

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7736		2. DELIVERY ORDER NO. N6523619F3050		3. EFFECTIVE DATE 2019 Apr 29		4. PURCH REQUEST NO. 1300692265		5. PRIORITY DO-A7						
6. ISSUED BY SPAWAR-NIWC Atlantic (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 Shauna Tangemann/N65236 843-218-4874			CODE N65236		7. ADMINISTERED BY DCMA Baltimore 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-3375			CODE S2101A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>				
9. CONTRACTOR GROVE RESOURCE SOLUTIONS, INC 5295 Westview Drive, Ste 125 Frederick MD 21703			CODE IRTX7		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED					
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G											
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.											
	PURCHASE	<input type="checkbox"/>	Reference your _____ furnish the following on terms specified herein.											
	ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
GROVE RESOURCE SOLUTIONS, INC					Cheryl Lilie Proposal Manager									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)					
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:														
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule														
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT					
	See Schedule													
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL						
				BY: /s/Shaula Tangemann				04/29/2019		26. DIFFERENCES				
								CONTRACTING/ORDERING OFFICER						
27a. QUANTITY IN COLUMN 20 HAS BEEN														
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS					
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR					
FINAL														
f. TELEPHONE		g. E-MAIL ADDRESS			31. PAYMENT		34. CHECK NUMBER							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					COMPLETE									
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL		35. BILL OF LADING NO.							
					FULL									
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.				

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 2 of 2	FINAL
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GENERAL INFORMATION

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 1 of 77	FINAL
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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	R425	Base Period IAW Section C, Performance Work Statement - MARCORSSYSCOM (OMMC) This CLIN provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance may not exceed 31 January 2020. (Fund Type - OTHER)	1.0	LO			
700001	R425	OMMC NWA: 100001475107-0010 ACRN: AA CRM: 18-00452 EXP: 09/30/19 PR: 1300692265 (Fund Type - OTHER)					
700002	R425	OMMC NWA: 100001474639-0010 ACRN: AB CRM: 18-00452 EXP: 09/30/19 PR: 1300692265 (Fund Type - OTHER)					
7001	R425	Base Period IAW Section C, Performance Work Statement - MARCORSSYSCOM (RDT&E)	1.0	LO			
700101	R425	RDT&E NWA: 100001451365-0010 ACRN: AC CRM: 18-00452 EXP: 09/30/20 PR: 1300692265 (RDT&E)					
700102	R425	RDT&E NWA: 100001451376-0010 ACRN: AD CRM: 18-00452 EXP: 09/30/20 PR: 1300692265 (RDT&E)					
700103	R425	RDT&E NWA: 100001474638-0010 ACRN: AE CRM: 18-00452 EXP: 09/30/20 PR: 1300692265 (RDT&E)					
7002	R425	IAW Section C, Performance Work Statement - MARCORSSYSCOM (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7003		Base Period - Contractor Data Requirements List -Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 2 of 77	FINAL
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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7100	R425	Option Year 1 (OY1) IAW Section C, Performance Work Statement - MARCORSYSCOM (OMMC) (Fund Type - OTHER)	1.0	LO			
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Option

7101	R425	Option Year 1 (OY1) IAW Section C, Performance Work Statement - MARCORSYSCOM (RDT&E)	1.0	LO			
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Option

7102	R425	Option Year 1 (OY1) IAW Section C, Performance Work Statement - MARCORSYSCOM (PMC)	1.0	LO			
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Option

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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7103		Option Year 1 - Contractor Data Requirements List -Not Separately Priced	1.0	LO			NSP
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For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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7200	R425	Option Year 2 (OY2) IAW Section C, Performance Work Statement - MARCORSYSCOM (OMMC) (Fund Type - TBD)	1.0	LO			
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Option

7201	R425	Option Year 2 (OY2) IAW Section C, Performance Work Statement - MARCORSYSCOM (RDT&E)	1.0	LO			
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Option

7202	R425	Option Year 2 (OY2) IAW Section C, Performance Work Statement - MARCORSYSCOM (PMC)	1.0	LO			
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Option

For Cost Type / NSP 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. N6523619F3050	PAGE 3 of 77	FINAL
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7203		Option Year 2 - Contractor Data Requirements List -Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	R425	Option Year 3 (OY3) IAW Section C, Performance Work Statement - MARCORSYSCOM (OMMC) (Fund Type - OTHER) Option	1.0	LO			
7301	R425	Option Year 3 (OY3) IAW Section C, Performance Work Statement - MARCORSYSCOM (RDT&E) Option	1.0	LO			
7302	R425	Option Year 3 (OY3) IAW Section C, Performance Work Statement - MARCORSYSCOM (PMC) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7303		Option Year 3 - Contractor Data Requirements List -Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	R425	Option Year 4 (OY4) IAW Section C, Performance Work Statement - MARCORSYSCOM (OMMC) (Fund Type - OTHER) Option	1.0	LO			
7401	R425	Option Year 4 (OY4) IAW Section C, Performance Work Statement - MARCORSYSCOM (RDT&E) Option	1.0	LO			
7402	R425	Option Year 4 (OY4) IAW Section C, Performance Work Statement - MARCORSYSCOM (PMC) Option	1.0	LO			

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 4 of 77	FINAL
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For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7403		Option Year 4 - Contractor Data Requirements List -Not Separately Priced	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	ODC in support of CLIN 7000 This CLIN provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance may not exceed 31 January 2020. (Fund Type - OTHER) Option	1.0	LO	
9001	R425	ODC in support of CLIN 7001 (RDT&E)	1.0	LO	
900101	R425	RDT&E NWA: 100001451376-0010 ACRN: AD CRM: 18-00452 EXP: 09/30/20 PR: 1300692265 (RDT&E)			
900102	R425	RDT&E NWA: 100001474638-0010 ACRN: AE CRM: 18-00452 EXP: 09/30/20 PR: 1300692265 (RDT&E)			
9100	R425	ODC in support of CLIN 7100 (Fund Type - OTHER) Option	1.0	LO	
9101	R425	ODC in support of CLIN 7101 (RDT&E) Option	1.0	LO	
9200	R425	ODC in support of CLIN 7200 (Fund Type - TBD) Option	1.0	LO	
9201	R425	ODC in support of CLIN 7201 (RDT&E) Option	1.0	LO	
9202	R425	ODC in support of CLIN 7202 (PMC) Option	1.0	LO	
9300	R425	ODC in support of CLIN 7300 (Fund Type - OTHER) Option	1.0	LO	
9301	R425	ODC in support of CLIN 7301 (RDT&E) Option	1.0	LO	
9302	R425	ODC in support of CLIN 7302 (PMC) Option	1.0	LO	
9400	R425	ODC in support of CLIN 7400 (Fund Type - OTHER) Option	1.0	LO	
9401	R425	ODC in support of CLIN 7401 (RDT&E) Option	1.0	LO	

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 5 of 77	FINAL
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ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the funding lines that will be provided under this Order.

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 contract entitled "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	Fixed Fee	Hours	Fee per Direct Labor Hour
Base Period			
Option Period 1			
Option Period 2			
Option Period 3			
Option Period 4			

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 6 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

SECTION C DESCRIPTIONS AND SPECIFICATIONS

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

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

SHORT TITLE: Distributed Common Ground/Surface System – Marine Corps (DCGS-MC) Geospatial and All-Source Intelligence Test and Evaluation Support Services

1.0 PURPOSE

1.1 SCOPE

The scope of this PWS includes the inherently non-governmental services required to provide full DCGS-MC system-of-systems (SoS) lifecycle support to Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic, to include developmental, functional, and operational testing, quality assurance (QA) and quality control (QC), Cybersecurity, as well as, configuration management (CM) of scalable, secure, interoperable, sustainable, and survivable Command, Control, Communications, Computers, Combat Systems, Intelligence, Surveillance, and Reconnaissance (C5ISR), Information Operations (IO), and Enterprise Information Services (EIS) capabilities.

1.1.1 Multiple Funding

This task order is funded with multiple appropriations as delineated on specified contract line item numbers (CLINs). The applicable PWS task(s) associated with each funding CLIN is outlined in Section B and Section G.

1.2 BACKGROUND

DCGS-MC, in compliance with the DCGS Family of Systems (FoS) concept, is a service-level effort to migrate select United States Marine Corps (USMC) Intelligence, Surveillance, and Reconnaissance (ISR) processing and exploitation capabilities into a single integrated hardware and software baseline. The end system will consist of scalable, functional capability sets providing All-Source and Geospatial Intelligence (GEOINT) processing, exploitation, and dissemination capability to support USMC intelligence analysts across the Marine Air-Ground Task Force (MAGTF), with the goals of increasing the discoverability, accessibility, and comprehension of organic and internal ISR data through a scalable and standards-based system architecture.

2.0 PLACE(S) OF PERFORMANCE

The contractor shall provide support at the following location:

- a. Contractor's Facility
- b. SPAWARSCEN Atlantic, Charleston facility

2.1 GOVERNMENT FACILITIES

Government facilities (i.e., office space or lab space) are provided to those labor categories that would otherwise adversely affect the work performance if they were not available on Government site. Contractor personnel with supplied Government facilities shall be located at SPAWARSCEN Atlantic in Charleston, SC.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 7 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

2.1.1 Training Requirements

Contractor personnel working full-time or partially at a Government facility shall complete all applicable mandatory training requirements as specified under Security Training, PWS Para 8.0.

2.2 CONTRACTOR FACILITIES

The contractor can have its facility location anywhere as long as the location does not present a hardship to complete work required on task. The contractor shall have real-time communication between the contractor personnel supporting the efforts and government personnel available at time of award.

3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required non-personal services tasks that will be required throughout the task order. The contractor shall provide necessary resources with knowledge and experience as cited in the personal qualification clause to support the listed tasks. Contractors shall perform requirements in accordance with Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) which does not include performance of inherently Governmental functions. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

3.1 PROGRAM MANAGMENT

3.1.1 Program Management Practices

The contractor shall establish and maintain program management practices throughout the period of performance. Program management practices shall provide visibility into the contractor's organization and techniques used in managing the tasking in this Task Order, specifically subcontractor and data management. Documentation shall be readily available to Government Representative(s).

3.1.2 Project Kick-Off

The contractor shall conduct a Project Kick-off Meeting at the contractor facility within 30 days after Task Order acceptance. The purpose of the Kick-off Meeting is for the contractor to review and demonstrate to SPAWARSYSCEN Atlantic the management procedures and to establish schedule dates for near-term critical meetings/actions. The Contractor Team Lead shall present management and program implementation processes.

3.1.3 Assignment of Responsibility and Authority

The contractor shall identify the organizational elements responsible for the conduct of the activities in this task order. Contractor responsibilities shall be assigned and clear lines of authority defined for determining and controlling the resources necessary to satisfy each element of this task order.

3.1.3.1 Team Lead

The contractor shall identify a Team Lead responsible for overall work being accomplished; the Team Lead shall work with the Contracting Officer's Representative (COR), as applicable on all matters related to the activities on this task order. The Contractor Team Lead shall collaborate with the COR to develop

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 8 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

and maintain a detailed work plan to include specific tasks, assignments, milestones, and schedules. The Contractor Team Lead shall be responsible for ensuring all deliverables and requirements are satisfied on time and within budget.

3.1.4 Programmatic Documentation

The contractor shall provide input to programmatic documentation as required to include: program schedule, program briefing material, and life cycle cost data.

3.1.4.1 Personnel Roster

The contractor shall provide a roster of personnel that includes name, job title, electronic mail address, and telephone numbers for each person supporting this task order. The personnel roster shall be provided to SPAWARSYSCEN Atlantic as part of the monthly Task Order Status Report (TOSR) (CDRL A002).

3.1.4.2 Financial Reporting

The contractor shall continuously monitor the status of funding received in support of this task order and provide the status of funding required and received in a monthly Contract Funds Status Report (CDRL A011).

3.1.4.3 Trip Report

The contractor shall provide a Trip Report for each travel occurrence no later than five working days after return from travel. The Trip Report (CDRL A010) shall provide details on: individual(s) traveling; dates of travel; destination(s); purpose(s) of trip; summary of attended events, meetings, and activities; resulting action items for the traveling individual(s); and comments or concerns of the individual(s).

3.1.5 Meetings, Formal Reviews, Conferences and Audits

3.1.5.1 Integrated Product Team (IPT) Management

The contractor shall participate in SPAWARSYSCEN Atlantic directed IPTs and associated meetings.

3.1.5.2 Program Reviews

The contractor shall participate in technical and programmatic reviews, meetings and conferences.

3.1.5.3 Meeting Minutes/Action Items

The contractor shall keep a record of all action items assigned from meetings, teleconferences, and electronic mail messages, and report on action items as required.

3.1.6 Risk Management

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 9 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

The contractor shall support Risk Management Board meetings and operations.

3.2 TESTING AND EVALUATION SUPPORT

The contractor shall participate in Working-group Integrated Product Team (WIPT), working groups, Configuration Control Boards (CCBs), and engineering review groups. Technical support and guidance shall be provided on behalf of the DCGS-MC T&E Working Integrated Product Team (WIPTs) as directed by the DCGS-MC Lead System Integrator (LSI), the contractor shall represent the DCGS-MC programs' interests associated with inter-service agency, joint and intra-service/agency common-use hardware, software, operations and processes. The following PWS task(s) requires access to classified information up to the level of TOP SECRET.

3.2.1 Testing Documentation

The contractor shall provide all testing artifacts (CDRL A015 Test Plans), test cases, test procedures, and test reports (CDRL A013) required to support developmental testing efforts needed to fully trace the systems completion of threshold and objective requirements.

3.2.1.1 Test Plan

The contractor shall prepare a Test Plan (TP) (CDRL A015) that encompasses all testing for each scheduled event. The TP shall be the top-level working document that ties all contractor and subcontracting test activities together. The following areas shall be emphasized in the TP:

- Test event
- Purpose of the test
- Date of test start and end
- Location of the test
- Need for Government test support, to include laboratories and facilities
- Overall schedule of individual test activities
- Interoperability analysis/testing

3.2.1.2 Test Cases and Procedures

The contractor shall develop, maintain and conduct test cases and test procedures in support of test and evaluation.

3.2.1.3 Test Status

The contractor shall write, implement, and report status for system test cases and test procedures.

3.2.1.4 Test Report

The contractor shall provide a test report (CDRL A013) which will include a record of the qualification testing performed and the results of an evaluation. This will include test procedures and cases including the results. This information will be shared with DCGS-MC integrators so that issues can be recorded, addressed, and resolved as necessary.

3.2.1.5 Other Documentation

The contractor shall assist with other document development (CDRL A016) to include the System User Manual (SUM), training material review and coordination, etc.

3.2.2 System Integration/Qualification Test

The contractor shall develop and implement System Integration/Qualification Test (SIT) procedures (CDRL A014) to demonstrate the adequacy and suitability of the contractor's integration processes and procedures for achieving the performance inherent in the design. The results of the test shall

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 10 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

demonstrate the techniques and processes employed do not degrade the design and meet all requirements in the Performance Specification.

3.2.3 Interoperability Testing

The contractor shall support interoperability testing by the Joint Interoperability Test Command (JITC), Fort Huachuca, AZ to ensure that systems are compatible with the systems specified in the system specification and capabilities documents. The contractor shall also support informal interoperability training between USMC intelligence and operations programs using the Distributed Development and Test Enterprise (DDTE) or other closed networks within the SPAWARSCEN Atlantic domain.

3.2.4 Software Reliability Testing

The contractor shall assist with establishing, implementing, and conducting a Software Testing Program, including Software Item (SI) integration testing and Software Unit (SU) testing in accordance with software testing practices outlined in IEEE/EIA 12207. The DCGS-MC system software reliability testing intended to detect software faults and increase reliability. Detected faults will be documented and testing personnel will closely interface with the software integration team to increase efficiency.

3.2.5 System Environmental Testing

The contractor shall support system environmental testing to include shock, drop, vibration, heat, cold, moisture and foreign contaminant intrusion profiles in accordance with applicable military standards. Environmental testing will be conducted at government test facilities.

3.2.6 Operational Test and Evaluation (OTE)

The contractor shall support OTE by Marine Corps Systems Command (MCSC) or other external agency. The government automated test methods and preferred tool will be used to configure, operate, gather data, analyze, and publish OTE results.

3.2.7 Software Acceptance Test

The contractor shall participate in the development of Software Acceptance Testing (SAT) for individual software applications that are developed for the Program. The SAT will follow the application's design based on the application's CONOP. The SAT will be integrated in the government's Software Development Plan (SDP).

3.2.8 Software Stress Test

The contractor shall support the planning and conducting of a software stress test. The contractor shall assist in determining the scope of software stress testing required to ensure the software being developed meets all specified technical, operational, and performance requirements and the acceptance criteria.

3.2.9 Automation Testing

The contractor shall establish and implement a process for sound, consistent developmental and functional automation testing standards, processes, and practices within DCGS-MC. The contractor shall assist in determining the scope of automation to increase testing capabilities, reduce manual and redundant testing, and improve efficiencies utilizing agreed upon automation tools.

3.2.10 Integration Support

The contractor shall provide direct support for the integration of specified software segments, hardware integration, burn-in testing, and quality assurance.

3.2.11 Developmental and Operational Testing

The contractor shall support government Developmental Testing (DT) and Operational Testing (OT) by providing on-site Test Operators and technical support for the period of the test.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 11 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

3.2.12 Software Installation and Functional Verification Testing

The contractor shall participate in the development of Software Installation and Functional Verification Testing.

3.2.13 Test Data

The contractor shall provide test data to include normal and abnormal, valid and invalid inputs. All test plans and procedures will be subject to review and approval by SPAWARSSYSCEN Atlantic. The contractor shall provide test results to SPAWARSSYSCEN Atlantic (CDRL A013).

3.2.13.1 Software Testing

The contractor shall perform software testing against established requirements set forth in the DCGS-MC Capability Development Document (CDD). This will include the following DCGS-MC software applications:

- DCGS Integrated Backbone (DIB) 4.X as integrated into the DCGS-MC Geospatial Intelligence (GEOINT) System
- Vantage Suite including the DIB adapter
- Wildfly Application server (Community Editions, 8.x, 9.x, and 10.x)
- PostgreSQL
- Windows Server 2012/2016
- Splunk
- Apache Solr 5.X
- Software development using Java (J2EE), JavaScript, HTML, CSS
- Knowledgeable with libraries and frameworks: Seam, JQuery, ArcGIS, JavaScript API, Hibernate
- Familiar with Subversion as a software versioning and revision control system
- Windows 2010

3.2.13.2 Program of Record Testing

The contractor shall perform software level testing utilizing approved Intelligence, Surveillance, and Reconnaissance (ISR) Programs of Record (POR) systems including:

- Tactical Exploitation Group (TEG)
- Topographic Production Capability (TPC)
- Intelligence Analysis System (IAS) Family of Systems (FoS)
- Virtual Imagery Processor – Marine Corps (VIP-MC)
- Targeting Materials Production (TMP)

3.2.13.3 Key Performance Parameters

The contractor shall notify the government of any Key Performance Parameter (KPP) or Critical System Resource (CSR) that failed (or is failing) to achieve the allocated threshold. KPP “failures” shall be reported immediately and CSRs shall be reported within 24 hours. Both shall be followed up in writing in the form of a report. KPP/CSR reports shall include a time-phased projection of when the threshold will be achieved or exceeded. This report shall address the following, at a minimum:

- a. System requirements – cite specific source document and paragraph
- b. Parameter to be met – annotate KPPs
- c. Parameter threshold/objective
- d. Demonstrated value (of parameter) to date
- e. Recommended “get-well” date

3.2.14 Reviews

The contractor shall work with programs to prepare for the reviews by providing the test objects, methods, and procedures, scope of test, and confirmation that the required test resources have been identified and coordinated to support planned tests. The contractor shall participate in:

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 12 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

- Test Readiness Reviews (TRRs)
- Functional Verification Tests (FVT)
- Developmental Tests (DT)
- Operational Tests (OT)
- In Process Review (IPR)
- System/Software Requirements Reviews (SRR)
- Preliminary Design Review (PDR)
- Non-developmental Item (NDI) Integration Review (NIR)
- Critical Design Review (CDR)
- System/Software Design Reviews
- System Verification Reviews (SVR)
- Functional Configuration Audit (FCA)
- Physical Configuration Audit (PCA)
- System Functional Review (SFR)
- Product Readiness Review (PRR)
- Configuration Review Board (CRB)
- Configuration Control Board (CCB)
- Milestone Review

3.3 CYBERSECURITY

The contractor shall implement and maintain Cybersecurity management practices throughout the system acquisition life cycle. Cybersecurity practices will include, but are not limited to, integrating security requirements during systems initiation and development, all phases of the Assessment & Authorization (A&A) process, support to Clinger Cohen Act (CCA) certification and Critical Program Information (CPI) identification, configuration management and risk management as identified in applicable DoD and USMC laws, directives, instructions, or orders. The contractor shall ensure Cybersecurity is fully integrated into all phases of the acquisition, upgrade, or modification programs, including initial design, development, testing, fielding, and operation.

3.3.1 Cybersecurity Doctrine

The contractor shall be well versed in applicable Cybersecurity doctrine for 8510.01, Risk Management Framework (RMF) and DoD and USMC Cyber Security.

3.3.2 Specific Expertise

The contractor shall maintain expertise in public key infrastructure/public key equipment (PKI/PKE), Host-based Security Systems (HBSS), HIPS and enterprise-level Cybersecurity management tools, such as Endpoint Manager.

3.3.3 Cybersecurity

The contractor shall assist in defining, designing, developing, and deploying/maintaining systems throughout all phases of their acquisition lifecycle with adequate cybersecurity as described in DoDI 5000.02.

3.3.3.1 Systems Assessment & Authorization (A&A)

The contractor shall perform system accreditation and site accreditation including providing input in the identification of potential security vulnerabilities and minimization or containment of associated Cybersecurity and force protection risks; and, the development of Cybersecurity related documentation. The contractor shall develop documentation in support of obtaining or maintaining the Authority to Operate (ATO).

3.3.3.2 Cybersecurity Activities required for A&A

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 13 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall plan and implement Cybersecurity A&A requirements; organize and initiate activities required for 510.01 Risk Management Framework (RMF), DoD and USMC Cyber Security requirements; and initiate documentation package workflow.

3.3.3.2.1 A&A Activities

The contractor shall organize and initiate activities required for DoD, USMC, and program Assessment and Authorization process activities.

3.3.3.2.2 A&A Documentation and Workflow

The contractor shall assist the IPT and sponsor team with documentation required and review documents for completeness and accuracy. The contractor shall initiate A&A documentation package workflow as defined by the IPT IMS, Cybersecurity section. The contractor shall organize the Cybersecurity Team and delegate activities required for A&A plan/package development. The contractor shall utilize automated A&A tools for input, review, and tracking of documentation (MCCAST).

3.3.3.2.3 Integrated Master Schedule (IMS)

The contractor shall assist in creating a program IMS by creating an IMS for Cybersecurity activities for the Program.

3.3.3.2.4 Authority to Operate (ATO)

The contractor shall manage production of A&A package development in support of obtaining or maintaining an ATO. The contractor shall coordinate a formal third party Independent Validation and Verification (IV&V) of the system for obtaining an ATO.

3.3.3.2.5 Cybersecurity Controls

The contractor shall determine and implement applicable Cybersecurity controls for the Program based on 8510.01 Risk Management Framework (RMF) Mission Assurance Category (MAC) confidentiality level (Unclassified or Secret) or protection level (TS/SCI or NSA).

3.3.3.2.6 Accreditation and Re-accreditation

The contractor shall provide forms, provide review, suggest appropriate changes/inputs, and provide program pre-brief review support. The contractor shall coordinate, assist, and work closely with Program Teams to ensure they are aware of documentation requirements and content required; provide reviews and feedback as documentation is developed.

3.3.3.2.6.1 Cybersecurity Controls

The contractor shall coordinate determination of applicable Cybersecurity Controls for system as required by DODI 8510.01, Risk Management Framework (RMF) and DoD and USMC Cyber Security IAC Plan. The contractor shall work closely with Program Team to ensure they have a thorough understanding of the cybersecurity requirements for each control area. The contractor shall provide final security results to the ISSM for review and concurrence and ensure A&A documentation addresses all required security controls and implement a method for check listing the controls within the documentation for submittal to the Government POC (e.g., mapping matrix).

3.3.3.2.6.2 IV&V Testing

The contractor shall provide support initiation, setup, and implementation of formal IV&V testing event by the third party. The contractor shall ensure all Program Team members are present for the IV&V event to support auditing questions that may arise during IV&V.

3.3.3.2.6.3 Accreditation and Re-Accreditation Deliverables

The contractor shall post all deliverables on the appropriate SharePoint workspaces and other designated environments as determined.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 14 of 77	FINAL
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3.3.4 System Hardening/Cybersecurity Control Implementation

The contractor shall integrate security controls as derived from Risk Management Framework (RMF) for DoD Information Technology (IT), the system Mission Assurance Category (MAC) and confidentiality level (CL) per DOD instruction 8510.01 or protection levels (PLs) as dictated by the Department of Defense Intelligence Information System (DODIIS) - Joint Security Implementation Guide (DJSIG) for Sensitive Compartmented Information (SCI) systems. The contractor shall use DoD Defense Information Systems Agency (DISA) Security Technical Implementation Guide (STIG) to apply information and security controls to the system baseline.

3.3.4.1 Configuration

The contractor shall configure and test the security configuration of the system utilizing DoD DISA and USMC approved Cybersecurity tools and PMIS policy and guidance.

3.3.4.1.1 Cybersecurity Controls

The contractor shall integrate applicable controls into the initiation and design phase of the systems in development.

3.3.4.1.2 Control Guidance

The contractor shall provide the integrator or developer with appropriate security technical control implementation guidance (DoD STIGS or other DoD guidance).

3.3.4.1.3 Control Implementation

The contractor shall perform technical implementation of security controls (IACs) utilizing DoD approved tools such as DISA Security Technical Implementation Guides (STIGs), scanner tools such as eEye Retina, Assurance Compliance Assessment Solution (ACAS), WASSP, or SECSN scanning tools for TS/SCI.

3.3.4.1.4 Vulnerability Scans

The contractor shall perform system vulnerability scans to assess the level of compliancy and risk posture for security configuration implementation according to PMMI applicable policy.

3.3.4.1.5 Scanning Outputs

The contractor shall document security configuration and archive as part of the system security baseline. The contractor shall provide results of the system to the system IAM for review and concurrence.

3.3.4.1.6 System development and Cybersecurity integration

The contractor Cybersecurity staff shall work closely with the Integrators, Developers, and Program Engineers to assist with implementation of system security technical configurations as defined by system hardware and software and DoD, USMC security configuration guidance; work with development/integration program staff to ensure proper STIG configurations are applied; and provide appropriate STIG guidelines, documentation, checklists for system. Scans shall be conducted per PMIS policy and procedural guidance.

3.3.4.1.6.1 STIG Results Scan Reports

The contractor shall develop documentation reflecting final security posture of developed systems (spreadsheets, ACAS Reports, or tool scan results); format the documents as defined by the Program ISSM; follow processes and report outputs as defined by PMMI Vulnerability Scanning Procedure.

3.3.4.1.6.2 Audit Reports

The contractor shall review and analyze audit reports and files as dictated in current USMC Policy and DISA Application STIG.

3.3.5 Cybersecurity Personnel Certifications

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 15 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall maintain Cybersecurity certified personnel in compliancy with 8570.1M standards and defined Cybersecurity user roles as defined by the Program (minimum certifications IAT II).

3.4 CONFIGURATION MANAGEMENT SUPPORT

The contractor shall provide support to identify, document, and verify the functional, performance, and physical characteristics of the DCGS-MC program (hardware and software) and associated interface systems, to control changes and nonconformance, and to track actual configurations of systems and platforms. Using MIL-HDBK-61A as guidance, the contractor shall provide support that includes all activities related to CM planning, baseline management, configuration identification, configuration control, configuration audits, formal reviews, engineering changes, and configuration management records and reports; and the use of automated tools to perform these functions.

3.4.1 Configuration Management Process

The contractor shall maintain a Configuration Management (CM) process for the control of all hardware and software configuration documentation, media, and parts representing or comprising the system.

3.4.2 Acquisition Requirements

The contractor shall account for the DCGS-MC program interfacing with other acquisition requirements such as a design review, assurance, and other program related disciplines. The contractor's lead CM representative shall serve as a primary point of contact to the IPT lead and sponsor for all CM matters.

3.4.2.1 CMPro

The contractor shall document all baselines and changes in the Configuration Status Accounting (CSA) database. The configuration status accounting database is CMPro.

3.4.3 Audits

3.4.3.1 Functional Configuration Audit

The contractor shall perform and document the Functional Configuration Audit (FCA) to verify the system and its configuration items (CIs) are accurate, complete, and compatible, and the CI has achieved the performance and functional characteristics delineated in the Performance.

3.4.3.2 Physical Configuration Audit

The contractor shall perform and document the Physical Configuration Audit (PCA) to verify the system and its CIs are accurate, complete, compatible, and that the CI has achieved the performance and functional characteristics defined in the functional configuration baseline.

3.4.4 Baseline Management

The contractor shall be responsible for maintaining the currency and accuracy of the established baseline to ensure form, fit, function, and interface of the system.

3.4.4.1 Allocated Baseline

The contractor shall include information regarding the allocated baseline which describes the CIs/CSCIs to a level of design detail which is greater than that for a functional baseline.

3.4.4.2 Functional Baseline

The contractor shall utilize Performance Specification criteria when developing the functional baseline.

3.4.5 Configuration status Accounting Modification Tracking

The contractor shall utilize the CSA database to record completed field modifications or retrofit actions as a result of approved Engineering Change Proposals (ECPs). The contractor shall maintain the

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 16 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

information that allows visibility of completed actions to the system registration numbers. Elements include:

- USMC Serial Number or IUID
- ECP/MI Number
- Date Installed
- Location
- Ownership

3.4.6 Configuration Control

The contractor shall support the DCGS-MC Program Configuration Management Plan (CMP) which maintains the integrity and traceability of an established baseline, to include development of engineering change proposals (ECP), requests for deviation (RFD) and notices of revision (NOR).

3.4.6.1 Engineering Release System

The contractor shall assist the maintaining the engineering release system. The system shall be used to issue configuration documentation to functional activities (e.g., manufacturing, logistics, quality control, and engineering) and to authorize the use of configuration documentation

3.4.6.2 Engineering Change Proposal (ECP)

The contractor shall develop ECPs and assist in submitting them to the sponsor.

3.4.6.3 Request for Deviation (RFD)

The contractor shall process RFDs from current approved configuration documentation. Authorized deviations are a temporary departure from the requirements and do not constitute a change in an approved baseline.

3.4.6.4 Notices of Revision (NORs)

The contractor shall generate and submit NORs concurrently with ECPs when technical documentation controlled by another contractor or Government agency requires changes following approval of an ECP.

3.4.7 Configuration Data

The contractor shall maintain configuration data for hardware and software procurements, the DON Application and Database Management System (DADMS) and the DoD IT Portfolio Repository (DITPR)-DON registry.

3.4.8 Software License Management Support

The contractor shall track and manage software licenses and software maintenances for the DCGS-MC program.

3.4.8.1 Software License Management

The contractor shall perform software license management, planning, tracking, and distribution, to include associated documents and interaction with software vendors, DCGS-MC Program representatives, Marines Corps Software Enterprise License Management System (MCSELMS), and Marines Corps Common Hardware Suite (MCHS). This shall be reported monthly and as requested by the COR.

3.4.8.2 DADMS

The contractor shall use the government's DADMS system for software verification. The contractor shall also support DCGS-MC personnel for generation and maintenance of baseline management documents (ECPs) within the CMPPro application.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 17 of 77	FINAL
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3.5 HUMAN SYSTEMS INTEGRATION (HSI)

The contractor shall develop a Human Systems Integration (HSI) Program Plan that describes specific activities to be conducted to effectively address each of the seven HSI domains as they relate to the system.

3.5.1 HSI Activities

The contractor shall assist in applying effective HSI principles and design activities during system design, production, and integration. The contractor shall assist in development and execution of an HSI engineering effort that ensures human factors engineering, manpower, personnel, training, Environment, Safety, and Occupational Health (ESOH), personnel survivability, and habitability aspects and requirements have been incorporated into the layout, design, and development of equipment (hardware and software) having an operator and/or maintainer interface.

3.5.1.1 Human Factors Engineering

The contractor shall assist in defining human and human/system tasks with performance, decision, and information requirements for each task.

3.5.1.2 Knowledge, Skills and Abilities (KSAs)

The contractor shall assist in identifying the KSAs required for each task;

3.5.1.3 Human-Machine Interfaces

The contractor shall assist in identifying human-machine interfaces that support task performance (physical and cognitive workloads).

3.5.1.4 Manpower and Tasking

The contractor shall conduct analysis to determine manpower and tasking required to operate, maintain, and support the system over the life-cycle.

3.5.1.5 Evaluation

The contractor shall conduct HSI evaluation activities to include usability testing during developmental test and evaluation efforts to assess human performance.

3.5.2 HSI Analysis

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 18 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall perform HSI analysis activities that include identification and analysis of requirements for human performance, workload, personnel survivability, and safety.

3.5.2.1 Requirement and Function Analysis

The contractor shall conduct a requirement and function analysis that will flow into the master system task analysis (if applicable) that will detail requirements for human-machine interfaces, personnel skills and knowledge, and instructional systems development and training delivery.

3.6 QUALITY MANAGEMENT

The contractor shall perform established Process and Product Quality Assurance (PPQA) processes to ensure that requirements are met prior to submission of documentation, supplies, products, and services to DCGS-MC GEOINT IPT and Project Leader.

3.6.1 Analysis and Recommendations

The contractor shall assist in conducting a detailed analysis of work processes, including: development, integration and testing. The contractor shall make recommendations to management personnel for efficiency and scheduling improvements as well as standardization of practices.

3.6.2 QA/QC Program

The contractor shall assist in documenting all procedures, assess specifications used, draft written procedures, and develop a plan for implementation of a QA/ QC program. The plan will be reviewed by the COR for applicability and conformance and the contractor shall adhere to changes as necessary.

3.6.3 Performance

The contractor shall maintain QC records and take action to improve performance based on that data. Planned performance improvement actions shall be provided to the COR for concurrence prior to implementation. The government will provide access to and use of the enterprise tools necessary to perform assigned work (e.g.: CMPPro, Wiki, Jira, etc.).

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 research, development, test and evaluation (RDT&E) network.

4.1.2 Follow DoDI 8510.01 when deploying, integrating, and implementing IT capabilities.

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

4.1.4 Follow SECNAVINST 5239.3B & DoDI 8510.01 prior to integration and implementation of IT solutions or systems.

4.1.5 Register any contractor-owned or contractor-maintained IT systems utilized on task order

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 19 of 77	FINAL
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in the Department of Defense IT Portfolio Registry (DITPR)-DON.

4.1.6 Ensure all software recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, 26 CFR Part 1194 and pursuant to SPAWARINST 5721.1B.

4.1.7 Only perform work specified within the limitations of the basic contract and task order.

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), contractors that are authorized to use Government supply sources per FAR Subpart 51.101 shall verify if 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 as prescribed in DFARS Subpart 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.

4.2.3 Cybersecurity/Computer Security Requirements
The contractor shall ensure that all products recommended and/or procured that impact cybersecurity or Information Assurance (IA) shall be selected from the National Information Assurance Partnership (NIAP) Validated Products List. The contractor shall ensure the products chosen are based on the appropriate Evaluated Assurance Level (EAL) for the network involved, and are utilized in accordance with latest Defense Information Systems Agency (DISA) policy at time of order. The contractor shall store all product information and have it available for government review at any time.

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 SPAWARSSYSCEN 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 SPAWARSSYSCEN Atlantic business processes unless specifically tasked within the task order. The contractor shall ensure IT tools developed to automate SPAWARSSYSCEN Atlantic business processes will be delivered with full documentation (CDRL A017) and source code 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 task order award. (DITPR-DON Update) *Note must be listed on

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 20 of 77	FINAL
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Investment Review Board (IRB) approved list.

4.4 SECURITY 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 (and subsequent revisions), 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 Contracting Officer's Representative (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 SPAWARSCEN Atlantic Security Office, processed by the OPM, and adjudicated by Department of Defense Consolidated Adjudications Facility (DoD CAF). IT Position Categories are determined based on the following criteria:

4.4.1 IT-I Level (Privileged)

Personnel in this position support cybersecurity roles at command enclave infrastructure to include RDT&E, Data Centers and any other network and/or are 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 shall have a favorably adjudicated Tier 5 (T5) investigation (formerly a Single Scope Background Investigation (SSBI) or SSBI-PR). The T5 is updated a minimum of every 5 years. Personnel assigned to designated IT-I positions shall have a U.S. citizenship unless a waiver request is approved by CNO. IT-1 roles include the following:

- Boundary Devices Management (proxies, firewalls, traffic analyzers, VPN Gateways)
- Intrusion Detection/Prevention Systems (IDS/IPS)
- Host Based Security Systems (HBSS)
- Network infrastructure (routers, switches, enterprise wireless)
- Domain and Authentication System Administrators (Active Directory, LDAP, Kerberos, etc.) (enclave wide scope)
- Vulnerability Scanner Operators (Retina, ACAS, HP Web Inspect, etc.)
- Virtualization Technology Administrators that host any of the above (ESX, Solaris Zones, etc.)

4.4.2 IT-II Level (Limited Privileged)

Personnel in this position support the-direction, planning, design, operation, or maintenance of a computer system, have privileged access to assets and systems that are tenants on SPAWARSCEN

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 21 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Atlantic networks and/or similar system constructs, and has work that is technically reviewed by a higher authority at the IT-II Position level to ensure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position shall have a favorably adjudicated Tier 3 (T3) investigation (formerly National Agency Check with Law and Credit (formerly ANACI/NACLC). Personnel assigned to designated IT-II positions shall have a U.S. citizenship unless a waiver request is approved by CNO. Examples of IT-II roles include the following:

- Webserver Administrators
- Developers
- Testers
- Database Administrators

4.4.3 IT-III Level (Non-privileged)

Personnel in this position support include all other positions (not considered IT-I or IT-II) involved in computer activities. A contractor 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 shall have a favorably adjudicated Tier 1 (T1) investigation National Agency Check with Written Inquiries (formerly NACI).

4.5 CYBERSECURITY SUPPORT

Cybersecurity (which replaced the term Information Assurance (IA)) is defined as prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. Contractor personnel shall perform tasks to ensure Navy applications, systems, and networks satisfy Federal/DoD/DON/Navy cybersecurity requirements.

4.5.1 Cyber IT and Cybersecurity Personnel

4.5.1.1 The Cyberspace workforce elements addressed include contractors performing functions in designated Cyber IT positions and Cybersecurity positions. In accordance with DFARS Subpart 5239.71, DoDD 8140.01, SECNAVINST 5239.20A, 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 and subsequent manual [DoD 8140] when applicable prior to accessing DoD information systems. Proposed contractor Cyber IT and cybersecurity personnel shall be appropriately qualified prior to the start of the task order performance period or before assignment to the task order during the course of the performance period.

4.5.1.2 Contractors that access Navy IT shall also follow guidelines and provisions documented in Navy Telecommunications Directive (NTD 10-11) and are required to complete a System Authorization Access Request (SAAR) – Navy form as documented in Para 8.2.2.4(b).

4.5.1.3 Contractor personnel with privileged access shall acknowledge special responsibilities with a Privileged Access Agreement (PAA) IAW SECNAVINST 5239.20A.

4.5.2 Design, Integration, Configuration or Installation of Hardware and Software

The contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO

Memorandum: Acceptable Use of Department of the Navy Information Technology (IT) dtd 12 Feb 16. Use of blacklisted software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used as documented in Para 4.2.2. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec, ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded.

4.5.3 Cybersecurity Workforce (CSWF) Report

In accordance with DFARS clause 252.239-7001 and DoD 8570.01-M, the contractor shall identify cybersecurity personnel, also known as CSWF and Cyber IT workforce personnel. The contractor shall develop, maintain, and submit a monthly CSWF Report (CDRL A001) identifying CSWF individuals who are Cybersecurity trained and certified. Utilizing the format provided in (CDRL A001) Attachment 1 of Exhibit A, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Although the minimum frequency of reporting is monthly, the COR can require additional updates at any time. Contractor shall verify with the COR or other Government representative the proper labor category CSWF designation and certification requirements. The primary point of contact (POC) for all related CSWF questions is the Command CSWF Program Manager (PM) in the office of the SPAWARSCEN Atlantic Information Systems Security Manager (ISSM).

4.5.4 Cybersecurity Workforce (CSWF) Designation

CSWF contractor personnel shall perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the CSWF is comprised of the following categories: IA Technical (IAT) and IA Management (IAM)); and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional/Embedded hours performing IA duties:

Labor Category	Quantity Personnel	IA Designator (Note1)	IA Level/Position (Note2)	IA Duty Hours		
				Primary (≥25 hrs)	Additional (15-24 hrs)	Embedded (1-14 hrs)
Subject Matter Expert (SME)	(13)	IAT	Level 2	X		

5.0 TASK ORDER ADMINISTRATION

Administration of the work being performed is required; it provides the Government a means for task order management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the Government's requirements are met, delivered on schedule, and performed within budget.

5.1 CONTRACTING OFFICER REPRESENTATIVE (COR) DESIGNATION

The COR for this task order is identified in task order clause 5252.201-9201.

5.2 CONTRACTOR LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the Government Contracting Officer and COR. The contractor PM, located in

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 23 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

the contractor's facility, shall ultimately 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 and be available to support emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

5.3 CONTRACTOR MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day including business and non-business hours in order to facilitate a timely task order response or modification in particular during urgent requirements.

5.3.1 Task order Administration & Documentation

Various types of administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation:

5.3.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL A002) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a task order status report monthly at least 30 days after task order award and on the 10th of each month for those months the task order is active. The contractor shall report on various task order functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (CDRL A002 Attachment 1 of Exhibit A), Personnel Listing (CDRL A002 Attachment 2 of Exhibit A), and Government-furnished property (GFP) Template (CDRL A002 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

5.3.1.2 Task Order Closeout Report

The contractor shall develop a task order closeout report (CDRL A003) and submit it no later than 15 days before the task order completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.3.1.3 Enterprise-wide Contractor Manpower Reporting Application

Pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). The Product/Service Codes (PSC) for contracted services excluded from reporting are as follows:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor shall completely fill-in all required data fields using the following web address: <https://www.ecmra.mil/>. Reporting inputs consists of labor hours executed during the task order period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 24 of 77	FINAL
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October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

5.3.1.4 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. 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. When requested by the COR, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A004) 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.

5.3.1.5 Labor Rate Limitation Notification

The contractor shall monitor the following labor rates as part of the monthly TOSR (see CDRL A002 Attachment 2 of Exhibit A – Personnel Listing). The contractor shall deliver required notification if specified criteria and 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).

(a) Fully burdened labor rates per individual (subcontractor included) – If the fully burdened rate (including fee, which also extends to prime contractor fee on subcontractor labor) of any individual in any labor category exceeds the threshold amount of \$200.00/hour and the individual's rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A005) for the identified labor rate to the COR who will then send appropriate notification to the Contracting Officer. If the number of hours anticipated to be billed for an *individual* within one labor category is equal to or less than 200 labor hours for any given period of performance (e.g., base period, option year 1, or option year 2) for this effort, the hours to be billed for the individual are excluded from the CDRL notification.

(b) Negotiated versus actual average labor rates variance – If the actual average labor rate (inclusive of fee) (total actual fully burdened labor costs “divided by” total number of hours performed) compared to the negotiated average labor rate (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) is greater than 20%, the contractor shall send notice and rationale (CDRL A005) of the rate variance to the COR who will then send appropriate notification to the Contracting Officer. The contractor shall annotate the monthly percentage rate variance between the actual average labor rate versus the negotiated average labor rate in the TOSR.

5.3.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR. 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 notice and rationale (CDRL A005) 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 QASP.

5.3.1.7 Limitation of Subcontracting

Limitation of subcontracting is applicable for task orders that have been wholly or partially set aside for small business or 8(a) concerns. For service task orders, the prime contractor shall perform at least 50% of the total contract labor cost and if applicable, on each subsequent task orders. 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 FAR requirements, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A006) every 3 months. See applicable DD Form 1423 for 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% at the task order level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the task order is not complete how the prime contractor intends to rectify the deficiency.

5.4 CONTRACTOR PERFORMANCE MANAGEMENT

Contractor performance standards and requirements are outlined in the task order QASP. The ability of a contractor to perform to the outlined standards and requirement will be captured in the Contractor Performance Assessment Reporting System (CPARS). In support of tracking contractor performance, the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A007) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A008) submitted monthly.

5.5 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of an EVM system, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A011) to help track cost expenditures against performance.

6.0 DOCUMENTATION AND DELIVERABLES

6.1 CONTRACT DATA REQUIREMENTS LIST (CDRL)

The following listing identifies the data item deliverables required under this task order 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 the basic contract. 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 TOP SECRET with SCI.

6.1.1 Administrative CDRL

The following table lists all required administrative data deliverables, CDRLs, applicable to this task:

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Cybersecurity Workforce (CSWF) Report	4.5.3, 8.1.2, 8.2.3.1	MTHLY	30 Days after task order award (DATO) and monthly on the 10th	Top Secret

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A002	Task Order Status Report (TOSR)	3.1.4.1, 5.3.1.1, 5.3.1.5, 8.1.2, 8.2.3.1, 10.3.5.1, 10.3.5.2	MTHLY	30 DATO and monthly on the 10th	Unclassified
A003	Task Order Closeout Report	5.3.1.2, 10.3.8	1TIME	NLT 15 days before completion date	Unclassified
A004	Invoice Support Documentation	5.3.1.4	ASREQ	Within 24 hrs from request	Unclassified
A005	Limitation Notification & Rationale	5.3.1.5, 5.3.1.6	ASREQ	Within 24 hrs from occurrence	Unclassified
A006	Limitation to Subcontracting Report	5.3.1.7	QRTLY	NLT 105 DATO and every third month on the 10th	Unclassified
A007	Cost and Milestones Schedule Plan	5.4	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of Govt review	Unclassified
A008	Contractor CPARS Draft Approval Document (CDAD) Report	5.4	MTHLY	30 DATO and monthly on the 10 th	Unclassified
A009	OCONUS Deployment Package	11.1 11.2.1	1TIME	NLT 30 days prior to travel	Top Secret
A010	Trip Report	3.1.4.3	ASREQ	NLT 5 working days after return from travel	Unclassified

6.1.2 Technical CDRL

The following table lists all required technical data deliverables, (CDRLs), applicable to this task order:

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A011	Contract Funds Status Report (CFSR)	3.1.4.2 5.5	MTHLY	10 th of Each Month	Unclassified
A012	Inventory Tracking Report	10.3.5.1	MTHLY	10 th of Each Month	Unclassified
A013	Software Test Report	3.2.1 3.2.1.4	ASREQ	NLT 5 working days after any test event	Unclassified
A014	System Integration/Qualification Test (SIT) procedures	3.2.2	ASREQ	10 Days prior to any scheduled test event	Unclassified
A015	Test Plan (TP)	3.2.1 3.2.1.1	ASREQ	15 Days prior to any scheduled test event	Unclassified
A016	Software Documentation/Programmer's Guide	3.2.1.5	ONE/R	Within 24 hours of request	Unclassified
A017	Source Code	4.3	ONE/R	At completion of TO	Unclassified

6.2 ELECTRONIC FORMAT

At a minimum, 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, etc. are provided in a format approved by the receiving Government representative. The contractor shall provide all data in an editable format compatible with SPAWARSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSCEN Atlantic corporate standards within 30 days of task order award. *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.	Technical Publishing	PageMaker/Interleaf/SGML/MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	2-D Drawings/ Graphics/Schematics (new data products)	Vector (CGM/SVG)
f.	2-D Drawings/ Graphics/Schematics (existing data products)	Raster (CALs Type I, TIFF/BMP, JPEG, PNG)
g.	Scheduling	Microsoft Project
h.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio
i.	Geographic Information System (GIS)	ArcInfo/ArcView

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 28 of 77	FINAL
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6.3 INFORMATION SYSTEM

6.3.1 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 (PKI) client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on task shall be accessible by e-mail through individual accounts during all hours.

6.3.2 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 task. 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 task order, and privileged task order information (e.g., program schedules and task order-related tracking).

6.3.2.1 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 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.
- (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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 29 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

(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 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, task order, or agreement requirements and mechanisms.

6.3.2.2 Compliance

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

7.0 QUALITY

7.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality system that meets contract and task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have an adequately documented quality system which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system, which includes an internal auditing system. The contractor shall make their 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 or quality system, and development of quality related documents. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

- Establish documented, capable, and repeatable processes

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 30 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

7.2 MANAGE QUALITY COMPLIANCE

7.2.1 General

The contractor shall have quality processes or a Quality Management System (QMS) processes in place that coincide with the Government's Manage Quality processes which address Quality Control, Quality Assurance, Software Quality, and/or project Quality System tasks. 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 Acquisition Milestones, Phases, and Decision Points, which are standard elements of the Defense Acquisition System and support 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 and objective evidence of Lean Six Sigma, Risk Management, and System Engineering methodologies; and System and Software Engineering best practices. As part of a team, the contractor shall support projects at SPAWARSYSCEN Atlantic that are currently, or in the process of, being assessed under a Capability Maturity Model Integration (CMMI) program. The contractor shall be required to utilize the processes and procedures already established for the project and deliver products that are compliant with the aforementioned processes and procedures that is commensurate with the CMMI level the government project is at or working towards. Contractor is not required to have a formal CMMI appraisal; however, possession is desired.

7.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified in the contractor's Quality Assurance Plan (QAP) or by the respective WBS, POA&M, or quality system/QMS documentation in support of continuous improvement. The contractor shall deliver related QAP and any associated procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes, products, and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related products, services, documents, and material in a category when noncompliance is established.

7.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified in the contractor QAP or by the respective WBS, POA&M, or quality system/QMS documentation. The contractor shall have the following related quality objective evidence available for Government review:

- 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

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.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

As specified in the DoD Contract Security Classification Specification, DD Form 254, the contractor shall perform classified work under this task order. Prior to commencement of classified work, the contractor shall have SECRET with the ability to obtain TOP SECRET with Sensitive Compartment Information (SCI) prior to the commencement of work in SCI Facilities (SCIFs) or at the TS/SCI level.

8.1.1.1 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and work within restricted areas unescorted. Access to SCI is limited to U.S. Government Facilities or other U.S. Government sponsored SCIFs authorized on the DD254. The contractor shall not generate any SCI deliverables.

8.1.1.2 This contract allows for various levels of security to support specific PWS tasks. The minimum security clearance to begin working on this contract is SECRET. However, prior to the commencement of work in a SCIF or at the TS/SCI level the offeror is required to obtain TS/SCI clearances for all required personnel. The following table outlines the required security clearance per task. The contractor shall provide personnel meeting the specific minimum personnel clearance (PCL) to support the PWS tasks listed below

Required Security Clearance	PWS Task Paragraph
Top Secret/SCI	3.1, 3.2, 3.3, 3.4, 3.5, 3.6

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring clearance and/or access to Government facility/installation and/or access to information technology systems under this task order. The FSO is typically 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 task order. Responsibilities include tracking all personnel assigned Government badges and entering/maintaining personnel security mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A002), and if applicable, updating and tracking data in the CSWF Report (CDRL A001).

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), SECNAV M-5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on this 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 CSWF. A favorable background determination is determined by either a Tier 1 (T1) investigation, Tier 3 (T3) investigation, or Tier 5 (T5) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily 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 security requirements, 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," receives an "Interim Declination," or unfavorable fingerprint, 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 the task order.

8.2.1 Personnel Clearance

All personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). On a case-by case basis, Top Secret (TS) clearances are eligible for access to Sensitive Compartmented Information (SCI). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the DoD CAF and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied as a task order modification. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

8.2.1.1 The following labor categories shall meet the required minimum personnel clearances (PCL):

Labor Category	Required Personnel Security Clearance (PCL)
Subject Matter Expert 3	TS/SCI
Subject Matter Expert 2	TS/SCI
Subject Matter Expert 1	TS/SCI
Logistician 2	TS/SCI
Computer Systems Analyst III	TS/SCI

8.2.2 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. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366, or submit request on company or agency letterhead by fax to (843)218-4045 or mail to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office. For visitation to all other Government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office.

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 33 of 77	FINAL
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form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSSYSCEN 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

Contractor and subcontractor employees shall take all means necessary to not represent themselves as Government employees. All contractor personnel shall follow the identification and Government facility disclosure requirement as specified in contract clause 5252.237-9602, Contractor Identification.

8.2.2.3 Government Badge Requirements

Some contract personnel shall require a Government issued picture badge in accordance with contract clause 5252.204-9202, Contractor 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 CAC) to the applicable Government security office via the COR. The contractor FSO shall track all personnel holding local Government badges at the task order level.

8.2.2.4 Common Access Card (CAC) Requirements

Some Government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a 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 DoDM 1000.13-V1, issuance of a CAC is based on the following four criteria:
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 federally controlled facilities on behalf of the SPAWARSSYSCEN Atlantic 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).
 3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD 5200.2-R – at a minimum, the completion of FBI fingerprint check with favorable results and submission of a T1 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 T3 investigation. Contractor personnel shall contact the SPAWARSSYSCEN 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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 34 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 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-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 task order 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 Systems Security Management (ISSM) 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 ISSM 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 ISSM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the ISSM office via encrypted e-mail to ssclant_it_secmtg@navy.mil.

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. Throughout task order performance, 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. The contractor (FSO, if applicable) 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 SPAWARSYSCEN Atlantic COG website, the contractor shall get all necessary instruction and forms from the COR.

8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

Contractor personnel shall not access the Navy Enterprise Resource Planning (Navy ERP) system.

8.2.3 Security Training

Applicable for unclassified and classified contracts, contractor personnel (including subcontractors) shall complete all required mandatory Government training in accordance with COMSPAWARSYSCOM Code 80330 mandatory training webpage: <https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training>. Contractors without access to the SPAWAR webpage shall coordinate with the COR concerning mandatory training as listed on the training webpage.

8.2.3.1 The contractor shall be responsible for verifying applicable personnel receive all required training. At a minimum, the contractor (FSO, if applicable) shall track the following information: security clearance information; dates possessing CACs; issuance and expiration dates for SPAWARSYSCEN Atlantic badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 35 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

training; CSWF certifications; etc. The contractor shall report individual contractor personnel training status by completing and updating the monthly task order status report (TOSR) Staffing Plan (CDRL A002 Attachment 1 of Exhibit A), Training tab. For Cybersecurity Workforce (CSWF) contractor personnel, all mandatory cybersecurity training and certifications shall be reported in the CSWF Report (CDRL A001).

8.2.3.2 The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

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 and SPAWARSYSCENLANTINST 3070.1B. Note: OPSEC requirements are applicable when task order personnel have access to either 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 develop their own internal OPSEC program specific to the task order 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 in accordance with requirements outline in the Security Training, Para 8.2.3. OPSEC training requirements are applicable for personnel during their entire term supporting this SPAWARSYSCEN Atlantic task order.

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

Contractor shall participate in SPAWARSYSCEN Atlantic OPSEC program briefings and working meetings, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

8.3.4 Classified Contracts

OPSEC requirements identified under a classified contract shall have specific OPSEC requirements listed on the DD Form 254

8.4 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 6.4.2.1, 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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 36 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

for authentication and non-repudiation. The contractor shall follow minimum standard in SECNAV M-5510-36 for classifying, safeguarding, transmitting, and destroying classified information.

9.0 GOVERNMENT FURNISHED INFORMATION (GFI)

Government Furnished Information (GFI) is Government owned intellectual property provided to contractors for performance on a task order. For the purposes of this task order, GFI includes manuals, technical specifications, maps, building designs, schedules, drawings, test data, etc. Depending on information contained in a document, the contractor shall comply with additional controls (e.g., completion of a Non-Disclosure Agreements, etc.) for access and distribution.

GFI is not anticipated on this task order.

10.0 GOVERNMENT PROPERTY

As defined in FAR Part 45, Government property is property owned or leased by the Government which includes Government-furnished property (GFP) and Contractor-acquired property (CAP). Government property is material, equipment, special tooling, special test equipment, and real property.

Government property includes both GFP and CAP, but does not include intellectual property and software. 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 to ensure their property management system is acceptable.

10.1 GOVERNMENT-FURNISHED PROPERTY (GFP)

As defined in FAR Part 45, 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 spares and property furnished for repair, maintenance, overhaul, or modification. GFP includes Government-furnished equipment (GFE), Government-furnished material (GFM), Special Tooling (ST) and Special Test Equipment (STE).

Utilizing GFP on this task order is authorized in accordance with DFARS requirements. The contractor shall meet applicable FAR requirements for the use and charges of GFP. The contractor shall have the means to provide an effective and efficient stewardship of Government property. NOTE: The contractor shall only receive items listed in the Consolidated GFP form and shall only take possession of items not in excess of the maximum promised quantity identified in the GFP form. If additional items or increased quantities are required, a modification to the task order is needed which includes a revised GFP form being uploaded to Electronic Document Access (EDA) system. The following types of GFP are applicable on this task order:

10.1.1 Government-Furnished Equipment

GFE is Property, Plant and Equipment (PP&E) provided to the contractor. It consists of tangible items that are functionally complete for their intended purpose, durable, non-expendable, and needed for the performance of a contract. It is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. It does not include material, real property, special test equipment or special tooling. GFE will be provided to the contractor as identified on the GFP form.

Some of the GFE assigned to contract N65236-13-D-5837 Task Order 0005, will be transferred to this task order.

10.1.2 Government-Furnished Material

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 37 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

GFM will not be provided on this task order.

10.1.3 Special Test Equipment

STE will not be provided on this task order.

10.1.4 Special Tooling

ST will not be provided on this task order.

10.2 CONTRACTOR-ACQUIRED PROPERTY (CAP)

As defined in FAR Part 45, 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), Contractor-acquired material (CAM), ST, and STE.

CAP is not anticipated on this task order.

10.3 GOVERNMENT PROPERTY MANAGEMENT

10.3.1 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 Contracting Officer and task order 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.

10.3.2 Government Property Administrator

As allowed by FAR Subpart 42.201, the contract property administrator under this contract is, unless otherwise designated, the Defense Contract Management Agency (DCMA). The contractor shall work with the Contracting Officer appointed PA to ensure compliance with the contract's property requirements in accordance with DoDI 4161.02 and the Guidebook for Contract Property Administration. If the contractor does not have an approved property management system, the contractor shall contact the appointed PA within 30 days after task order award, and provide a copy of their property management procedures with the names of appropriate points of contact.

10.3.3 GFP Transfer between Government and Contractor

Contractors shall not take receipt or transfer custody of any GFP without possessing proper contractual authority; i.e.; GFP items must be specified on a Consolidated GFP form which is tied to one specific contract or task order. The contractor shall perform GFP reporting as required by DFARS clause 252.211-7007. The primary and preferred means of reporting is via electronic transfer transaction in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), an application within WAWF, which will automatically transmit the GFP custody information to the GFP Repository within the Item Unique Identification (IUID) Registry. For non-serially managed GFP items, the contractor shall only report the initial receipt. For serially-managed GFP items, the contractor shall report all subsequent transactions affecting GFP custody. In order to perform electronic transaction reporting in iRAPT, the contractor shall register for iRAPT access and obtain the Contractor Property Shipper and Contractor Property Receiver roles.

Note: As a backup process to the electronic tracking, SPAWARSCEN Atlantic property management specifies use of Requisition and Invoice/Shipping Document (DD1149) and/or COMSEC Material Report (SF153) to validate actual transfer of property physically occurred. The contractor shall ensure all

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 38 of 77	FINAL
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received and returned items are documented with proper paperwork.

10.3.4 GFP Tagging, Labeling and Marking

The contractor shall tag, label, or mark all serially managed GFP items not previously tagged, labeled, or marked. This does not refer specifically to an IUID tag, label or mark.

10.3.5 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 GFP records also contain the data elements specified in the DFARS clause 252.211-7007.

10.3.5.1 The contractor shall ensure all GFP and CAP identified in the Contractor's Property Management System are designated appropriately as material, equipment, ST and/or STE. The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records. The contractor shall forward the GFP inventory (CDRL A012) to SPAWARSYSCEN Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly TOSR (CDRL A002).

10.3.5.2 NMCI computers will be assigned to a contractor. Prior to a NMCI computer being removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this task order. For reporting purposes, the contractor shall include a list of NMCI assets assigned to this task order (separate from the GFP inventory list) in the TOSR (CDRL A002).

10.3.5.3 All GFP items including laptops (identified on the GFP form) removed from a Government facility, the contractor employee shall possess at all times a Government signed copy of the DD1149 specifying contract and applicable task order number, company name, model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession in accordance with applicable company internal procedures.

10.3.6 Government Property Transferring Accountability

GFP 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 and/or task orders. Unlike GFP, CAP cannot be transferred. If CAP is required to be utilized on a contract or task order other than the one that funded its acquisition, it must be delivered to the Government. Once received and accepted by the Government, it can be provided as GFP on the same or another contract.

10.3.7 Government Property Lost or Damaged Items

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

10.3.8 Government Property Inventory Disposition

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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 39 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Pursuant to DFARS clause 252.245-7004, when disposition instructions are not stipulated in the task order 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. Note: If any Government property is slated for demilitarization, mutilation, or destruction by the contractor, the event shall be witnessed and verified by the COR or the designated Government personnel.

The contractor shall include a final inventory reporting list in the task order Closeout Report (CDRL A003). 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.

10.3.9 Government Property Performance Evaluation

Non-compliance with Government Property terms and conditions will negatively affect the contractor's annual CPARS rating.

10.4 TRANSPORTATION OF EQUIPMENT/MATERIAL

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

11.0 TRAVEL

11.1 LOCATIONS

The contractor shall be prepared to travel to the locations listed below. Prior to any travel taken in support of this task order, the contractor shall obtain COR concurrence. Although estimated sites are listed, the contractor shall be prepared to travel to any of the sites listed below. Travel to foreign countries outside of the contiguous United States (OCONUS) is required. The applicable countries are listed below. Prior to travel, the contractor shall meet all necessary travel requirements for their company and personnel to support work in the noted foreign OCONUS sites (CDRL A009).

CLINs 9000, 9100, 9200, 9300, 9400 (OMMC)

Base Year (CLIN 9000)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Quantico, VA
2	1	5/4	Charleston, SC	Springfield, VA
1	1	5/4	Charleston, SC	Denver, CO

Option Year 1 (CLIN 9100)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 40 of 77	FINAL
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1	1	5/4	Charleston, SC	Quantico, VA
1	1	5/4	Charleston, SC	Springfield, VA

Option Year 2 (CLIN 9200)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Quantico, VA
1	1	5/4	Charleston, SC	Springfield, VA

Option Year 3 (CLIN 9300)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Springfield, VA
1	1	5/4	Charleston, SC	Denver, CO

Option Year 4 (CLIN 9400)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Springfield, VA
1	1	5/4	Charleston, SC	Denver, CO

CLINs 9001, 9101, 9201, 9301, and 9401 (RDTE)

Base Year (CLIN 9001)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	10/9	Charleston, SC	Jacksonville, NC
1	2	3/2	Jacksonville, NC	Cherry Point, NC
1	1	3/2	Charleston, SC	Beaufort, SC
1	2	10/9	Charleston, SC	San Diego, CA
1	2	5/4	San Diego, CA	29 Palms, CA
1	2	3/2	29 Palms, CA	Miramar, CA
1	1	3/2	Kaneohe Bay, HI	Honolulu, HI
1	1	10/9	Charleston, SC	Kaneohe Bay, HI
1	1	3/2	Honolulu, HI	Oahu, HI
1	2	15/14	Charleston, SC	Okinawa, JP
1	2	5/4	Okinawa, JP	Iwakuni, JP
1	1	4/3	Charleston, SC	Dam Neck, VA

Option Year 1 (CLIN 9101)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	10/9	Charleston, SC	Jacksonville, NC
1	2	3/2	Jacksonville, NC	Cherry Point, NC
1	1	3/2	Charleston, SC	Beaufort, SC
1	2	10/9	Charleston, SC	San Diego, CA
1	2	5/4	San Diego, CA	29 Palms, CA
1	2	3/2	29 Palms, CA	Miramar, CA

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 41 of 77	FINAL
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1	1	3/2	Kaneohe Bay, HI	Honolulu, HI
1	1	10/9	Charleston, SC	Kaneohe Bay, HI
1	1	3/2	Honolulu, HI	Oahu, HI
1	2	15/14	Charleston, SC	Okinawa, JP
1	2	5/4	Okinawa, JP	Iwakuni, JP
1	1	4/3	Charleston, SC	Dam Neck, VA

Option Year 2 (CLIN 9201)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	10/9	Charleston, SC	Jacksonville, NC
1	1	3/2	Charleston, SC	Beaufort, SC
1	1	5/4	Charleston, SC	Yuma, AZ
1	1	10/9	Charleston, SC	San Diego, CA
1	1	3/2	San Diego, CA	29 Palms, CA
1	1	3/2	29 Palms, CA	Miramar, CA
1	1	3/2	Kaneohe Bay, HI	Honolulu, HI
1	1	10/9	Charleston, SC	Kaneohe Bay, HI
1	1	3/2	Honolulu, HI	Oahu, HI
1	1	15/14	Charleston, SC	Okinawa, JP
1	1	3/2	Okinawa, JP	Iwakuni, JP
1	1	4/3	Charleston, SC	Dam Neck, VA
1	1	5/4	Charleston, SC	Quantico, VA
1	1	5/4	Charleston, SC	Denver, CO
1	1	5/4	Charleston, SC	New Orleans, LA

Option Year 3 (CLIN 9301)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	10/9	Charleston, SC	Jacksonville, NC
1	2	3/2	Jacksonville, NC	Cherry Point, NC
1	1	3/2	Charleston, SC	Beaufort, SC
1	2	10/9	Charleston, SC	San Diego, CA
1	2	5/4	San Diego, CA	29 Palms, CA
1	2	3/2	29 Palms, CA	Miramar, CA
1	1	3/2	Kaneohe Bay, HI	Honolulu, HI
1	1	10/9	Charleston, SC	Kaneohe Bay, HI
1	1	3/2	Honolulu, HI	Oahu, HI
1	2	15/14	Charleston, SC	Okinawa, JP
1	2	5/4	Okinawa, JP	Iwakuni, JP
1	1	4/3	Charleston, SC	Dam Neck, VA

Option Year 4 (CLIN 9401)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 42 of 77	FINAL
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1	1	10/9	Charleston, SC	Jacksonville, NC
1	1	3/2	Charleston, SC	Beaufort, SC
1	1	5/4	Charleston, SC	Yuma, AZ
1	1	10/9	Charleston, SC	San Diego, CA
1	1	3/2	San Diego, CA	29 Palms, CA
1	1	3/2	29 Palms, CA	Miramar, CA
1	1	3/2	Kaneohe Bay, HI	Honolulu, HI
1	1	10/9	Charleston, SC	Kaneohe Bay, HI
1	1	3/2	Honolulu, HI	Oahu, HI
1	1	15/14	Charleston, SC	Okinawa, JP
1	1	3/2	Okinawa, JP	Iwakuni, JP
1	1	4/3	Charleston, SC	Dam Neck, VA
1	1	5/4	Charleston, SC	Quantico, VA
1	1	5/4	Charleston, SC	Denver, CO
1	1	5/4	Charleston, SC	New Orleans, LA
1	1	5/4	Charleston, SC	Logan, UT
1	1	5/4	Charleston, SC	Crane, IN

CLINs 9002, 9102, 9202, 9302, and 9402 (PMC)

Base Year (CLIN 9002) – There is no travel planned under this CLIN.

Option Year 1 (CLIN 9102) – There is no travel planned under this CLIN.

Option Year 2 (CLIN 9202)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Logan, UT
1	1	5/4	Charleston, SC	Crane, IN

Option Year 3 (CLIN 9302)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	Logan, UT
1	1	5/4	Charleston, SC	Crane, IN

Option Year 4 (CLIN 9402) – There is no travel planned under this CLIN.

11.2 OCONUS TRAVEL REQUIREMENTS

Pursuant to SPAWARSCENLANTINST 12910.1B, DoDI 3020.41, and the latest DoD Foreign Clearance Guide requirements, the contractor shall travel outside the contiguous United States (OCONUS) sites to support deployed forces.

11.2.1 General OCONUS Requirements

The contractor shall ensure compliance with applicable clauses and travel guide requirements prior to traveling to each of the specified travel locations. The contractor shall be responsible for knowing and understanding all travel requirements as identified by the applicable combatant command (CCMD) and country. The contractor shall be responsible for submitting applicable deployment forms and/or deployment packages (CDRL A009) to the COR or task order technical POC and SPAWARSCEN

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 43 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Atlantic Deployment Manager no later than 30 days prior to travel. For all OCONUS travel, the contractor shall submit an official OCONUS Travel Form (SPAWARSYSCENLANT 12990/12) and shall ensure all OCONUS travel has an approved Aircraft and Personnel Automated Clearance System (APACS) request. The task order COR will provide a blank travel form after task order award.

11.2.2 OCONUS Immunization Requirements

Pursuant to DoDI 6205.4, SPAWARSYSCENLANTINST 12910.1B, and any additional DON specific requirements, contractor employees who deploy to OCONUS locations both shore and afloat shall require up to date immunizations.

11.2.3 Letter of Authorization

If work requires contractor personnel to process through a deployment center or to travel to, from, or within the designated operational area, the contractor shall have a letter of authorization (LOA) signed by the designated Contracting Officer. The LOA identifies any additional authorizations, privileges, or Government support that contractor personnel are entitled to under task order. The contractor shall initiate a LOA for each prospective traveler. The contractor shall use the web-based Synchronized Pre-deployment & Operational Tracker (SPOT) or its successor, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs are required to be signed and approved by the SPOT registered Contracting Officer of this task order.

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 the task order. 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. If performing within Government facilities, 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 COR or on-site Government representative.

13.0 SUBCONTRACTING REQUIREMENTS

13.1 APPROVED SUBCONTRACTORS

Scientific Research Corporation

14.0 ACCEPTANCE PLAN

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 44 of 77	FINAL
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Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the QASP.

15.0 OTHER CONDITIONS/REQUIREMENTS

15.1 EXTENDED WORK WEEK

Due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, extended work week (EWW) may be required for professional (i.e., salaried) employees. EWW is allowable in accordance with the identified labor categories and estimated labor hours specified in the Government pricing model. Prior to EWW being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates.

15.2 OVERTIME HOURS

Work under this order will be performed during normal working hours when practical. However, due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, overtime (OT) may be required for Service Contract Labor Standards (SCLS) (previously known as Service Contract Act (SCA)) labor categories. OT allowances are in accordance with the identified labor categories and estimated labor hours specified in the Government pricing model. Prior to OT hours being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates. Specifically, the contractor shall not exceed the estimated OT allowable hours as identified at time of task order award.

15.4 FUNDING ALLOCATION

This task order is funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs) which may or may not cross multiple contract performance years. Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C, and Section G of the task order award. Unless otherwise advised, the contractor shall itemize all summary of work and financial information in the TOSR CDRL by each task order funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual Government CPARS rating.

16.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished utilizes the latest, relevant industry practices and standards when applicable unless otherwise indicated by text. In accordance with Defense Acquisition Policy, maximum utilization of non-Government standards will be made wherever practical.

16.1 REQUIRED DOCUMENTS

The contractor shall utilize the following mandatory documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the contractor shall meet requirements for any referenced document including subsequent updates applicable at time the task order request for proposal is posted.

	Document Number	Title
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87 (and subsequent revisions)
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 (NISP) dtd 18 Mar 11
g.	DoDI 6205.4	DoD Instruction – Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense dtd 14 Apr 00
h.	DoDD 8140.01	DoD Directive – Cyberspace Workforce Management dtd 11 Aug 15
i.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
j.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
k.	DoD 8570.01-M	DoD Manual – Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12 and Change 4 dtd 10 Nov 15 (and subsequent revisions)
l.	DON CIO Memorandum	Acceptable Use of Department of the Navy Information Technology (IT) dtd 22 Feb 16
m.	SECNAV M-5239.2	Secretary of the Navy Manual – DON Information Assurance Workforce Management Manual dtd May 2009 (and subsequent revisions)
n.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
o.	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
p.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
q.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
r.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
s.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
t.	SPAWARSYSCENLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
u.	SPAWARSYSCENLANTINST 12910.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Government and Contractor Personnel Outside the Continental Unlisted States dtd 23 Aug 16
v.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) - Navy
w.	Privacy Act of 1974	United States federal law, Pub.L. 93–579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 46 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

16.2 GUIDANCE DOCUMENTS

The contractor shall utilize the following guidance documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the document's effective date of issue is the task order's request for proposal issue date.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
c.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS) dtd 20 Dec 10
d.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property dtd 27 Apr 12
e.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
f.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
g.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
h.	ISO/IEC/IEEE 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
i.	IEEE Std 12207-2008	Institute of Electrical and Electronics Engineers – Systems and Software Engineering, Software Life Cycle Processes
j.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
k.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
l.	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
m.	N/A	SPAWARSYSCEN Atlantic Contractor Check-in portal – https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin
n.	N/A	COMSPAWARSYSCOM Code 80330 mandatory training webpage – https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training
o.	N/A	DoD Foreign Clearance Guide – https://www.fcg.pentagon.mil/fcg.cfm

16.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents necessary for performance on this task order. 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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 47 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

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

(a) Personnel assigned to or utilized by the Contractor in the performance of this task order shall, as 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 will review resumes as specified in provision L-317 and as required during performance of the task order.

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

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the task order. 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 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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 48 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 49 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications – specific educational or experience requirements are noted below:

1. **Project Manager**
Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business
Experience: Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR). This experience shall include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

2. **Management Analyst 3**
Education: Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business

Experience: Six (6) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Development of Testing Criteria, Development of Corrective Action Systems, Development of Program Monitoring Approach (e.g. PERT, CPM, EVM), Analysis of Programs Health, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Comprehensive knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.
-OR-

Education: No degree
Experience: Ten (10) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

3. **Subject Matter Expert (SME) 1**
Education: Technical Training in Software Engineering, Computer Science, and/or Systems Administration

Experience: Eight (8) years of hands-on experience with Navy or Marine Corps programs to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in software development lifecycle activities.

4. **Subject Matter Expert (SME) 2**
Education: Technical Training in Software Engineering, Computer Science, and/or Systems Administration

Experience: Ten (10) years of hands-on experience with Navy or Marine Corps programs to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in software development lifecycle activities.

5. **Subject Matter Expert (SME) 3**
Education: Technical Training in Software Engineering, Computer Science, and/or Systems

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 50 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Administration

Experience: Twelve (12) years of hands-on experience with Navy or Marine Corps Programs to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in software development lifecycle activities.

6. **Management and Program Technician 3**

Education: High School diploma or GED.

Experience: Ten (10) years of direct work experience with the use of advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving OMN, FMS, OPN, SCN, and RDT&E monies; development of contract schedules, out year planning and POM budgets, compliance planning and program planning. Must have knowledge of DoD standards and regulations like the FAR, DFAR, OPM requirements, and other business related regulations.

7. **Logistician 2**

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

Experience: Three (3) years of experience in defense life-cycle (acquisition) logistics support of electronic systems, to include: logistics principles, practices, and processes. One (1) year of experience in support of C4ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, and Developing Logistics Plans and Procedures. Note: Experience may be concurrent.

8. **Engineer/Scientist 1**

Education: Bachelor's degree in Engineering, Physics, Network Security, or Computer Science. Completed the following certifications within one and a half year after assuming duties: Microsoft Certified Professional(MCP) OR A Red Hat® Certified System Administrator (RHCSA) A certification in that meets the requirements for IAT level 2 (i.e., Security +)

Software Engineer only: Working towards 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: One (1) year of experience in C4ISR software development and integration programs, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Note: Experience may be concurrent.

9. **Engineer/Scientist 2**

Education: Bachelor's degree in Engineering, Physics, Network Security, or Computer Science. Completed the following certifications within one and a half year after assuming duties: Microsoft Certified Professional(MCP) OR A Red Hat® Certified System Administrator (RHCSA) A certification in that meets the requirements for IAT level 2 (i.e., Security +)

Software Engineer only: Working towards 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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 51 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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: Three (3) years of experience in C4ISR software development and integration programs, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. One (1) year of technical experience in support of Navy or Marine Corps Command and Control systems. Note: Experience may be concurrent.

10. Engineer/Scientist 3

Education: Bachelor's degree in Engineering, Physics, Network Security, or Computer Science. Completed the following certifications within one and a half year after assuming duties: Microsoft Certified Professional(MCP) OR A Red Hat® Certified System Administrator (RHCSA) A certification in that meets the requirements for IAT level 2 (i.e., Security +)

Software Engineer only: Working towards 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 in C4ISR software development and integration programs, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Three (3) years of technical experience in support of Navy or Marine Corps Command and Control systems. Note: Experience may be concurrent.

11. Engineer/Scientist 4

Education: Bachelor's degree in Engineering, Physics, Network Security, or Computer Science. Completed the following certifications within one and a half year after assuming duties: Microsoft Certified Professional(MCP) OR A Red Hat® Certified System Administrator (RHCSA) A certification in that meets the requirements for IAT level 2 (i.e., Security +)

Software Engineer only: Working towards 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: Ten (10) years of experience in C4ISR software development and integration programs, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Five (5) years of technical experience in support of Navy or Marine Corps Command and Control systems. Note: Experience may be concurrent.

12. Computer System Analyst II (SCA 14102)

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).

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 52 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Experience: Three (3) years of Navy or Marine Corps Computerized System experience, to include: Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

13. 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 (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 Navy or Marine Corps Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 53 of 77	FINAL
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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. N6523619F3050	PAGE 54 of 77	FINAL
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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the COR.

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection of Services Cost-Reimbursement APR 1984

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 55 of 77	FINAL
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SECTION F DELIVERABLES OR PERFORMANCE

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

7000	4/29/2019 - 1/31/2020
7001	4/29/2019 - 1/31/2020
9001	4/29/2019 - 1/31/2020

CLIN - DELIVERIES OR PERFORMANCE

Option Years: One year commencing from the date of expiration of the previous performance period.

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

Note: One or more of the CLINs identified as a Base Year requirement in Section B is designated as an Option. These options may be exercised in accordance with Clause 5252.217-9203.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 56 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION G CONTRACT ADMINISTRATION DATA

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

STANDARD PAYMENT INSTRUCTIONS

Pursuant to the requirement at DFARS PGI 204-7108, a PGI payment clause will be cited in Section G at time of task order award.

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 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:

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 57 of 77	FINAL
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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

*Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S2101A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S2101A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	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 system.

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
James Ginsburg	james.ginsburg@navy.mil	(843) 218-3876	COR

(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.

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

LaVerne Brown, laverne.brown@navy.mil

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 58 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

CONTRACTING OFFICER REPRESENTATIVE

Name: James Ginsburg Code: 59150

Phone: (843) 218-3876

E-mail: james.ginsburg@navy.mil

(b) It is emphasized that **only** 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 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 and Cost 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	130069226500003	-----
LLA :		
AA 1791106 1A2A 251 67854 067443 2D M95450 9RCBC144110L		
Standard Number: M9545019RCBC144		
NWA: 100001475107-0010		
ACRN: AA		
CRM: 18-00452		
EXP: 09/30/19		
PR: 1300692265		
700002	130069226500004	

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 59 of 77	FINAL
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LLA :
AB 1791106 1A2A 251 67854 067443 2D M95450 9RCBC145110L
Standard Number: M9545019RCBC145
OMMC
NWA: 100001474639-0010
ACRN: AB
CRM: 18-00452
EXP: 09/30/19
PR: 1300692265

700101 130069226500005
LLA :
AC 1791319 M7AA 251 67854 067443 2D C22720 9RCR9182113I
Standard Number: M9545019RCR9182
RDT&E
NWA: 100001451365-0010
ACRN: AC
CRM: 18-00452
EXP: 09/30/20
PR: 1300692265

700102 130069226500006
LLA :
AD 1791319 M7AA 251 67854 067443 2D C22720 9RCR9492113I
Standard Number: M9545019RCR9492
RDT&E
NWA: 100001451376-0010
ACRN: AD
CRM: 18-00452
EXP: 09/30/20
PR: 1300692265

700103 130069226500007
LLA :
AE 1791319 M7BV 251 67854 067443 2D C22680 9RCR9757113K
Standard Number: M9545019RCR9757
RDT&E
NWA: 100001474638-0010
ACRN: AE
CRM: 18-00452
EXP: 09/30/20
PR: 1300692265

900101 130069226500009
LLA :
AD 1791319 M7AA 251 67854 067443 2D C22720 9RCR9492113I
Standard Number: M9545019RCR9492
RDT&E
NWA: 100001451376-0010
ACRN: AD
CRM: 18-00452
EXP: 09/30/20
PR: 1300692265

900102 130069226500008
LLA :
AE 1791319 M7BV 251 67854 067443 2D C22680 9RCR9757113K
Standard Number: M9545019RCR9757
RDT&E
NWA: 100001474638-0010
ACRN: AE
CRM: 18-00452
EXP: 09/30/20
PR: 1300692265

BASE Funding
Cumulative Funding

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 60 of 77	FINAL
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CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 61 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

SECTION H SPECIAL CONTRACT REQUIREMENTS

252.225-7976 Contractor Personnel Performing in Japan. (DEVIATION 2018-O0019) (AUG 2018)

5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

- (a) A contractor picture badge may be issued to contractor personnel by the SPAWAR Systems Center Atlantic Security Office 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 SPAWAR Systems Center Atlantic 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 SPAWAR Systems Center Atlantic Security Office 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 task order, 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.

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 task order. The total level of effort for the performance of this task order shall be **370,245** (inclusive of base and option years) 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 total man-hours of direct labor, including
- (b) Of the total man-hours of direct labor set forth above, it is estimated that **Zero (0)** man-hours are 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 task order.

- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort 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 task order shall be expended at an average rate of approximately **1,080** hours per week for the base period, **1,427** hours per week for option year 1, and **1,538** hours per week for option years 2, 3 and 4. 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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 62 of 77	FINAL
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(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:

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

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. 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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 63 of 77	FINAL
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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.

5252.217-9203 EXERCISE OF OPTION

The Government, at any time after effective date of the task order, may require the Contractor to furnish the Option Items identified as a Base Year requirement in Section B for delivery at the time(s), place(s) and at the price(s) set forth herein. This option shall be exercised, if at all, by written notice signed by the Contracting Officer and sent at any time during the option exercise dates listed below:

ITEMS OPTION EXERCISE DATE

7002 and 9000 - From the date of task order award through nine months thereafter.

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)(15), 252.227-7015(a)(5), and 252.227-7018(a)(20). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(5) and 252.227-7018(a)(5).

(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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 64 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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.

5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)--ALTERNATE II (SEP 2001)

(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. 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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 65 of 77	FINAL
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The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

(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.

(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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 66 of 77	FINAL
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(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 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;

(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.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 67 of 77	FINAL
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(iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: 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 ($18 + 18 - 14 = 22$). Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate

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

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 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. Employee's one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work.

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 ($15 + 30 + 15 - 30 = 30$).

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: 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). Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35

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: 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). Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20

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.

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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 68 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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:

ITEM(S)	ALLOTTED TO COST	ALLOTTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
7000			04/29/2019 – 01/31/2020
7001			04/29/2019 – 01/31/2020
9001			04/29/2019 – 01/31/2020

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 _____ 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 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).

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 69 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

- (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

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 70 of 77	FINAL
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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.

**5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)
(NAVAIR) (FEB 2009)**

(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 <http://www.cpars.csd.disa.mil/cparsmain.htm>.

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

Clauses for Contract Performance in Japan

(1) Contract to be Performed in Japan. The Status of Forces Agreement between the United States and Japan (SOFA) governs the rights and obligations of the United States armed forces in Japan. Unless a contractor is present in Japan solely to perform under a contract with the United States for the sole benefit of the United States armed forces in Japan and is accorded privileges under SOFA Article XIV, it and its employees shall be subject to all the laws and regulations of Japan. Certain contractor employees and their dependents not accorded privileges under SOFA Article XIV may be accorded privileges under SOFA Article I(b)

(2) The Contractor shall comply with the instruction of the Contracting Officer concerning the entry of its employees, equipment, and supplies into Japan, and shall comply with all applicable Japanese laws and regulations as well as United States Forces Japan (USFJ) and USFJ component policies and regulations during the performance of this contract.

(3) SOFA Article I(b) Status

(A) SOFA Article I(b) status. Contractor employees performing under contracts with the United States for the provision of services in support of U.S. armed forces in Japan, and whose presence is required in Japan to provide such services, may be determined eligible to acquire SOFA status in Japan as part of the civilian component under Article I(b) of the SOFA. Article I(b) does not create a lawful status in Japan for any entity other than individuals (e.g., the company employing the individual does not acquire SOFA status under Article I(b)). To qualify for SOFA status under SOFA Article I(b), such individuals must be:

(i) United States nationals,

(ii) not ordinarily resident in Japan,

(iii) present in Japan at the invitation of, and solely for the purpose of executing contracts with, the United States for the benefit of the United States armed forces, and (iv) not contractors or employees of a contractor whose presence in Japan is solely for the purpose of executing contracts within the definition of SOFA Article XIV.

(B) The contracting officer may determine a proposed contractor employee's eligibility for recognition as a Member of the Civilian Component under Article I(b) of the SOFA by documenting on a Letter of Authorization (LOA) that the contractor employee is essential to the mission of the United States armed forces and has a high

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 71 of 77	FINAL
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degree of skill of knowledge for the accomplishment of mission requirements by fulfilling one of the following:

(i) Acquiring the skill and knowledge through a process of higher education or specialized training and experience; or

(ii) Possessing a security clearance recognized by the United States to perform his or her duties; or

(iii) Possessing a license or certification issued by a U.S. Federal Department or Agency, U.S. State, U.S. Territory, or the District of Columbia to perform his or her duties; or

(iv) Identified by the United States armed forces as necessary in an emergent situation and will remain in Japan for less than 91 days to fulfill specialized duties; or

(v) Specifically authorized by the Joint Committee.

(C) Contractor employees shall present a valid LOA, signed by the Contracting Officer, to Japanese immigration officials upon entry into Japan to receive GOJ recognition as a Member of the Civilian Component under Article I(b) of the SOFA.

(0) SOFA Article I(b) privileges and benefits. Persons granted authority to enter Japan under SOFA Article I(b) and their dependents (defined as spouse, children under 21, and, if dependent for over half their support upon an individual having SOFA Article I(b) status, parents and children over 21) may be accorded the following benefits of the SOFA. These privileges are personal to the employee/dependent and do not inure to the employer.

(i) Access to and movement between facilities and areas in use by the United States armed forces and between such facilities and areas and the ports or airports of Japan as provided for in SOFA Article V, paragraph 2;

(ii) Entry into Japan and exemption from Japanese laws and regulations on the registration and control of aliens as provided for in SOFA Article IX;

(iii) Acceptance as valid by Japan, without a driving test or fee, a U.S. Forces, Japan Operator's Permit for Civilian Vehicle as provided for in SOFA Article X. Issuance of such permit shall be subject to applicable military regulation;

(iv) Exemption from customs duties and other such charges on materials, supplies, and equipment which are to be incorporated into articles or facilities used by the United States armed forces furniture, household goods for private use imported by person when they first arrive to work in Japan, vehicles and parts imported for private use, and reasonable quantities of clothing and household goods for everyday private use which are mailed into Japan through United States military post offices as provided for in SOFA Article XI, paragraphs 2 and 3;

(v) Exemption from the laws and regulations of Japan with respect to terms and conditions of employment as provided for in SOFA Article X II, paragraph 7, except that such exemption shall not apply to the employment of local nationals in Japan;

(vi) Exemption from Japanese taxes to the Government of Japan or to any other taxing agency in Japan on income received as a result of their service with the United States armed forces as provided for in SOFA Article XIII. The provisions of Article XIII do not exempt such persons from payment of Japanese taxes on income derived from Japanese sources;

(vii) If authorized by the installation commander or designee, the right to use exchanges, commissaries, messes, social clubs, theaters, newspapers and other non-appropriated fund organizations regulated by United States military authorities as provided for in SOFA Article XV;

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 72 of 77	FINAL
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(viii) The transmission into or outside of Japan of United States dollar or dollar instruments realized as a result of contract performance as provided for in SOFA Article XIX, paragraph 2;

(ix) The use of postal facilities as provided for in SOFA Article XXI;

(x) Exemption from taxation in Japan on the holding, use transfer by death, or transfer to person or agencies entitled to tax exemption under the SOFA, of movable property, tangible or intangible, the presence of which in Japan is due solely to the temporary presence of these persons in Japan, provided such exemption shall not apply to property held for the purpose of investment or the conduct of other business in Japan or to any intangible property registered in Japan.

(xi) Japan authorities have the right to exercise jurisdiction over SOFA personnel in relation to offenses committed in Japan and punishable by the law of Japan. In those cases in which the Japanese authorities have the primary right to exercise jurisdiction but decide not to do so, the United States shall have the right to exercise such jurisdiction as is conferred on it by the law of the United States.

(xii) Logistic Support. Contractor, contractor personnel, and in the case of personnel granted SOFA Article I(b) status, dependents, shall, subject to availability as determined by the installation commander or designee, be provided logistic support including, but not limited to, the items below.

(1) Base Exchange, including exchange service stations, theaters, and commissary (Article I.b personnel/dependents and Article XIV personnel only);

(2) Laundry and dry cleaning;

(3) Military banking facilities (Article I(b) personnel/dependents and Article X IV personnel only);

(4) Transient billeting facilities;

(5) Open mess (club) membership, as determined by each respective club;

(6) Casualty assistance (mortuary services) on a reimbursable basis;

(7) Routine medical care on a reimbursable basis for U.S. citizens and emergency medical care on a reimbursable basis for non-U.S. citizens;

(8) Dental care, limited to relief of emergencies on a reimbursable basis;

(9) Department of Defense Dependent Schools on a space-available and tuition-paying basis;

(10) Postal support, as authorized by military postal regulations;

(11) Local recreation services on a space-available basis;

(12) Issuance of U.S. Forces, Japan Operator's Permit;

(13) Issuance of vehicle license plates.

(4) Conduct. Civilian personnel supporting the U.S. armed forces in Japan are guests in a foreign country and must at all times conduct themselves in an honorable and credible manner. Criminal conduct and dishonorable personal behavior committed either on or off duty adversely impacts U. S. and Japanese relations, tarnishes the image of the DoD and USFJ, and hampers the Force's military readiness.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 73 of 77	FINAL
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(A) Compliance with laws and regulations. The Contractor shall comply with, and shall ensure that its personnel are familiar with, and comply with, all applicable-

- (i) United States, host country, and third country national laws;
- (ii) Treaties and international agreements;
- (iii) United States regulations, United States Armed Forces directives, instructions, policies, and procedures; and
- (iv) Orders, directives, and instructions issued by supported commanders, including those relating to force protection, security, health, safety, liberty policies, alcohol-related incidents, or relations and interaction with local nationals, should serve as guideposts in all on and off duty conduct and will be used as general principles in the application of the government's discretion with regard to paragraph (B), below.

(B) Removal and replacement of Contractor personnel. The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who fail to comply with or violate applicable requirements of this contract, including those stipulated in this section. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the termination for default or cause.

(5) Contractors shall comply with the policies and procedures described in DFARS 225.370, DFARS PGI 225.370(c)(i), USFJI 64-100, "Contract Performance in Japan," and USFJI 36- 2811, "Indoctrination Training Programs."

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 74 of 77	FINAL
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SECTION I CONTRACT CLAUSES

52.219-6
52.251-1

**Notice of Total Small Business Set-Aside
Government Supply Sources.**

Nov 2011
Apr 2012

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

(a) The Government may extend the term of this contract 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 contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed four years and ten months.

52.222-2 -- Payment for Overtime Premiums. (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed zero 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 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.

(End of Clause)

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 75 of 77	FINAL
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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
COMPUTER SYSTEMS ANALYST II (14102)	\$27.63
COMPUTER SYSTEMS ANALYST III (14103)	\$27.63

252.246-7006 WARRANTY TRACKING OF SERIALIZED ITEMS (MAR 2016)

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

“Duration” means the warranty period. This period may be a stated period of time, amount of usage, or the occurrence of a specified event, after formal acceptance of delivery, for the Government to assert a contractual right for the correction of defects.

“Enterprise” means the entity (e.g., a manufacturer or vendor) responsible for granting the warranty and/or assigning unique item identifiers to serialized warranty items.

“Enterprise identifier” means a code that is uniquely assigned to an enterprise by an issuing agency. “First use” means the initial or first-time use of a product by the Government.

“Fixed expiration” means the date the warranty expires and the Contractor’s obligation to provide for a remedy or corrective action ends.

“Installation” means the date a unit is inserted into a higher level assembly in order to make that assembly operational.

“Issuing agency” means an organization responsible for assigning a globally unique identifier to an enterprise, as indicated in the Register of Issuing Agency Codes for International Standards Organization/International Electrotechnical Commission, located at http://www.aimglobal.org/?Reg_Authority15459.

“Item type” means a coded representation of the description of the item being warranted, consisting of the codes C - component procured separate from end item, S - subassembly procured separate from end item or subassembly, E – embedded in component, subassembly or end item parent, and P – parent end item.

“Starting event” means the event or action that initiates the warranty, such as first use or upon installation.

“Serialized item” means each item produced is assigned a serial number that is unique among all the collective tangible items produced by the enterprise, or each item of a particular part, lot, or batch number is assigned a unique serial number within that part, lot, or batch number assignment within the enterprise identifier. The enterprise is responsible for ensuring unique serialization within the enterprise identifier or within the part, lot, or batch numbers, and that serial numbers, once assigned, are never used again.

“Unique item identifier” means a set of data elements marked on an item that is globally unique and unambiguous.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 76 of 77	FINAL
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“Usage” means the quantity and an associated unit of measure that specifies the amount of a characteristic subject to the contractor’s obligation to provide for remedy or corrective action, such as a number of miles, hours, or cycles.

“Warranty administrator” means the organization specified by the guarantor for managing the warranty.

“Warranty guarantor” means the enterprise that provides the warranty under the terms and conditions of a contract.

“Warranty repair source” means the organization specified by a warranty guarantor for receiving and managing warranty items that are returned by a customer.

“Warranty tracking” means the ability to trace a warranted item from delivery through completion of the effectivity of the warranty.

(b) *Reporting of data for warranty tracking and administration.*

(1) The Contractor shall provide the information required by the attachment entitled “Warranty Tracking Information” on each contract line item number, subline item number, or exhibit line item number for warranted items no later than the time of award. Information required in the warranty attachment shall include such information as duration, fixed expiration, item type, starting event, usage, warranty administrator enterprise identifier, and warranty guarantor enterprise identifier.

(2) The Contractor shall provide the following information no later than when the warranted items are presented for receipt and/or acceptance—

(A) The unique item identifier for each warranted item required by the attachment entitled “Warranty Tracking Information;” and

(B) The warranty repair source information and instructions for each warranted item required by the attachment entitled “Source of Repair Instructions.”

(3) The Contractor shall submit the data for warranty tracking to the Contracting Officer with a copy to the requiring activity and the Contracting Officer Representative.

(4) For additional information on warranty attachments, see the “Warranty and Source of Repair” training and “Warranty and Source of Repair Tracking User Guide” accessible on the Product Data Reporting and Evaluation Program (PDREP) website at https://www.pdrep.csd.disa.mil/pdrep_files/other/wsr.htm.

(c) *Reservation of rights.* The terms of this clause shall not be construed to limit the Government’s rights or remedies under any other contract clause.

CONTRACT NO. N00178-14-D-7736	DELIVERY ORDER NO. N6523619F3050	PAGE 77 of 77	FINAL
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SECTION J LIST OF ATTACHMENTS

Attachment 1: Quality Assurance Surveillance Plan (QASP)

Attachment 2: Wage Determination 15-4427 Charleston, SC

Attachment 3: Government Furnished Property (GFP)

Attachment 4: DD254

Exhibit A: Contract Data Requirements List (CDRLs)