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## GENERAL INFORMATION

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

The Line of Accounting information is hereby changed as follows:

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

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
710004	O&MN,N			
710005	O&MN,N			

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

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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	D399	Base Year - OMMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (O&MN,N)	1.0	LO			
700001	D399	NWA: 100001346969 0440 Funds Exp: 09/30/2018 This document 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 5 February 2019. (O&MN,N)					
700002	D399	NWA: 100001338004 0120 Funds Exp: 09/30/2018 This document 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 5 February 2019. (O&MN,N)					
700003	D399	NWA: 100001338003 0120 Funds Exp: 09/30/2018 This document 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 5 February 2019. (O&MN,N)					
700004	D399	Incremental Funding PR 1300701334 ACRN: AD NWA: 100001355346-0010 DOC: M9545018RCBB101 Cost Code: 8RCBB10111QH Funds EXP: 30-SEP-2018 This document 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 5 February 2019. (O&MN,N)					
700005	D399	Incremental Funding PR 1300701334 ACRN: AE NWA: 100001362927-0010 DOC: M9545018RCBF108 Cost Code: 8RCBF10811QH Funds EXP: 30-SEP-2018 This document					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		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 5 February 2019. (O&MN,N)					
700006	D399	Incremental Funding PR 1300715929 ACRN: AF NWA: 100001346969-0440 DOC: M9545918RCBH106 Cost Code: 8RCBH10611QH Funds EXP: This document 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 5 February 2019. (O&MN,N)					
7001	D399	Base Year - PMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (PMC)	1.0	LO			
700101	D399	Incremental Funding PR 1300715929 ACRN: AG NWA: 100001355907-0010 DOC: M9545018RC84658 Cost Code: 8RC846581122 Funds EXP: 30-SEP-2020 Compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance may not exceed 5 February 2019. (PMC)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7002		Base Year - Contract 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
7100	D399	Option Year 1 - OMMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (O&MN,N)	1.0	LO			
710001	D399	PR 1300758518 ACRN AH Cost Code 9RCAQ11011QH Funding Doc M9545019RCAQ110 Funding Expires 9-30-2019 NWA 100001443123-0130 (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
710002	D399	PR 1300758518 ACRN AJ Cost Code 9RCHT10711QH Funding Doc M9545019RCHT107 Funding Expires 9-30-2019 NWA 00001440930-0130 (O&MN,N)					
710003	D399	PR 1300758518 ACRN AK Funding Doc M9545019RCHT113 Funding Expires 9-30-2019 NWA 100001449326-0130 (O&MN,N)					
710004	D399	ACRN AL: LABOR FOR PWS PR: 1300769542 COST CODE: 9RCDZ10711QH FUNDING DOCUMENT: M9545019RCDZ107 FUNDING NWA /BS #s: 100001466474-0010 (O&MN,N)					
710005	D399	ACRN AM: LABOR FOR PWS PR: 1300769542 COST CODE: 9RCBF11211QH FUNDING DOCUMENT: M9545019RCBF112 FUNDING NWA /BS #s: 100001467803-0010 (O&MN,N)					
7101	D399	Option Year 1 - PMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (PMC)	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7102		Option Year 1 - Contract 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
7200	D399	Option Year 2 - OMMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (O&MN,N)  Option	1.0	LO			
7201	D399	Option Year 2 - PMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (PMC)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7202		Option Year 2 - Contract 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	D399	Option Year 3 - OMMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (O&MN,N)  Option	1.0	LO			
7301	D399	Option Year 3 - PMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (PMC)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7302		Option Year 3 - Contract 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	D399	Option Year 4 - OMMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (O&MN,N)  Option	1.0	LO			
7401	D399	Option Year 4 - PMC - EXP P-ISR IPT Integrated Logistics Support IAW Section C (PMC)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7402		Option Year 4 - Contract Data Requirements List - Not Separately Priced	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D399	Base Year - ODCs in support of CLIN 7000 (O&MN,N)	1.0	LO	
9001	D399	Base Year - ODCs in support of CLIN 7001 (PMC)	1.0	LO	
9100	D399	Option Year 1 - ODCs in support of CLIN 7100 (O&MN,N)	1.0	LO	
9101	D399	Option Year 1 - ODCs in support of CLIN 7101 (PMC)	1.0	LO	
9200	D399	Option Year 2 - ODCs in support of CLIN 7200 (O&MN,N) Option	1.0	LO	
9201	D399	Option Year 2 - ODCs in support of CLIN 7201 (PMC) Option	1.0	LO	
9300	D399	Option Year 3 - ODCs in support of CLIN 7300 (O&MN,N) Option	1.0	LO	
9301	D399	Option Year 3 - ODCs in support of CLIN 7301 (PMC) Option	1.0	LO	
9400	D399	Option Year 4 - ODCs in support of CLIN 7400 (O&MN,N) Option	1.0	LO	
9401	D399	Option Year 4 - ODCs in support of CLIN 7401 (PMC) Option	1.0	LO	

**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	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base	7000			
Base	7001			
Option 1	7100			
Option 1	7101			

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Option 2	7200		
Option 2	7201		
Option 3	7300		
Option 3	7301		
Option 4	7400		
Option 4	7401		



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### SECTION C – DESCRIPTION/SPECS/WORK STATEMENT

#### SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

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

**SHORT TITLE:** Expeditionary Persistent Intelligence Surveillance Reconnaissance (EXP P-ISR) Integrated Product Team (IPT) Integrated Logistics Support

#### 1.0 PURPOSE

##### 1.1 SCOPE

The EXP P-ISR IPT is sponsored by Marine Corps Systems Command, Program Manager for Marine Intelligence. EXP P-ISR IPT family of systems includes the following:

- a. Communication Emitter Sensing & Attacking System (CESAS)
- b. Tactical Signals Intelligence (SIGINT) Collection System (TSCS)
- c. Technical Control and Analysis Center (TCAC)
- d. Tactical Remote Sensor System (TRSS)
- e. Counter Intelligence and Human Intelligence Equipment Program (CIHEP)
- f. Marine Air Ground Task Force (MAGTF) Secondary Imagery Dissemination System (MSIDS)

EXP P-ISR IPT family of systems may expand to include additional systems during the period of this task order as programs evolve at the sponsor's direction. Each program is mature and fielded, requiring on-going logistics support, while also undergoing modernization or technology development efforts to field new equipment or features in accordance with program plans. As such, the programs within the EXP P-ISR IPT also require logistics support to on-going engineering tasks.

Marine Corps Systems Command (MCSC) has designated SPAWAR Systems Center Atlantic (SPAWARSYSCEN Atlantic) as the primary activity for providing integrated logistics support to the family of systems within the EXP P-ISR IPT. EXP P-ISR IPT programs serve as Leads Systems Integrator (LSI) and In-Service Engineering Agents (ISEA) to provide engineering support to modernization efforts, depot maintenance (hardware and software) and life cycle logistics support to fielded systems. Tasks include the materials and inventory management; Failure Reporting, Analysis, and Corrective Action System (FRACAS), Failure Modes Effects and Criticality Analysis (FMECA), Diminishing Manufacturing Sources and Material Shortages (DMSMS), technical publications development, provisioning, procurement support, planning support to production efforts, updating of high level logistics support strategies and plans, fielding, training, engineering drawings, item unique identification, spares analyses, development of plans and support to logistics-related acquisition reviews, maintenance planning; supply support; support equipment; manpower, personnel, and training; packaging, handling, storage and transportation; transportability.

##### 1.2 MULTIPLE FUNDING

This TO 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 the specific tasks below.

#### 2.0 PLACE(S) OF PERFORMANCE

##### 2.1 GOVERNMENT FACILITIES

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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 SPAWARSYSCEN Atlantic in Charleston, SC.

### 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

A significant portion of work issued under this task order requires close liaison with the Government. The contractor shall establish a local facility within a thirty 30-mile radius of SPAWARSYSCEN Atlantic. Close proximity allows for proper task order administration duties. The contractor's facility is not necessary for the exclusive use of this task order and can be utilized on a shared basis. The contractor shall meet the facility location requirement within 30 days after task order award.

## 3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all 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 personnel 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 MANAGEMENT (OMMC, PMC)

The contractor shall provide technical project planning and management support. This shall include financial planning and milestones for tracking research and development program requirements. The contractor shall provide support for the development of project plans, milestones, budgets, schedules, risk management, and program reviews. This includes the origination, finalization and distribution of monthly status reports, business unit analytics, customized reporting and any pertinent meeting minutes and action items that are originated. The contractor shall provide financial support to include planning, projecting, tracking, maintaining and reporting of the financial statuses (CDRLS A001, A002, A004, A005, and A006).

### 3.2 INTEGRATED LOGISTICS SUPPORT (OMMC, PMC)

#### 3.2.1 Acquisition Planning

The contractor shall work closely with the engineering team during planning cycles for system modernization efforts to ensure logistics considerations are included in plan and schedule development. The contractor shall provide logistics expertise to engineering technical reviews.

#### 3.2.2 Reliability Program

The contractor shall support a system reliability program. This reliability program will include technical expertise for the development and execution of FMECA, Level of Repair Analysis (LORA) and Reliability, Availability, and

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Maintainability (RAM) studies.

### 3.2.3 Failure Modes Effects and Criticality Analysis (FMECA)

The contractor shall prepare a FMECA to identify all system failure modes using MIL-STD-1629A and SAE JA1011/1012 as guidance and prepare a FMECA report.

### 3.2.4 Failure Reporting, Analysis, and Corrective Action System (FRACAS)

The contractor shall develop and maintain a closed loop failure reporting system, procedures for the analysis of failures to determine the root cause, and documentation for recording corrective actions taken. The contractor shall notify the COR of any failure impacting cost, schedule, producibility, supportability, and cost of ownership or interface/performance. All failures, critical and non-critical, shall be reported quarterly to the COR for review. All failures shall be categorized as in-field or in-factory failures. System operational hours (Elapsed Time Meter readings) shall be identified for each failure occurrence and included in the FRACAS data structure. The contractor shall assess the failure data for the identification of trends (five or more failures of the same root cause) and identify those trends in the quarterly report. The COR reserves the right to conduct a Failure Review Board (FRB) throughout the period of performance. The contractor shall use MIL-HDBK-470A as guidance.

### 3.2.5 Diminishing Manufacturing Sources and Material Shortages (DMSMS)

The contractor shall support the DMSMS plan and issue a report quarterly.

### 3.2.6 Sparing Analysis

The contractor shall conduct initial sparing analyses and support the development of sparing recommendations for systems under development or new features/components derived from system modifications or modernization efforts.

### 3.2.7 Software License Management Support

The contractor shall perform software license management, planning, tracking, and distribution, to include associated documents and interaction with software vendors, Program Representatives, Marine Corps Software Enterprise License Management System (MCSELMS), and Marine Corps Common Hardware Suite (MCHS). The contractor shall use the Government's DoN Application and Database Management System (DADMS) system for software verification. The contractor shall also support organic program personnel for generation and manipulation of baseline management documents (Engineering Change Proposals) within the CMPro application.

### 3.2.8 Item Unique Item Identification (IUID)

#### 3.2.8.1 Item Unique Identification

The contractor shall implement specific IUID marking, as defined in MIL-STD-130 and DFARS clause 252.211-7003.

#### 3.2.8.2 IUID Configuration Management

The Logistics Support Integrator (LSI) shall utilize the Configuration Status Accounting (CSA) database to record the serial numbers for primary components of the system delivered to the PMMI. The LSI shall maintain the information that allows traceability of vendor assigned serial numbers to the system Serial Number or IUID. The LSI's CSA database shall include the following data elements:

- USMC Serial Number or IUID
- Vendor Part Number/CAGE
- Vendor Serial Number
- Serialized Part Nomenclature
- Date of Report

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### 3.2.9 Warranty Performance System

During each phase of the system development process, the contractor shall establish and maintain a warranty performance system that identifies and documents all items to be warranted.

### 3.2.10 Maintenance Planning

The contractor shall execute and monitor a tailored Maintainability Program to ensure the system meets supportability and sustainment goals and objectives. The contractor shall conduct maintenance planning to define optimal maintenance activities, which fully support the system's maintenance concept. The Contractor shall use MIL-HDBK-470, MIL-HDBK-472 and MIL-HDBK-502 as guidance for the execution of maintainability tasks.

### 3.2.11 Procurement Support

3.2.11.1 The contractor shall assist with the development of material procurement packages in support of system modernization efforts, annual software license renewals or new procurements as needed to support the annual program plans of EXP P-ISR IPT family of systems.

3.2.11.2 The contractor shall track the hardware procurements, accept delivery of system hardware, perform incoming inspection, inventory, package, and ship the hardware to support effort defined; provide a hardware receipt for materials and stowage pending integration and fielding for the EXP P-ISR IPT systems.

## 3.3 Supply Support (OMMC, PMC)

### 3.3.1 Provisioning Guidance Conference (PGC)

The contractor shall furnish provisioning data as one product of the PGC at mutually agreed upon intervals prior to the provisioning conference(s).

### 3.3.2 Provisioning Conference

The contractor shall support activities related to the provisioning conference including disassembly of production grade equipment if necessary to validate and verify all provisioning documentation.

### 3.3.3 Provisioning Plan

The contractor shall assist with a Logistics Management Information (LMI) program in accordance with GEIA-STD-0007-A; MIL-HDBK-502 may be used for additional guidance. The LMI program shall be the basis for the integration of the logistics support element and provide the interface between the engineering and integrated logistics effort used in the systems engineering effort.

### 3.3.4 Provisioning Technical Documentation

The contractor shall develop/document provisioning technical documentation to include provisioning parts list (PPL), spares lists, design change notices, engineering data for provisioning and request for nomenclature.

### 3.3.5 Product Drawings - Engineering Data for Provisioning.

The contractor shall develop Engineering Data for Provisioning (EDFP). EDFP is the technical data used to describe the parts/equipment and consists of data such as specifications, standards, drawings, photographs, sketches and descriptions and necessary assembly, interface, and general arrangement drawings, schematic diagrams, wiring and cable diagrams necessary to indicate the physical characteristics, location, and/or function of a component.

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### 3.3.6 Technical Publications

The contractor shall assist with providing and updating COTS manual(s) for the system in accordance with MIL-PRF-32216, to include supplemental data.

### 3.3.7 Technical Manuals

The contractor shall develop and update Technical Manuals. Examples include System User Manuals, Systems Administrator Manuals, Operator and Crew Manuals, Operator and Maintenance Manuals, System Technical Manual, System Support Flowcharts, and Quick Reference Guide. The contractor shall develop a Quick Reference Guides following approval of the associated Technical Manual, and contain extracted information from the Technical Manual.

### 3.3.8 SL3 Components Lists

The contractor shall prepare SL3 Components Lists.

### 3.3.9 Modification Instructions (MIs)

The contractor shall prepare draft MIs for each ECP generated.

### 3.3.10 Supply Instructions (SIs)

The contractor shall prepare draft SIs.

### 3.3.11 Technical Instructions (TIs)

The contractor shall prepare draft TIs.

### 3.3.12 Support Equipment

The contractor shall use and provide a listing of support equipment, which is defined as tools, test equipment, automatic test equipment, and BIT/BITE. Support equipment currently used in Marine Corps inventory shall be utilized when practical.

### 3.3.13 Inventory Management

3.3.13.1 The contractor shall assist with material control of all equipment, systems, subsystems, components and spares associated with EXP P-ISR Family of Systems programs. This effort shall also include ordering, tracking, receiving and repackaging/kitting of the items.

3.3.13.2 The contractor shall receive and manage material in accordance with SPAWARSYSCEN Atlantic policy and tools and shall maintain record of material from receipt to final delivery.

3.3.13.3 The contractor shall maintain a material inspection capability which includes the ability to verify incoming product from commercial suppliers as well as Government sources.

### 3.3.14 Packaging

The contractor shall support packaging to include preservation and packaging; classification and data development; preservation processing and packaging validation; development of marking requirements; and engineering changes.

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### 3.3.15 Transportability Program

The contractor shall assist with a transportability program in accordance with MIL-STD-1366 which shall address the inherent capability of an item to be moved by towing, self-propulsion, or carrier, via railway, highway, waterway, pipeline, ocean, airway, or amphibious ships/craft, using existing equipment or equipment that is planned for the movement of the item.

### 3.4 Fielding Support (OMMC, PMC)

The contractor shall support fielding of equipment in accordance with the fielding plan provided or approved by the Government. Fielding of equipment consists of coordination with the designated Fleet Marine Force (FMF) representative from each Marine Expeditionary Force (MEF). Coordination consists of ensuring the proper “ship to” address is obtained for the shipment of the gear to the site; ensuring that the appropriate units are identified to the MEF representative so that they can be scheduled for signature for the equipment; ensuring that each unit receives the proper support documentation at the time of turnover (SL-3, POC listing, ULSS). A signature will be obtained from Responsible Officers or Supply Officers from each unit for the equipment being fielded. A signature will be obtained on a Master Site Inventory (MSI), which lists each component and serial number if applicable. The MSI will also contain the system ID, Table of Allowance Material Control Number (TAMCN), National Stock Number (NSN), and suite serial number. The turnover will be conducted as a “by line item” inventory of the equipment; each piece will be viewed by the receiving party and accounted for prior to final signature. Hard copies of the MSI, once signed, will be stored and available to the FMF if requested.

### 3.5 Training Products and Services (OMMC, PMC)

The contractor shall support training programs to include New Equipment Training, Mobile Training Teams, support to USMC exercises and test events and Initial Key Personnel Training (IKPT).

#### 3.5.1 Training Development Management

The contractor shall provide coordination of training courseware analysis, design, and development in support of EXP P-ISR Family of Systems programs.

#### 3.5.2 Classroom Instruction

The contractor shall develop a training program to provide classroom instruction for Testing, Initial Key Personnel Training (IKPT), and New Equipment Training (NET).

#### 3.5.3 Instructional Performance Requirements Document

The contractor shall develop an instructional performance requirements document for NET that shall contain the following:

- Mission, collective, and individual task data
- Task lists
- Task information summary and clarification
- Training task data
- Training task lists
- Collective and individual training task data
- Training exercise data
- Learning objectives data
- Training course data
- Learning objective hierarchies and flow diagrams
- Learning analysis summary
- Individual Training Standards (ITS)
- ITS system data
- ITS listings
- Index of tasks
- Common ITS listing

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#### 3.5.4 Training Conduct Support Document

The contractor shall develop a training conduct support document for NET that shall contain the following:

- Lesson plan data requirements
- Trainee guide data requirements
- Instructional visual aids

#### 3.5.5 Test Package

The contractor shall develop a test package for NET that shall contain the following:

- Test items
- Test(s)
- Test administration materials
- Test item cross-reference chart

#### 3.5.6 Embedded User Support Tools

The contractor shall prepare and provide an instructional package for embedding user support tools in the software baseline that shall contain the following:

- Summary description of training
- Courseware design strategy
- Conventions
- Course title and description
- Course task data
- References
- Safety, hazard, or environmental considerations
- Interface design and controls
- Test design strategy
- Abnormal operating conditions to be simulated
- Course overview
- Course schedule
- Performance tracking control features for instructional media
- Course Structure Format (CSF)
- Lesson strategy
- Organization and format
- Learning objectives
- Unit and lesson maps
- Lesson design strategy
- Test items
- Lesson format guide
- Prototype lesson
- Instructional media resource requirements
- Courseware logic flow diagrams

#### 3.5.7 Unit Training

The contractor shall develop a Unit Training Course. The content of the course shall focus on providing the knowledge and skills necessary to perform operations/maintenance tasks. The course shall include classroom instruction time and practical application time.

#### 3.5.8 Course Conduct Information Package

The contractor shall develop a course conduct information package for Unit Training that shall contain the following:

- Trainee and training course completion data
- Evaluation of trainee

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- Instructor evaluation and comments
- Trainee's evaluation of training form
- Instructor evaluation of training
- Certificate of training

### 3.5.9 New Equipment Training

The contractor shall develop SAT compliant training material and lesson plans to provide operator training on new system equipment and software as delineated with the Program Manpower, Personnel, and Training Plan. The contractor shall conduct NET per the Program Fielding Plan. The contractor, in accordance with the fielding schedule, shall conduct NET / Mobile Training Team (MTT) support to operational forces at I, II, and III MEF, MARFORRES, and MARFORPAC. The contractor shall be able to conduct refresher training, tailored unit training, "just in time" training, or exercise support training. The contractor shall provide "Delta NET" to units being fielded with EXP P-ISR IPT Family of Systems Technical Refresh equipment as needed. The NET/MTT is responsible for the development and maintenance of training materials as related to the currently fielded systems within the EXP P-ISR IPT family of systems. The NET/MTT will leave with the unit hard and/or soft copies of the training material. NET/MTT personnel are responsible for providing a trip report at the end of each mission that includes a detailed class roster and student critique sheets.

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for only performing 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 and purchasing commercial software products, hardware, and related services supporting Navy programs and projects shall ensure they recommend and procure items from approved sources in accordance with the latest DoN and DoD policies.

#### 4.2.1 DoN Application and Database Management System (DADMS)

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

#### 4.2.2 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.

## 5.0 TASK ORDER ADMINISTRATION



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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 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 A001) 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 on the 10<sup>th</sup> 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 A001 Attachment 1 of Exhibit A), Personnel Listing (CDRL A001 Attachment 2 of Exhibit A), and Government-furnished property (GFP) Template (CDRL A001 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

(b) Weekly TOSR – the contractor shall develop and submit a weekly status report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report is required on the first Friday following the first full week after the task order award date. The contractor shall ensure the initial report includes a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex task orders require an updated Earned Value Management report. At a minimum, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system
3. Updates to the POA&M and narratives to explain any variances
4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

(c) Data Calls – the contractor shall develop and submit a data call report which is e-mailed to the COR within

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six working hours of the request. The contractor shall ensure all information provided is the most current. Cost and funding data will reflect real-time balances. Report will account for all planned, obligated, and expended charges and hours. At a minimum, the contractor shall include in the data call the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or contractor acquired Property (CAP) listing

#### 5.3.1.2 Task Order Closeout Report

The contractor shall develop a task order closeout report (CDRL A002) 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 is required to completely fill-in all required data fields using the following web address:

<https://ecmra.mil/>.

Reporting inputs will be for the labor executed during the 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 October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecmra.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

For level of effort (LOE) service task orders (cost type labor-hour and fixed-price) above the Simplified Acquisition Procedures (SAP) threshold, the contractors shall monitor the following labor rates as part of the monthly TOSR (see CDRL A001 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 burden labor rates per person (subcontractor included) charged on task order – If the fully burden

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rate (inclusive of fee, which also extends to prime contractor fee on subcontractor labor) of any individual in any labor category exceeds the threshold amount of \$182.00/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) for 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. The contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A008) 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.

### 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 A006) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A007) 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 cost of task order (base plus all options) does not exceed \$20M and does not lend itself to meaningful EVM information. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A010) to help track cost expenditures against performance.

## 6.0 DOCUMENTATION AND DELIVERABLES

### 6.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

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. The contractor shall establish a practical and cost-effective system for

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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, Contract Data Requirements Lists (CDRLs), applicable to this task:

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
A001	Task Order Status Report	3.1, 4.3.3, 5.3.1.1, 5.3.1.5, 8.1.2, 8.2.3.1, 10.2.1, 10.3.5.1	MTHLY	30 Days after TO award (DATO) and monthly on the 10th
A002	Task Order Closeout Report	3.1, 5.3.1.2, 10.3.9	1TIME	NLT 15 days before completion date
A003	Cybersecurity Workforce (CSWF) Report	4.3.3, 8.2.3.1	MTHLY	30 DATO and monthly on the 10th
A004	Invoice Support Documentation	3.1, 5.3.1.3	ASREQ	Within 24 hrs from request
A005	Limitation Notification & Rationale	3.1, 5.3.1.5, 5.3.1.6	ASREQ	Within 24 hrs from occurrence
A006	Cost and Milestones Schedule Plan	3.1, 5.4	One time with revisions (ONE/R)	NLT 10 DATO
A007	Contractor CPARS Draft Approval Document (CDAD) Report	5.4, 11.6	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>
A008	Limitation to Subcontracting Report	5.3.1.7	QRTLY	NLT 105 DATO and every third month on the 10th
A009	OCONUS Deployment Package	11.3.1	1TIME	NLT 30 days prior to travel

#### 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
A010	Contract Funds Status Report (CFSR)	5.5, 8.1.2	MTHLY	10 <sup>th</sup> of Each Month
A011	Inventory Tracking Report	10.2.1, 10.3.4	MTHLY	10 <sup>th</sup> of Each Month

#### 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, and etc., are provided in a format approved by the COR. The contractor shall

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provide all data in an editable format compatible with SPAWARSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSYSCEN Atlantic corporate standards within 30 days of task order award. *The initial and future upgrades costs of the listed computer programs are not chargeable as a direct cost to the Government.*

	<b>Deliverable</b>	<b>Software to be used</b>
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

### 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 order 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 the task order. 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, 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 utilized subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks and hotel business centers) and computers that do not have access control.
- (b) Protect information by at least one physical and electronic barrier (e.g., locked container and room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release and 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, and 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, and transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified

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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 and 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 and processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available and have access limited only by domain and Internet protocol restriction. Such information shall be posted to Web site pages that control access by user identification and password, user certificates, and other technical means and provide protection via use of TLS and other equivalent technologies. Access control shall be provided by the intranet (vice the Web site itself and 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 and 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 and unauthorized disclosure of information in accordance with task order and 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 Management System that encompasses Quality Assurance processes and Quality Control procedures that meet task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process/services. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other

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documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after task order award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents as applicable to the TO. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order shall continue to be used. If any quality documentation is disapproved and 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 subcontractor's quality system and portions thereof when the quality system(s) fails to meet contractual requirements at either the program and worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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

## **7.2 QUALITY MANAGEMENT PROCESS COMPLIANCE**

### **7.2.1 General**

The contractor shall have processes in place that coincide with the government's quality management processes. The contractor shall be required to utilize the processes and procedures already established for the project. 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. The contractor shall be ISO 9001 compliant. Having a formal ISO certification is desired, it is not a required as long as the contractor is compliant. As applicable, the contractor shall also support and participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution. The contractor shall employ including employment of Lean Six Sigma methodologies in compliance with SPAWARSYSCEN Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SPAWARSYSCEN Atlantic that are currently, and in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

## **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**

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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 and 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 and 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. At time of task order award, the contractor shall have a SECRET facility clearance (FCL).

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.

#### **8.1.2 Security Officer**

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to Government facility/installation and access to information technology systems under this task order. The FSO is 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 and 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 A001), and updating and tracking data in the CSWF Report (CDRL A010).

### **8.2 PERSONNEL**

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8140, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), and Single Scope Background Investigation (SSBI) and favorable Federal Bureau of



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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, and 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 and cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and programs. If an individual who has been submitted for a fitness determination and 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 and the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task orders.

#### 8.2.1 Personnel Clearance

All personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). 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 Department of Defense Consolidated Adjudications Facility (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 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.

#### 8.2.2 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 and permanent), and 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; faxed to 843-218-4045 and mailed 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 form of identification(s) and vehicle proof of insurance and vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

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

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#### 8.2.2.2 Identification and Disclosure Requirements

Contractors 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 task order clause 5252.237-9602, Contractor Identification.

#### 8.2.2.3 Government Badge Requirements

Some task order personnel shall require a Government issued picture badge in accordance with task order clause 5252.204-9202. 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 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/installation. 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-M-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 and access to multiple non-DoD Federal facilities on behalf of SPAWARSCEN 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 and Agency and Trusted Associated Sponsorship System (TASS).
  3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a 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 SPAWARSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.
  4. Verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State and 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 and resource (directly and 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-M-V1, CAC PKI certificates will be associated with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following

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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 and e-mail questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the ISSM office and 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 and 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](mailto:ssclant_it_secmtg@navy.mil).

#### 8.2.2.5 Contractor Check-in and Check-out Procedures

All SPAWARSYSCEN Atlantic contractor personnel requiring and possessing a Government badge and 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 SPAWAR 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 (including subcontractors) 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) 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 A001 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 A003).

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 (CDRL A003).

### 8.3 **OPERATIONS SECURITY (OPSEC) REQUIREMENTS**

Security programs are oriented towards protection of classified information and material. OPSEC) is an

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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 contract personnel have access to classified information or unclassified Critical Program Information (CPI)/sensitive information.

### 8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall development their own internal OPSEC program specific to the 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 outlined in the Security Training, Para 8.2.3. Training shall be provided by the Government and a contractor’s OPSEC Manager. 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 and data call within the timeframe specified.

### 8.3.4 Classified Task Orders

OPSEC requirements identified under a classified task order 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 6.3.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation. 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

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As defined in FAR Part 45, Government property is property owned or leased by the Government which includes Government-furnished (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).

GFP 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. Pursuant to SPAWARINST 4440.12A, the contractor shall provide CAP identified in the table below. CAP items are acquired, fabricated, or otherwise provided by the contractor to support the task order and may be wholly provided to SPAWARSEN Atlantic, incorporated into a system, consumed, or delivered as an end item in the performance of the task order. Prior to actual items being acquired, fabricated, or otherwise provided, the contractor shall obtain COR concurrence.

Item #	Description, CAP	Part #	Unit/Issue	Quantity
1	LAPTOP	17-ab067nr	EA	6
2	PRINTER	11401703	EA	1
3	PRINTER CARTRIDGE	Cf360x	EA	6

##### 10.2.1 Equipment and Material Procurement

The contractor shall research specified CAP as utilized within the task parameters. To ensure fair and reasonable pricing under this cost reimbursable line item, the contractor shall ensure acquisition selection factors include price, availability, reliability, and supportability within current supply system. The contractor shall keep source selection records and make it available for government review as needed. Prior to items being purchased, the contractor shall obtain COR concurrence. The contractor shall provide all support data and cost estimates necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate accounting system to track all items and the delivery status per task order and per item. After receipt, the contractor shall have an adequate property management system to track the item location per task order per item. All items procured by the contractor shall be utilized or staged at the contractor's facility transported by the contractor to the installation, integrated or consumed in a system, or returned to the government at the completion of the task order. The contractor shall be responsible for identifying monthly and cumulative CAP procurements in the TOSR (CDRL A001). At any time outside the monthly reporting cycle, the contractor shall be capable of generating a CAP inventory tracking report(s) (CDRL A011) of items procured, received, and delivered as applicable. Contractor shall recommend and procure items that conform to the following applicable product validation, identification, and tracking requirements.

10.2.1.1 Product Validation – The contractor shall certify that it purchases supplies from authorized resellers and/or distributors. The contractor shall warrant that the products are new, in their original box. The contractor

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shall obtain all manufacturer products submitted in task order offers from authentic manufacturers or through legal distribution channels only, in accordance with all applicable laws and policies at the time of purchase. The contractor shall provide the Government with a copy of the End User license agreement, and shall warrant that all manufacturer software is licensed originally to Government as the original licensee authorized to use the manufacturer software. The contractor shall track the licensing information and have it available for government review.

10.2.1.2 IT Security Requirements – The contractor shall ensure that all products recommended and/or procured meet cybersecurity and computer requirements specified in PWS Para 4.0.

10.2.1.3 Electronic Parts – In order to mitigate use of counterfeit and/or defective electronic parts, the contractor shall ensure all acquired electronic parts comply with the notification, inspection, testing, and authentication requirements in accordance with DFARS clause 252.246-7008 specific to for electronic parts.

10.2.1.4 Item Unique Identification (IUID) – In accordance with SECNAVINST 4440.34, the contractor shall ensure that certain delivered items manufactured, integrated, or purchased (depending if item meets a unit cost threshold, is serially managed, or if government specifies identification required) have an item unique identification or Unique Item Identifier (UII). If specified by the Government, prior to delivery, the contractor shall clearly mark and identify each applicable item based on the guidance provided in DoD MIL-STD-130N for those items not already marked. With Government concurrence, the contractor shall specify the construct, syntax, marking methodology, and quality methodology chosen to mark the required parts and any corresponding technical justification. All IUID information shall be recorded and shall be subject to Government review. The contractor shall track IUID items and maintain information being recorded. Prior to delivery of applicable CAP item, the contractor shall register items with Unique Item Identifier (UII) in the IUID Registry.

### 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 task order is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

#### 10.3.3 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 to SPAWARSCEN Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly TOSR (CDRL A001).

#### 10.3.4 CAP Inventory and Warranty Tracking

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The contractor shall create and maintain internal records of all Government property accountable to the task order, including GFP and CAP. In accordance with DFARS clause 252.246-7006, the contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report which are subject to review and delivery as requested (CDRL A011). At a minimum, the report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for Government review, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields.

#### 10.3.7 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.

#### 10.3.8 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.

#### 10.3.9 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.

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 A002). 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.

#### 10.3.10 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 following locations. Prior to any travel taken in support of this task order, the contractor shall obtain COR concurrence. Travel to foreign countries outside of the continental

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United States (OCONUS) is required. The applicable locations include the following: Honolulu, HI and Okinawa, Japan. 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.

**BASE YEAR - OMMC**

# Trips	# People	# Days/Nights	From (Location)	To (Location)
5	2	6/7	Charleston SC	Jacksonville NC
4	2	6/7	Charleston SC	Camp Pendleton CA
4	2	6/7	Charleston SC	Honolulu HI
3	2	11/12	Charleston SC	Okinawa JP
1	2	6/7	Charleston SC	Virginia Beach VA
10	1	5/6	Charleston SC	Quantico, VA

**OPTION YEAR 1 - OMMC**

# Trips	# People	# Days/Nights	From (Location)	To (Location)
5	2	6/7	Charleston SC	Jacksonville NC
4	2	6/7	Charleston SC	Camp Pendleton CA
4	2	6/7	Charleston SC	Honolulu HI
3	2	11/12	Charleston SC	Okinawa JP
1	2	6/7	Charleston SC	Virginia Beach VA
10	1	5/6	Charleston SC	Quantico, VA

**OPTION YEAR 2 - OMMC**

# Trips	# People	# Days/Nights	From (Location)	To (Location)
5	2	6/7	Charleston SC	Jacksonville NC
4	2	6/7	Charleston SC	Camp Pendleton CA
4	2	6/7	Charleston SC	Honolulu HI
3	2	11/12	Charleston SC	Okinawa JP
1	2	6/7	Charleston SC	Virginia Beach VA
10	1	5/6	Charleston SC	Quantico, VA

**OPTION YEAR 3 - OMMC**

# Trips	# People	# Days/Nights	From (Location)	To (Location)
5	2	6/7	Charleston SC	Jacksonville NC
4	2	6/7	Charleston SC	Camp Pendleton CA
4	2	6/7	Charleston SC	Honolulu HI
3	2	11/12	Charleston SC	Okinawa JP
1	2	6/7	Charleston SC	Virginia Beach VA
10	1	5/6	Charleston SC	Quantico, VA



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## OPTION YEAR 4 - OMMC

# Trips	# People	# Days/Nights	From (Location)	To (Location)
5	2	6/7	Charleston SC	Jacksonville NC
4	2	6/7	Charleston SC	Camp Pendleton CA
4	2	6/7	Charleston SC	Honolulu HI
3	2	11/12	Charleston SC	Okinawa JP
1	2	6/7	Charleston SC	Virginia Beach VA
10	1	5/6	Charleston SC	Quantico, VA

### 11.3 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 continental United States (OCONUS) sites to support deployed forces.

#### 11.3.1 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 Atlantic Deployment Manager no later than 30 days prior to travel. For all OCONUS travel, the contractor shall submit an official OCONUS Travel Form (SPAWARSCENLANT 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.

#### 11.3.2 OCONUS Immunization Requirements

Pursuant to DoDI 6205.4, SPAWARSCENLANTINST 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.

#### 11.3.3 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

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(general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to this task order. 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 RESERVED**

### **14.0 ACCEPTANCE PLAN**

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

### **15.0 OTHER CONDITIONS/REQUIREMENTS**

#### **15.1 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 A001) 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 CPAR 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.

	<b>Document Number</b>	<b>Title</b>
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

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	Document Number	Title
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.	SECNAV M-5510.36	Secretary of the Navy Manual – DoN Information Security Program dtd Jun 2006
p.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN dtd 22 Dec 09
q.	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
r.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
s.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
t.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
u.	SPAWARINST 4440.12A	Space and Naval Warfare Instruction – Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), and Inventory

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	Document Number	Title
v.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
w.	SPAWARSYSCENLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
x.	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
y.	COMUSFLTFORCOM/COMPACFLTINST 6320.3A	Commander US Fleet Forces Command/Commander US Pacific Fleet Instruction, Medical Screening For US Govt Civilian Employees, Contractor Personnel, and Guests prior to embarking Fleet Units dtd 7 May 13
z.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) - Navy
aa.	Privacy Act of 1974	United States federal law, Pub.L. 93-579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

## 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.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
c.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
d.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
e.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
f.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS) dtd 20 Dec 10
g.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property dtd 27 Apr 12
h.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
i.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
j.	NAVSEA TS9090-310F	NAVSEA Technical Specification 9090-310 dtd 12 Feb 15 (and subsequent revisions)
k.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements

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	Document Number	Title
l.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
m.	ISO/IEC/IEEE 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
n.	ASTM Std E-2135-06	American Section of the International Association for Testing Materials, Standard
o.	IEEE Std 12207-2008	Institute of Electrical and Electronics Engineers – Systems and Software Engineering, Software Life Cycle Processes
p.	EIA-748C	Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems, March 2013
q.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
r.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
s.	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
t.	N/A	NAVSEA Standard Items (NSI) – <a href="http://www.navsea.navy.mil/">http://www.navsea.navy.mil/</a>
u.	N/A	SPAWARSYSCEN Atlantic Contractor Check-in portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
v.	N/A	COMSPAWARSYSCOM Code 80330 mandatory training webpage – <a href="https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training">https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training</a>
w.	N/A	DoD Foreign Clearance Guide – <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>

### 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.

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.

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

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

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

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

d) The contractor shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in 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](http://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 of Science (BS) or Associate (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).

3. Reserved.

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](http://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

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

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

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

<b>Labor Category</b>	<b>Location</b>
1. Program Manager	Contractor Site
2. Project Manager	Contractor Site
3. Administrative Assistant (SCA 01020)	Contractor Site
4. Logistician 4	Government Site
5. Logistician 3	Government Site
6. Logistician 2	Government Site

### **1. Program Manager**

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

**Experience:** Fifteen (15) years of technical experience in support of C4ISR programs, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of USMC C4ISR Programs. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

### **2. Project Manager**

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Ten (10) years of direct work experience with C4ISR programs. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of C4ISR Programs. Four (4) years as manager of C4ISR programs, to include: Supervising Project Personnel, Scheduling Work, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

### **3. Administrative Assistant (SCA 01020)**

**Education:** Associate's Degree in Business or Computer Science.

**Experience:** Four (4) years of experience, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

OR

**Education:** High School Diploma or GED.

**Experience:** Eight (8) years of experience to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

### **4. Logistician 4**

**Education:** Bachelor's degree. Current Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 2, or have equivalent logistics

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training (resume to specify all equivalent training), or possess an additional three (3) years working in direct support of defense life-cycle logistics.

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

### **5. Logistician 3**

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

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

### **6. 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.



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## **SECTION D PACKAGING AND MARKING**

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

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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

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	2/6/2018 - 2/5/2019
7001	2/6/2018 - 2/5/2019
7100	2/6/2019 - 2/5/2020
7101	2/6/2019 - 2/5/2020
9000	2/6/2018 - 2/5/2019
9001	2/6/2018 - 2/5/2019
9100	2/6/2019 - 2/5/2020
9101	2/6/2019 - 2/5/2020

### CLIN - DELIVERIES OR PERFORMANCE

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

### CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984

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## SECTION G CONTRACT ADMINISTRATION DATA

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

### 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.

CLINs have multiple funding from multiple customers. Payment cannot be made using (selecting) any of the PGI 204.7108 clauses because one customer's funds would be paying for another customer's work. US PGI 204.7108 (d) 012 "Other" and pay from the ACRNs cited on the invoice. Government advises contractor on ACRNs to invoice.

### 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:

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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
Eric Stephenson	eric.c.stephenson@navy.mil	(843) 218-6537	COR
Same as above	Same as above	Same as above	Receiver
Same as above	Same as above	Same as above	Acceptor

(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.

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Ms. Laverne Brown, E-MAIL: [Laverne.Brown@navy.mil](mailto:Laverne.Brown@navy.mil)

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

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

CONTRACTING OFFICER REPRESENTATIVE

Name: Eric Stephenson  
Code: 52540  
Phone Number: (843) 218-6537  
E-mail: [eric.c.stephenson@navy.mil](mailto:eric.c.stephenson@navy.mil)

(b) It is emphasized that **only** the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government. When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the 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	130065146400002	
LLA :		
AA 1781106 1A2A 257 67854 067443 2D M95450 8RCBH10611QH		

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Standard Number: M9545018RCBH106

NWA: 100001346969 0440

Funds Exp: 09/30/2018

This document 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 5 February 2019.

700002 130065146400003

LLA :

AB 1781106 1A2A 257 67854 067443 2D M95450 8RCH110311QH

Standard Number: M9545018RCH1103

NWA: 100001338004 0120

Funds Exp: 09/30/2018

This document 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 5 February 2019.

700003 130065146400004

LLA :

AC 1781106 1A2A 257 67854 067443 2D M95450 8RCAQ10511QH

Standard Number: M9545018RCAQ105

NWA: 100001338003 0120

Funds Exp: 09/30/2018

This document 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 5 February 2019.

BASE Funding

Cumulative Funding

MOD P00001

700004 130070133400001

LLA :

AD 1781106 1A2A 251 67854 067443 2D M95450 8RCBB10111QH

Standard Number: M9545018RCBB101

NWA: 100001355346-0010

Funds EXP: 30-SEP-2018

This document 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 5 February 2019.

700005 130070133400002

LLA :

AE 1781106 1A2A 257 67854 067443 2D M95450 8RCBF10811QH

Standard Number: M9545018RCBF108

NWA: 100001362927-0010

Funds EXP: 30-SEP-2018

This document 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 5 February 2019.

MOD P00001 Funding

Cumulative Funding

MOD P00002 Funding

Cumulative Funding

MOD P00003

700006 130071592900001

LLA :

AF 1781106 1A2A 257 67854 067443 2D M95450 8RCBH10611QH

Standard Number: M9545918RCBH106

Incremental Funding

PR 1300715929

ACRN: AF

NWA: 100001346969-0440

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DOC: M9545918RCBH106  
 Cost Code: 8RCBH10611QH  
 Funds EXP:

700101 130071592900002  
 LLA :  
 AG 1781109 4747 251 67854 067443 2D 4747SB 8RC846581122  
 Standard Number: M9545018RC84658  
 Incremental Funding  
 PR 1300715929  
 ACRN: AG  
 NWA: 100001355907-0010  
 DOC: M9545018RC84658  
 Cost Code: 8RC846581122  
 Funds EXP: 30-SEP-2020

MOD P00003 Funding  
 Cumulative Funding

MOD P00004 Funding  
 Cumulative Funding

MOD P00005

710001 130075851800005  
 LLA :  
 AH 1791106 1A2A 257 67854 067443 2D M95450 9RCAQ11011QH  
 Standard Number: M9545019RCAQ110  
 PR 1300758518  
 ACRN AH  
 Cost Code 9RCAQ11011QH  
 Funding Doc M9545019RCAQ110  
 Funding Expires 9-30-2019  
 NWA 100001443123-0130

710002 130075851800006  
 LLA :  
 AJ 1791106 1A2A 257 67854 067443 2D M95450 9RCHT10711QH  
 Standard Number: M9545019RCHT107  
 PR 1300758518  
 ACRN AJ  
 Cost Code 9RCHT10711QH  
 Funding Doc M9545019RCHT107  
 Funding Expires 9-30-2019  
 NWA 00001440930-0130

710003 130075851800007  
 LLA :  
 AK 1791106 1A2A 257 67854 067443 2D M95450 9RCHT11311QH  
 Standard Number: M9545019RCHT113  
 PR 1300758518  
 ACRN AK  
 Funding Doc M9545019RCHT113  
 Funding Expires 9-30-2019  
 NWA 100001449326-0130

MOD P00005 Funding  
 Cumulative Funding

MOD P00006

710004 130076954200001  
 LLA :  
 AL 1791106 1A2A 251 67854 067443 2D M95450 9RCDZ10711QH  
 Standard Number: M9545019RCDZ107  
 ACRN AL: LABOR FOR PWS  
 PR: 1300769542  
 COST CODE: 9RCDZ10711QH



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FUNDING DOCUMENT: M9545019RCDZ107  
FUNDING NWA /BS #: 100001466474-0010

710005 130076954200002

LLA :

AM 1791106 1A2A 257 67854 067443 2D M95450 9RCBF11211QH

Standard Number: M9545019RCBF112

ACRN AM: LABOR FOR PWS

PR: 1300769542

COST CODE: 9RCBF11211QH

FUNDING DOCUMENT: M9545019RCBF112

FUNDING NWA /BS #: 100001467803-0010

MOD P00006 Funding

Cumulative Funding

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

- (a) A contractor picture badge may be issued to contractor personnel by the 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.

### SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that 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 contract.
- (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 contract shall be expended at an average rate of approximately 459 hours per week per year. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting

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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:

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

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. 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

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worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan. \*

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

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

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

(a) Definition.

“Confidential Business Information,” (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such Information secret, and (2) the Information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public.

Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors Information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Information that would ordinarily be entitled to confidential treatment may be included in the Information released to these individuals.

Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its Information, but only for purposes as described in paragraph (c) of this clause.

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

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

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

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- (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. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

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

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

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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.

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is

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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.

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

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residence.

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

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

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

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

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

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

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

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

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles).

Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

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

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

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

#### **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



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for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM(S)	ALLOTTED TO COST	ALLOTTED TO FE	ESTIMATED PERIOD OF PERFORMANCE
7000			02/06/2018-02/05/2019
7001			02/06/2018-02/05/2019
9000			02/06/2018-02/05/2019
9001			02/06/2018-02/05/2019
7100			02/06/2019-02/05/2020
7101			02/06/2019-02/05/2020
9100			02/06/2019-02/05/2020
9101			02/06/2019-02/05/2020

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);

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- (iii) Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;
- (iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).
- (b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include “sensitive information” or other information not previously made available to the public that would be competitively useful on current or future related procurements.
- (c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—
- (i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract and not for any other purpose unless authorized;
- (ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;
- (iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
- (iv) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment;
- (v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.
- (d) In the event that the Contractor inadvertently accesses or receives any information marked as “proprietary,” “procurement sensitive,” or “source selection sensitive,” or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (I) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.
- (e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.
- (f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.
- (g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Contractor Non-Disclosure Agreement,” a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor’s plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other

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Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A “firewall” may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

**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 <https://www.cpars.gov/cparsfiles/pdfs/CPARS-Guidance.pdf>.

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

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## SECTION I CONTRACT CLAUSES

**52.219-6**                      **Notice of Total Small Business Set-Aside**  
**252.246-7006**                **Warranty Tracking of Serialized Items**

**NOV 2011**  
**MAR 2016**

### **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 five years.

### **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*

<b>EMPLOYEE CLASS</b>	<b>MONETARY WAGE -- FRINGE BENEFITS</b>
ADMINISTRATIVE ASSISTANT (SCA 01020)	\$24.40

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1: Quality Assurance Surveillance Plan

Attachment 2: DD254

Attachment 3: WD 15-4427 Rev. 4 Charleston, SC

Exhibit A: Contract Data Requirements List (CDRLs)