, and host-based security services.

3. Prompt application of security-relevant software patches, service packs, and hot fixes.

(j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

(k) Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

7.3.2.2 Compliance

Pursuant to DoDM 5200.01, the contractor shall include in their quality processes procedures that are compliant with information security requirements.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

All work performed under this task order, is “unclassified.” A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, is required.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this task order. The FSO is the key management personnel who is the contractor’s main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on this task order. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the Task Order Status Report (CDRL A021). FSO shall also update and track data in the Cyber Security Workforce (CSWF) (CDRL A023).

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 32 of 78	FINAL
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8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on the task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task order.

8.2.1 Access Control of Contractor Personnel

8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 33 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Naval Station Norfolk require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

(c) All contractor persons engaged in work while on Government property shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

8.2.2.2 Identification and Disclosure Requirements

Pursuant to DFARS 211.106, Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in local clause 5252.237-9602. In addition, contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

8.2.2.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some contract personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the contract COR. The contractor's appointed Security Officer shall track all personnel holding local government badges on this task order.

8.2.2.4 Common Access Card (CAC) Requirements

Naval Station Norfolk requires contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC is based on the following four criteria:

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 34 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel’s access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.

 2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).

 3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

 4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.
- (b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract’s specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Assurance Management (IAM) office:
1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number (843)218-6152 or e-mail questions to ssc_lant_iam_office.fcm@navy.mil for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

 2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to ssclant_it_secmtg@navy.mil.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 35 of 78	FINAL
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8.2.2.5 Contractor Check-in and Check-out Procedures

All SPAWARSYSCEN Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SPAWARSYSCEN Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At task order award throughout task order completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on this task order return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary instruction and forms from the COR.

8.2.3 IT Position Categories

Pursuant to DoDI 8500.01, DoD 8570.01-M, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R, SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

- IT-I (Privileged access)
- IT-II (Limited Privileged, sensitive information)
- IT-III (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication will be performed Pursuant to DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SPAWARSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 36 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

8.2.3.1 IT-I Level (Privileged) - Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR is updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.2 IT-II Level (Limited Privileged) - Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Law and Credit (PT/NACLC). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.3 IT-III Level (Non-privileged) - All other positions involved in computer activities. Incumbent in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudication of a Position of Trust National Agency Check with Written Inquiries (PT/NACI).

8.2.4 Security Training

Regardless of the contract security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information; dates possessing Common Access Cards; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; Cybersecurity Workforce (CSWF) certifications; etc.

8.2.5 Disclosure of Information

In support of DFARS Clause 252.204-7000, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". The contractor shall not use any information or documentation developed by the contractor under direction of the Government for other purposes without the consent of the Government Contracting Officer.

8.2.6 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable Information (PII), the contractor shall complete annual PII training requirements and comply with all

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 37 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

privacy protections under the Privacy Act (Clause 52.224-1 and 52.224-2). The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any government PII on their personal computers. The contractor shall mark all developed documentation containing PII information accordingly in either the header or footer of the document: “FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties.” Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or contract termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual. Note: OPSEC requirements are applicable when contractor personnel have access to classified information or unclassified Critical Program Information (CPI)/sensitive information.

8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall development their own internal OPSEC program specific to the contract and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the government or a contractor’s OPSEC Manager. Contractor training shall, as a minimum, cover OPSEC as it relates to contract work, discuss the Critical Information applicable in the contract/task order, and review OPSEC requirements if working at government facilities. The contractor shall ensure any training materials developed by the contractor shall be reviewed by the SPAWARSYSCEN Atlantic OPSEC Officer, who will ensure it is consistent with SPAWARSYSCEN Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWAR contracts.

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

Contractor shall participate in SPAWARSYSCEN Atlantic OPSEC program briefings and working

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 38 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

meetings and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

The contractor shall handle all data received or generated under this task order as For Official Use Only (FOUO) material.

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. In compliance with Para 7.3.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

9.0 GOVERNMENT FACILITIES

Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SPAWARSYSCEN Atlantic in Naval Station Norfolk and Stafford, VA. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.*

10.0 CONTRACTOR FACILITIES

The contractor's facility location shall not present a hardship to complete work required on task order. The contractor shall have real-time communication available at time of award. No specific facility location is required.

11.0 CONTRACT PROPERTY ADMINISTRATION

No government property will be provided or acquired on this task order.

11.1 PROPERTY TYPES

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 39 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Contract property is either intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This task order will have the following property in support of the tasking requirements in PWS Para 3.0.

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of this task order. Depending on information contained in a document, the contractor shall comply with additional controls for access and distribution (e.g., technical specifications, maps, buildings designs, schedules, etc.).

GFI will be utilized on this task order. Unless otherwise specified, the contractor shall limit all GFI distribution and inventory reports to a need-to-know basis and ensure all GFI is returned at completion of the task order.

GFI under this task order will include government furnished software images (paragraph 3.2.4 and 3.3.3); government furnished firmware configuration instructions (paragraph 3.2.4 and 3.3.3); and IT purchase contracts (paragraph 3.2.1). These items are furnished continuously as they become available and as they are modified throughout the performance of the task order.

11.1.2 Tangible Property – Government Property (GP)

As defined in FAR Part 45, Government Property (GP) is property owned or leased by the Government which includes material, equipment, special tooling, special test equipment, and real property. Government property used on contract includes both Government-furnished property (GFP) and contractor-acquired property (CAP) but does not include intellectual property (such as, GFI) and software. No government property will be utilized on this task order.

11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. No GFP is to be utilized on this task order.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 40 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

11.1.2.2 Contractor Acquired Property (CAP)

As defined in FAR Part 45, Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title but has not yet performed receipt and acceptance. CAP consists of Contractor Acquired Equipment (CAE) which includes Property, Plant and Equipment (PP&E), Contractor Acquired Material (CAM) which includes Operating Material and Supplies (OM&S), Special Tooling (ST), and Special Test Equipment (STE).

CAP is required and is identified in **Attachment 2**. In accordance with DFARS clause 252.211-7003, the contractor shall ensure all items delivered are properly marked with an Unique item identifier (UII) unless otherwise specified. The government will annotate any item in the CAP listing not requiring an UII under the Equipment/Material Procurement task under PWS Section 3.0 Performance Requirements.

11.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

Pursuant to FAR clause 52.245-1 and DFARS clause 252.245-7003, the contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and contract government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1 and include the required data elements in DFARS clause 252.211-7007. The contractor shall ensure GFP in the possession of a subcontractor shall also be reported using the required data elements cited in DFARS clause 252.211-7007.

11.2.2 Government Property Administrator

In accordance with FAR 42.201, the contract property administrator under this contract is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP at the basic contract or task order level. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (an application within WAWF) to receipt property transfer; when iRAPT is not available, the contractor may use with COR concurrence the Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The contractor shall cite the applicable contract number for each item to properly track property shipments.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 41 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Note: In accordance with local management specifications, the contractor shall ensure transfer of property occurs with proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

11.2.4 GFP Tagging and Item Unique Identification (UID) Registry

Pursuant to DFARS clause 252.245-7001, contractor shall tag, label, or mark all serially managed GFP items not previously tag, labeled, or marked. Pursuant to DFARS clause 252.211-7007 (dated Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (UID) Registry and its integral GFP Repository; see DoDI 4151.19 for instructions concerning serialized items.

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11.2.5 Government Property Records

Pursuant to FAR clause 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP and CAP. The contractor shall ensure GFP and CAP records contain, at a minimum, the data elements as described in FAR clause 52.245-1 and that GFP records also contain the data elements specified in DFARS clause 252.211-7007.

11.2.6 CAP Warranty Tracking

Contractors shall track purchasing of all CAP internally within their inventory system. Pursuant to DFARS clause 252.246-7006, contractors shall track warranty information for all CAP items serialized with an UIID in the WAWF as specified in PWS Para 3.4. Contractor records are subject to Government review at any time.

11.3 GOVERNMENT PROPERTY TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between contracts or task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts/task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one contract/task order to another. The contractor shall ensure transfer documentation specify the type, quantity and acquisition cost of each item being transferred. For CAP that is transferred for use on another task order, the contractor shall turned-in items to the government under the initiating TO. A modification must be performed on the exiting TO or a new TO awarded to authorize the items as GFP.

11.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 42 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Contractor shall promptly report to the COR and KO all lost and/or damaged government property. The requirements and procedures for reporting loss Government Property are specified in DFARS clause 252.245-7002.

11.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

Pursuant to DFARS clause 252.245-7004, when disposition instructions are not stipulated in the contract or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. The contractor shall submit the list to the COR and PCO, via the activity Property Administrator, at which time disposition instructions will be provided by the government.

When GFP and CAP are specific to a single task order, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A022). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

11.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

Non-compliance with the contract's Government Property terms and conditions will negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

12.0 SAFETY ISSUES

12.1 Occupational Safety and Health Requirements

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to this task order.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 43 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

12.1.1 Performance at government facilities

The contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this task order and the equipment must be in satisfactory working order. Personal safety equipment includes, but not be limited to -- hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

12.3 SAFETY TRAINING

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as applicable in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

13.0 TRAVEL

13.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. The contractor shall be prepared to travel to the following locations:

Base Period

Origin	Destination	# of Trips	# of People	# of days/nights
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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 44 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Norfolk, VA	Charleston, SC	2	1	4/3
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Option 1

Origin	Destination	# of Trips	# of People	# of days/nights
Norfolk, VA	Charleston, SC	2	1	4/3

Option 2

Origin	Destination	# of Trips	# of People	# of days/nights
Norfolk, VA	Charleston, SC	2	1	4/3

Option 3

Origin	Destination	# of Trips	# of People	# of days/nights
Norfolk, VA	Charleston, SC	2	1	4/3

Option 4

Origin	Destination	# of Trips	# of People	# of days/nights
Norfolk, VA	Charleston, SC	2	1	4/3

14.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is Linda Sherburne 43140, who can be reached at phone (757) 541-6242; e-mail: Linda.sherburne@navy.mil.

15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

No transportation of equipment/material is required by the contractor on this TO

16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 1.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 45 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

17.0 OTHER CONDITIONS/REQUIREMENTS

17.1 CYBERSECURITY WORKFORCE DESIGNATION

This TO require contractor personnel performing Cybersecurity functions to generate a CSWF Report in accordance with CDRL (A023) and Labor Categories/hours shall coincide with the proposed categories/ hours.

5252.237-9600 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)

a) Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

b) The Government shall be able to review resumes of contractor personnel.

c) If the Ordering Officer questions the qualifications or competence of any persons performing under the contract, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.

d) The contractor shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in task orders. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See www.ed.gov for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 46 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

2. Bachelor's of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see www.abet.org).

3. When not specified, higher education above a labor category's minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a MS degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.

4. Technology degrees do not qualify as Engineering or Physical Science Degrees.

5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.

6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in www.dol.gov.

7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

8. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1 This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 47 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.

9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification.

The following lists the applicable task order labor categories with their corresponding minimum personnel qualifications – specific educational or experience requirements:

1. Program Manager

Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: Fifteen (15) years of technical experience in support of information assurance or computer network defense programs to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of of information assurance or computer network defense projects Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

2. Project Manager

Education: Bachelor of Sciences degree in engineering, physics, computer science, information security or other technically oriented curricula.

Experience

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 48 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Ten years of engineering experience related to communication/computer/radar or similar systems. Five years demonstrated ability to supervise, plan and lead technical/engineering teams in multiple, complex task assignments involving diverse engineering disciplines and includes written and oral communications commensurate with management role.

3. Management Analyst 2

Education: Bachelor's degree in Computer Science, Business, or a related field (i.e., Economics, Marketing, Finance, Accounting, Management Information Systems, etc.).

Experience: Two (2) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

4. Logistician 3

Education: Bachelor's degree. Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 1, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional two (2) years working in direct support of defense life-cycle logistics.

Experience: Six (6) years of experience in defense life-cycle (acquisition) logistics support (or 8 years if not DAWIA Level 1 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Four (4) years of experience in support of C4ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Note: Experience may be concurrent.

5. Logistician 4

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 49 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Education: Bachelor's degree. Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 2, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional three (3) years working in direct support of defense life-cycle logistics.

Experience: Ten (10) years of experience in defense life-cycle (acquisition) logistics support (or 13 years if not DAWIA Level 2 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Six (6) years of experience in support of C4ISR systems. Demonstrated management skills, to include: Analyzing Contracts, Analyzing System Design Specifications, Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Experience supervising Logistics Specialists. Note: Experience may be concurrent.

6. Production Control Clerk (SCA 01270)

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: logistics support for projects involving electronic/electrical repair and installation, ordering, acquisition, distribution of material, equipment, and resources; compiling and recording production data for government command to compare records regarding volume of production, consumption of material, quality control, and other aspects of production; performing any combination of the following duties: compiling and recording production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures; calculating types and quantities of items produced, materials used, amount of scrap, frequency of defects, worker and department production rates; writing production reports based on data compiled, tabulated and computed, following prescribed formats; maintaining files of documents used and prepared; compiling production sheets or work tickets for use by production workers as guides in assembly or manufacture of products; preparing schedules based on established guidelines and priorities; compiling material inventory records and preparing requisitions for procurement of materials and supplies; charting production using charts, graphs, or pegboards, based on statistics compiled for reference by production and management personnel; sorting and distributing work tickets or material to workers; computing wages from employee time cards and post wage data on records used for preparation of payroll.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 50 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

7. Supply Technician (SCA 01410)

Education: High School diploma or GED.

Experience: Five (5) years of experience, to include: supervisory or warehouse lead at a DoD facility; financial management; logistics support for projects involving electronic/ electrical repair and installation, ordering, acquisition, distribution of material, equipment and resources.

8. Computer Programmer III (SCA 14073)

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Six (6) years of experience, to include: Software Design, Development, and Test and Evaluation. Four (4) years of programming experience with "Specific Project" programming languages. Three (3) years of experience, to include: Database development, Web page design, Computer Based Training development, and using .NET tools and .net Integrated Development Environment tools, asp.net, SQL Server 2000, and HTML editor tools. Note: Experience may be concurrent.

9. Computer System Analyst III (SCA 14103)

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 51 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Five (5) years of "Specific Project" Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

10. Material Coordinator (SCA 21030)

Education: High School Diploma or GED.

Experience: Two (2) years of experience, to include: Coordinating and expediting flow of material, parts, and assemblies within or between various buildings in accordance with Facility Manager or Facility Staff Engineer(s) priorities. Reviewing production schedules and conferring with Facilities Staff to determine material requirements. Arranging transfer of materials to meet production schedules; examining material to verify type specified for current project; and computing amount of material needed for specific job orders. Compiling reports of quantity and type of material on hand and coordinating with Facility Staff for the repair and assembly/installation of facilities unique material.

11. Material Handling Laborer (SCA 21050)

Education: High School diploma or GED.

Experience: None.

12. Warehouse Specialist (SCA 21410)

Education: High School diploma or GED.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 52 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Experience: Two (2) year of warehouse experience, to include: performing inventory, staging, packing, storage and shipping of electronic equipment and related material; operating motor vehicles and material handling equipment; and utilizing a computer-based inventory and bar coding system for entry, identification and tracking of material.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 53 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 54 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

SECTION E INSPECTION AND ACCEPTANCE

CLIN INSPECT AT INSPECT AT ACCEPT BY ACCEPT BY

COST (LABOR) CLINS

7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government
7400	Destination	Government	Destination	Government
7401	Destination	Government	Destination	Government

ODC CLINS

9000	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government
9400	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 55 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

SECTION F DELIVERABLES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7000	4/30/2018 - 4/29/2019
9000	4/30/2018 - 4/29/2019

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following Items are as follows:

7000 Date of Contract Award - 365 Days after contract award.

7001 Date of Contract Award - 365 Days after contract award

9000 Date of Contract Award - 365 Days after contract award.

7100 Begins after CLIN 7000 is complete and ends 365 days after CLIN 7100 is exercised.

7101 Begins after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.

9100 Begins after CLIN 9000 is complete and ends 365 days after CLIN 9100 is exercised.

7200 Begins after CLIN 7100 is complete and ends 365 days after CLIN 7200 is exercised.

7201 Begins after CLIN 7101 is complete and ends 365 days after CLIN 7201 is exercised.

9200 Begins after CLIN 9100 is complete and ends 365 days after CLIN 9200 is exercised.

7300 Begins after CLIN 7200 is complete and ends 365 days after CLIN 7300 is exercised.

7301 Begins after CLIN 7201 is complete and ends 365 days after CLIN 7301 is exercised.

9300 Begins after CLIN 9200 is complete and ends 365 days after CLIN 9300 is exercised.

7400 Begins after CLIN 7300 is complete and ends 365 days after CLIN 7400 is exercised.

7401 Begins after CLIN 7301 is complete and ends 365 days after CLIN 7401 is exercised.

9400 Begins after CLIN 9300 is complete and ends 365 days after CLIN 9400 is exercised.

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 56 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

the task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 57 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is Robin Rourk, (843) 218-5115.

252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall—

- (a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- (b) Separately identify a payment amount for each contract line item included in the payment request.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

- (1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and
- (2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 58 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

the WAWF home page at <https://wawf.eb.mil/>

(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

Cost Type Orders - Cost Voucher

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

N65236

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	DFAS HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	N54236
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	DCAA HAA211
Other DoDAAC(s)	N/A

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 59 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

system.

Contracting Officer Representative
Linda M Sherburne, 43140
9451 Fourth Ave, BLDG V53
Norfolk, VA 23511
Linda.sherburne@navy.mil
757-541-6242

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Laverne Brown

Administrative Specialist

1 Innovation Drive, Bldg. 3147

North Charleston, SC 29410-4200

Phone: (843) 218-5926

Laverne.brown@navy.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

5252.201-9201 Designation of Contracting officer's Representative (Mar 2006)

(a) The Contracting Officer hereby appoints the following individual as Contracting Officer's Representative(s)(COR) for this contract/order:

Contracting Officer Representative
Linda M Sherburne, 43140
9451 Fourth Ave, BLDG V53
Norfolk, VA 23511
Linda.sherburne@navy.mil
757-541-6242

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government.

When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 60 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

5252.216-9210 TYPE OF CONTRACT (DEC 1999)

This is a Cost Plus Fixed- Fee, Level of Effort task order.

5252.232-9206 SEGREGATION OF COSTS (DEC 2003)

- a. The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task, or subtask.
- b. Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G, Accounting Data. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.
- c. Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electron Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA
 - 1. to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and
 - 2. to the Procuring Contracting Officer.

Accounting Data

SLINID	PR Number	Amount

700001	13006880660001	
LLA :		
AA 1781109 4630 310 67854 067443 2D 463000 8RC84598101L		
Standard Number: N6523618PR00882		
ACRN: AA		
CLIN: 7000 01		
PR #: 1300688066		
CRM #: 17-00496		
CIN 13006880660001		
Standard Doc. #: N6523618PR00882		
Funding Doc #:M9545018RC84598		
700002	13006880660002	
LLA :		
AB 1781109 4625 310 67854 067443 2D 462500 8RC84522106G		
Standard Number: N6523618PR00882		
ACRN: AB		
CLIN: 7000 02		

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 61 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

PR #: 1300688066
CRM #: 17-00496
CIN 13006880660002
Standard Doc. #: N6523618PR00882
Funding Doc #:M9545018RC84522

900001 13006880660003
LLA :
AB 1781109 4625 310 67854 067443 2D 462500 8RC84522106G
Standard Number: N6523618PR00882
ACRN: AB
CLIN: 9000 01
PR #: 1300688066
CRM #: 17-00496
CIN 13006880660003
Standard Doc. #: N6523618PR00882
Funding Doc #:M9545018RC84522

BASE Funding
Cumulative Funding
MOD P00001 Funding
Cumulative Funding

MOD P00002

700001 13006880660001
LLA :
AA 1781109 4630 310 67854 067443 2D 463000 8RC84598101L
Standard Number: N6523618PR00882
ACRN: AA
CLIN: 7000 01
PR #: 1300688066
CRM #: 17-00496
CIN 13006880660001
Standard Doc. #: N6523618PR00882
Funding Doc #:M9545018RC84598

700003 130072064600002
LLA :
AC 1781109 4630 310 67854 067443 2D 463000 8RC84561101L
Standard Number: N6523618PR03347
ACRN: AC
CLIN: 7000 03
PR #: 1300720646
CIN 130072064600002
Standard Doc. #: N6523618PR03347
Funding Doc #:M9545018RC84561
Network Activity #: 100001356094 0010

900002 130072064600003
LLA :
AC 1781109 4630 310 67854 067443 2D 463000 8RC84561101L
Standard Number: N6523618PR03347
ACRN: AC
CLIN: 9000 02
PR #: 1300720646
CIN 130072064600003
Standard Doc. #: N6523618PR03347
Funding Doc #:M9545018RC84561
Network Activity #: 100001356094 0010

MOD P00002
Funding
Cumulative Funding
MOD P00003

700004 130072636900002

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 62 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

LLA :
AC 1781109 4630 310 67854 067443 2D 463000 8RC84561101L
Standard Number: M9545018RC84561
ACRN: AC
NWA: 100001356094 0020
EXP: 09/30/20
PR: 1300726369

700005 130072636900003
LLA :
AB 1781109 4625 310 67854 067443 2D 462500 8RC84522106G
Standard Number: M9545018RC84522
ACRN: AC
NWA: 100001318961 0040
EXP: 09/30/20
PR: 1300726369

900003 130072636900004
LLA :
AC 1781109 4630 310 67854 067443 2D 463000 8RC84561101L
Standard Number: M9545018RC84561
ACRN: AC
NWA: 100001356094 0020
EXP: 09/30/20
PR: 1300726369

900004 130072636900005
LLA :
AB 1781109 4625 310 67854 067443 2D 462500 8RC84522106G
Standard Number: M9545018RC84522
ACRN: AC
NWA: 100001318961 0040
EXP: 09/30/20
PR: 1300726369

MOD P00003 Funding
Cumulative Funding

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 63 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

(a) A contractor picture badge may be issued to contractor personnel by the SSC LANT upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SSC LANT prior to completion of the picture badge request.

(b) The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.

(c) At the completion of the contract, the contractor shall forward to SSC LANT a list of all unreturned badges with a written explanation of any missing badges.

5252.209-9206 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (DEC 1999)

In performing this contract, the Contractor will not use as a consultant or employ (on either a full or part-time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no law and no DOD or Navy instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.

SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- a. The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be _ total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

- Of the total man-hours of direct labor set forth above, it is estimated that 0 man-hours are
b. uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

- c. Effort performed in fulfilling the total level of effort obligations specified above shall only include effort

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 64 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations, or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

- d. The level of effort for this contract shall be expended at an average rate of approximately _ hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- e. If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.
- f. The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.
- g. If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

Fee Reduction = Fee $\left(\frac{\text{Required LOE} - \text{Expended LOE}}{\text{Required LOE}} \right)$

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

h. The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 65 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

i Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Task Order Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

j. Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan. *

k. Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

* The Contracting Officer referred to, in paragraph (j), is the Task Order Contracting Officer.

5252.227-9207 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (APRIL 2010)

a. Definition.

"Confidential Business Information," (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such Information secret, and (2) the Information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 66 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

b. The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors Information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Information that would ordinarily be entitled to confidential treatment may be included in the Information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its Information, but only for purposes as described in paragraph (c) of this clause.

c. Circumstances where SPAWAR may release the contractor's or subcontractors' Information include the following:

1. To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,
2. To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

d. SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such Information. SPAWAR will permit the limited release of Information under paragraphs (c)(1) and (c)(2) only under the following conditions:

1. SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);
2. Access to Information is restricted to individuals with a bona fide need to possess;
3. Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;
4. SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,
5. Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

e. SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

f. The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of Information.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 67 of 78	FINAL
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5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)

(a) Contractor Request and Government Approval of Travel

Any travel under this contract must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

(b) General

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

(i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;

(ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or

(iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 68 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

(2) Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is necessary and authorized in writing by the Government for performance of the work under this contract per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the contract and is authorized in writing by the Government per paragraph (a).

(2) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 69 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

(ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

(iii) "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 70 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(b) is designed to carry passengers or goods; and

(c) has four or more wheels or is a motorcycle or moped.

(iv) "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

(v) "Public Conveyance" is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

(iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ($15 + 30 + 15 - 30 = 30$).

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 71 of 78	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

EXAMPLE 4: Employee's one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

SEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)

- a. This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

CLIN	Ceiling	Funded Amount	Unfunded Amount	Period of Performance
7000	\$	\$	\$	30 April 2018 -29 April 2019

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 72 of 78	FINAL
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9000		30 April 2018 -29 April 2019
7100		30 April 2019 -29 April 2020
9100		30 April 2019 -29 April 2020
7200		30 April 2020 -29 April 2021
9200		30 April 2020 -29 April 2021
7300		30 April 2021 -29 April 2022
9300		30 April 2021 -29 April 2022
7400		30 April 2022 -29 April 2023
9400		30 April 2022 -29 April 2023
Totals		

- b. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.
- c. CLINs/SLINs*are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).
- d. The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)

- (a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- (b) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.
- (c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

5252.237-9603 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011)

- (a) Definition. As used in this clause, "sensitive information" includes:
- (i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 73 of 78	FINAL
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information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);

(iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;

(iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—

(i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.

(iv) Execute a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information Non-Disclosure Agreement" for each employee prior to assignment;

(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through

(iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (I) Notify the Contracting Officer;

And

(ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the "Contractor Non-Disclosure Agreement," a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor's plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A "firewall" may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 74 of 78	FINAL
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(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-O0018). The frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at: <https://www.cpars.gov/cparsfiles/pdfs/CPARS-Guidance.pdf>.

(b) For orders placed against contracts and agreements the contractor's performance shall be assessed on an order-by-order basis [] or total contract/agreement basis []

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 75 of 78	FINAL
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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.219-6	Notice of Total Small Business Set-Aside	Nov 2011
52.219-14	Limitations on Subcontracting	Nov 2011
252.246-7006	Warranty Tracking of Serialized Items	Jun 2011

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this task order by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended task order shall be considered to include this option clause.

(c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five years.

52.222-2 Payment for Overtime Premiums (July 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed 12,088 (base - 3,532; Opt. Yr. 1 - 2,139; Opt. Yr. 2 - 2,139; Opt. Yr. 3 - 2,139, and Opt. Yr. 4 - 2,139) or the overtime premium is paid for work—

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 76 of 78	FINAL
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connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

52.222-42 -- Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

Employee Class	SCA#	Monetary Wage-Fringe Benefits
Production Control Clerk	SCA 01270	GS-6
Supply Technician	SCA 01410	GS-7
Computer Programmer III	SCA 14073)	GS-7
Computer System Analyst III	SCA 14103	GS-12
Material Coordinator	SCA 21030	WG-13
Material Handling Laborer	SCA 21050	WG-2
Warehouse Specialist	SCA 21410	WG-5

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 77 of 78	FINAL
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SECTION J LIST OF ATTACHMENTS

ATTACHMENT_1_QASP_signed

ATTACHMENT_2_CAP

Exhibit_A_CDRLS_A001-A031_deleted_A024

ATTACHMENT_3_NorfolkVA_15-4341_Rev8_16Jan18

DISTRIBUTION

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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523618F3035	AMENDMENT/MODIFICATION NO. P00003	PAGE 78 of 78	FINAL
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