

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>U</b>	PAGE <b>1</b>	OF PAGES <b>2</b>
2. AMENDMENT/MODIFICATION NUMBER <b>P00035</b>	3. EFFECTIVE DATE <b>08/17/2021</b>	4. REQUISITION/PURCHASE REQUISITION NUMBER <b>1300943233</b>	5. PROJECT NUMBER (If applicable) <b>N/A</b>		
6. ISSUED BY <b>NAVWAR-NIWC Atlantic (CHRL) P.O. BOX 190022 North Charleston, SC 29419-9022</b>	CODE <b>N65236</b>	7. ADMINISTERED BY (If other than Item 6) <b>DCMA HAMPTON 2128 Pershing Avenue Fort Eustis, VA 23604</b>	CODE <b>S5111A</b>	SCD <b>C</b>	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) <b>GVI, Inc. 5700 Thurston Avenue, Suite 212 Virginia Beach, Virginia 23455</b>		(X) 9A. AMENDMENT OF SOLICITATION NUMBER			
		<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
		(X) 10A. MODIFICATION OF CONTRACT/ORDER NUMBER <b>N00178-10-D-6066/N6523617F3110</b>			
		10B. DATED (SEE ITEM 13) <b>08/18/2017</b>			
CODE <b>1NPX3</b>	FACILITY CODE <b>114339224</b>				

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) <b>Mutual agreement by both parties pursuant to FAR 43.103</b>

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return 1 copies to the issuing office.

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

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <b>[REDACTED]</b>		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>[REDACTED]</b>	
15B. CONTRACTOR/OFFEROR <b>[REDACTED]</b> (Signature of person authorized to sign)	15C. DATE SIGNED <b>08/20/2021</b>	16B. UNITED STATES OF AMERICA <b>[REDACTED]</b> (Signature of Contracting Officer)	16C. DATE SIGNED <b>08/24/2021</b>

Previous edition unusable

# General Information

The purpose of this modification is to execute the following changes:

1. De-obligate unused funds from CLINS 7001, 7003, 7004, 7101, 7103, 7104, 9101, 9103, and 9104
2. Update the dollar amounts for the above CLINS in the Allotment of Funds table.

All other terms and conditions remain unchanged

No LLA Changes.

The total amount of funds obligated to the task order is hereby [REDACTED]

CLIN/SLIN	Fund Type	From	By	To
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the task order is hereby [REDACTED].

<b>ORDER FOR SUPPLIES OR SERVICES</b>				PAGE 1 OF 81	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N00178-10-D-6066		2. DELIVERY ORDER/CALL NO. N6523617F3110		3. DATE OF ORDER/CALL (YYYYMMDD) 2021AUG17	
		4. REQUISITION/PURCH REQUEST NO. 1300943233		5. PRIORITY DO-A7	
6. ISSUED BY NAVWAR-NIWC Atlantic (CHRL) P.O. BOX 190022 North Charleston, SC 29419-9022		CODE N65236	7. ADMINISTERED BY (If other than 6) DCMA HAMPTON 2128 Pershing Avenue Fort Eustis, VA 23604		CODE S5111A
				8. DELIVERY FOB SCD: C <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR GVI, Inc. 5700 Thurston Avenue, Suite 212 Virginia Beach, VA 23455		CODE 1NPX3	FACILITY 114339224	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	
				11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
				12. DISCOUNT TERMS Net 30 Days WAWF	
				13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>SEE SECTION G</b>	
14. SHIP TO <b>SEE SECTION F</b>		CODE	15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus, OH 43218-2264		CODE HQ0338
				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.			
	PURCHASE	Reference your _____ furnish the following on terms specified herein. <b>ACCEPTANCE.</b> THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			
GVI, Inc.		TIMOTHY VARVEL		EPOC	
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:				DATE SIGNED (YYYYMMDD)	
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE <b>SEE SCHEDULE</b>					
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED*	21. UNIT
	SEE SCHEDULE				
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA BY: _____		08/24/2021 CONTRACTING/ORDERING OFFICER	25. TOTAL 26. DIFFERENCES
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	29. D.O. VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					33. AMOUNT VERIFIED CORRECT FOR
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				34. CHECK NUMBER
					35. BILL OF LADING NO.
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

# Section B - Supplies and Services

## CLIN - SUPPLIES OR SERVICES

### Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	R425	MARCORSYSCOM, JBC-P FoS FY 17 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
700101	R425	NWA: 100001219368-0030 CRM Tracking: 16-01409 EXP: 9/30/17 (O&MN,N)					
700102	R425	ACRN: AF PR: 1300707855 FUNDING DOC: M9545018RCAE101 NWA: 100001326947-0020 (O&MN,N)					
7002	R425	MARCORSYSCOM, JBC-P FoS FY 17 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7003	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY17 OMN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
700301	R425	ACRN: AB PR: 1300676661 FUNDING DOC: BS-002018.0202020106 NWA: BS-002018.0202020106 (O&MN,N)					
700302	R425	Incremental Funding PR 1300701222 ACRN: AD NWA: BS-002018.0202020106 DOC: Internal DC Cost Code: A00004431602 30-SEP-2018 (O&MN,N)					
700303	R425	ACRN: AE PR: 1300709526 NWA: BS-002018.0202020106 (O&MN,N)					
7004	R425	MARCORSYSCOM, MCH FY17 RDTE, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (RDT&E)	█	█	█	█	█
700401	R425	added funds deobligated from 900401 PR: 1300721648 ACRN: AC Funding Doc #: M9545018RCR8270 NWA: 100001333274-0010 (RDT&E)					
700402	R425	ACRN: AC PR: 1300705903 FUNDING DOC: M9545018RCR8270 NWA: 100001333274-0010 (RDT&E)					
700403	R425	ACRN: AG PR: 1300721648 FUNDING DOC: M9545018RCR8270 NWA: 100001333274-0010 (RDT&E)					
7005	R425	MARCORSYSCOM, MCH FY18 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2,	█	█	█	█	█

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)					
7006	R425	MARCORSYSCOM, MCH FY17 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7007	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY17 OPN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█

Cost Type / NSP Items:

7008	Contract Data Requirements List				█	█	█
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Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	R425	MARCORSYSCOM, JBC-P FoS FY 18 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
710101	R425	INC FUNDING PR: 1300712726 ACRN: AF FUNDING DOC: M9545018RCAE101 FUNDS EXPIRE: 30 NOV 2018 NWA: 100001326947-0020 (O&MN,N)					
710102	R425	INC FUNDING PR: 1300755711 ACRN: AK FUNDING DOC: M9545019RCAE102 FUNDS EXPIRE: 30 SEP 2019 NWA: 100001440645-0020 (O&MN,N)					
7102	R425	MARCORSYSCOM, JBC-P FoS FY 18 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7103	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY18 OMN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
710301	R425	ACRN: AJ NWA: BS-002018.0202020106 PR: 1300722919 EXP: 9/30/18 (O&MN,N)					
710302	R425	ACRN: AL NWA: BS-007919.0202020104 PR: 1300755712 EXP: 9/30/19 (O&MN,N)					
710303	R425	ACRN AN PR 1300770601 Cost Code A00004925671 Funding Doc Internal Direct Cite Funding Expires 9/30/2019 NWA BS-007919.0202020104 (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7104	R425	MARCORSYSCOM, MCH FY18 RDTE, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (RDT&E)	█	█	█	█	█
710401	R425	ACRN: AC PR: 1300722892 FUNDING DOC: M9545018RCR8270 NWA: 100001333274-0010 (RDT&E)					
710402	R425	PR: 1300755711 ACRN: AM FUNDING DOC: M9545019RCR8148 FUNDS EXPIRE: 30 SEP 2019 NWA: 100001443362-0020 (RDT&E)					
7105	R425	MARCORSYSCOM, MCH FY18 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7106	R425	MARCORSYSCOM, MCH FY18 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7107	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY18 OPN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█

Cost Type / NSP Items:

7108	Contract Data Requirements List				█	█	█
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Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	R408	MARCORSYSCOM, JBC-P FoS FY 19 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
720101	R408	ACRN: AK PR#: 1300791619 COST CODE: 9RCAE10211CH FUNDING DOC: M9545019RCAE102 FUNDING EXPIRES: 09/30/2019 NWA: 100001440645-0040 (O&MN,N)					
720102	R408	ACRN: AW PR#: 1300828080 COST CODE: 0RCAE10111CH FUNDING DOC: M9545020RCAE101 FUNDING EXPIRES: 09/30/2020 NWA: 100001574640-0020 (O&MN,N)					
720103	R408	ACRN: AX Incremental Funding PR: 1300834995 CIN: 130083499500001 Cost Code: 0RCVC10011UV Fund Work Exp: 30Sep2020 Fund Doc: M9545020RCVC100 NWA/BS: 100001577827-0020 Fund Work Exp: 30Sep2020 (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
720104	R408	ACRN: AX PR: 1300843414 Cost Code: 0RCVC10011UV Funding Doc: M9545020RCVC100 NWA: 100001577827-0020 Fund Exp: 30Sep2020 (O&MN,N)					
7202	R425	MARCORSYSCOM, JBC-P FoS FY 19 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	■	■	■	■	■
7203	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY19 OMN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	■	■	■	■	■
720301	R425	ACRN: AQ PR#: 1300789414 COST CODE: A00005076288 FUNDING DOC: OTHER FUNDING EXPIRES: 09/30/2019 NWA: BS-007919.0202020104 (O&MN,N)					
720302	R425	ACRN: AR PR#: 1300819393 COST CODE: A00005365712 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020107 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720303	R425	ACRN: AS PR#: 1300819393 COST CODE: A10005365712 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020111 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720304	R425	ACRN: AT PR#: 1300819393 COST CODE: A20005365712 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020116 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720305	R425	ACRN: AU PR#: 1300819393 COST CODE: A30005365712 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020118 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720306	R425	ACRN: AY PR#: 1300836018 COST CODE: A00005495255 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020107 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
720307	R425	ACRN: AZ PR#: 1300836018 COST CODE: A10005495255 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020111 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720308	R425	ACRN: BA PR#: 1300836018 COST CODE: A20005495255 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020116 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720309	R425	ACRN: BB PR#: 1300836018 COST CODE: A30005495255 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020118 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720310	R425	ACRN: BC PR#: 1300839639 COST CODE: A00005518837 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020107 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720311	R425	ACRN: BD PR#: 1300839639 COST CODE: A10005518837 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020111 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720312	R425	ACRN: BE PR#: 1300839639 COST CODE: A20005518837 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020116 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
720313	R425	ACRN: BF PR#: 1300839639 COST CODE: A30005518837 FUNDING DOC: DIRECT CITE NWA/BS: BS-007920.0202020118 **Contains obligated funding for a severable service contract and shall have a Period of Performance (POP) of 12 months or less IAW 10 U.S.C. 2410(a).** (O&MN,N)					
7204	R425	MARCORSYSCOM, MCH FY19 RDTE, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type -					



Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		TBD)					
720401	R425	ACRN: AP PR#: 1300791619 COST CODE: 9RCR9166113T FUNDING DOC: M9545019RCR9166 FUNDING EXPIRES: 09/30/2020 NWA: 100001475945-0020 (Fund Type - TBD)					
720402	R425	ACRN: AV PR#: 1300826972 COST CODE: 0RCR0430113T FUNDING DOC: M9545020RCR0430 FUNDING EXPIRES: 09/30/2021 NWA: 100001571082-0020 (Fund Type - TBD)					
720403	R425	ACRN AV COST CODE: 0RCR0430113T FUND DOC: M9545020RCR0430 (RDT&E)					
7205	R425	MARCORSYSCOM, MCH FY19 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7206	R425	MARCORSYSCOM, MCH FY19 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█
7207	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY19 OPN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	█	█	█	█	█

Cost Type / NSP Items:

7208		Contract Data Requirements List				█	█	█
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Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301	R425	MARCORSYSCOM, JBC-P FoS FY 20 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
730101	R425	Labor in support of PWS (O&MN,N)					
7302	R425	MARCORSYSCOM, JBC-P FoS FY 20 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	█	█	█	█	█
7303	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY20 OMN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	█	█	█	█	█
730301	R425	For funding purposes only (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
730302	R425	For funding purposes only (O&MN,N)					
730303	R425	For funding purposes only (O&MN,N)					
730304	R425	For funding purposes only (O&MN,N)					
730305	R425	For Funding Purposes Only (O&MN,N)					
730306	R425	For Funding Purposes only (O&MN,N)					
7304	R425	MARCORSYSCOM, MCH FY20 RDTE, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (RDT&E)	■	■	■	■	■
730401	R425	For funding purposes only (RDT&E)					
730402	R425	LABOR IN SUPPORT OF PWS (RDT&E)					
730403	R425	ACRN: BP PR: 1300915084, CIN: 130091508400001, Cost Code: 1RCR1429113T, Funding Doc.: M9545021RCR1429, NWA/BS: 100001685699-0020, Funds Exp.: 30 Sep 2022. (RDT&E)					
730404	R425	For funding purposes only (RDT&E)					
7305	R425	MARCORSYSCOM, MCH FY20 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■
7306	R425	MARCORSYSCOM, MCH FY20 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■
7307	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY20 OPN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■

Cost Type / NSP Items:

7308	Contract Data Requirements List				■	■	■
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Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7309	R408	FABS (RDT&E)	■	■	■	■	■
730901	R408	For funding purposes (RDT&E)					
7401	R425	MARCORSYSCOM, JBC-P FoS FY 21 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (O&MN,N)	■	■	■	■	■

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
740101	R425	ACRN: BS, PR: 1300943070, CIN: 130094307000001, Cost Code: 1RCAE10011CH, Funding Doc: M9545021RCAE100, NWA/BS: 100001713371-0010, PSC: R425, Funds Exp: 30 Sep 2021. (O&MN,N)					
7402	R425	MARCORSYSCOM, JBC-P FoS FY 21 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■
7403	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY21 OMN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	■	■	■	■	■
740301	R425	For Funding Purposes Only (Fund Type - TBD)					
7404	R425	MARCORSYSCOM, MCH FY21 RDTE, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	■	■	■	■	■
740401	R425	ACRN: BT, PR: 1300943070, CIN: 130094307000002, Cost Code: 1RCR1429113T, Funding Doc: M9545021RCR1429, NWA/BS: 100001685699-0020, PSC: R425, Funds Exp: 30 Nov 2021. (Fund Type - TBD)					
7405	R425	MARCORSYSCOM, MCH FY21 OMMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■
7406	R425	MARCORSYSCOM, MCH FY21 PMC, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD)	■	■	■	■	■
740601	R425	For Funding Purposes only (Fund Type - TBD)					
7407	R425	SPAWAR HQ - PMW 790, Navy JBC-P FoS FY21 OPN, IAW Section C, Performance Work Statement, paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6 (Fund Type - TBD) Option	■	■	■	■	■

Cost Type / NSP Items:

7408	Contract Data Requirements List				■	■	■
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Cost Type 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
7409	R408	Support the JBC-P FoS project (Fund Type - OTHER)					
740901	R408	For Funding purposes only (Fund Type - OTHER)					

## Cost Only Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R425	ODC in support of CLIN 7001 (O&MN,N)			
9002	R425	ODC in support of CLIN 7002 (Fund Type - TBD)			
9003	R425	ODC in support of CLIN 7003 (Fund Type - TBD)			
9004	R425	ODC in support of CLIN 7004 (RDT&E)			
900401	R425	ACRN: AC PR: 1300721648 FUNDING DOC: M9545018RCR8270 NWA: 100001333274-0010 (RDT&E)			
9005	R425	ODC in support of CLIN 7005 (Fund Type - TBD)			
9006	R425	ODC in support of CLIN 7006 (Fund Type - TBD)			
9007	R425	ODC in support of CLIN 7007 (Fund Type - TBD)			
9101	R425	ODC in support of CLIN 7101 Exercising CLIN 9101 IAW P00009 (O&MN,N)			
910101	R425	INC FUNDING PR: 1300755711 ACRN: AK FUNDING DOC: M9545019RCAE102 FUNDS EXPIRE: 30 SEP 2019 NWA: 100001440645-0020 (O&MN,N)			
9102	R425	ODC in support of CLIN 7102 Exercising CLIN 9102 IAW P00009 (Fund Type - TBD) Option			
9103	R425	ODC in support of CLIN 7103 Exercising CLIN 9103 IAW P00009 (Fund Type - TBD)			
910301	R425	ACRN: AL NWA: BS-007919.0202020104 PR: 1300755712 EXP: 9/30/19 (O&MN,N)			
9104	R425	ODC in support of CLIN 7104 Exercising CLIN 9104 IAW P00009 (Fund Type - TBD)			
910401	R425	PR: 1300755711 ACRN: AM FUNDING DOC: M9545019R8148 FUNDS EXPIRE: 30 SEP 2019 NWA: 100001443362-0020 (RDT&E)			

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9105	R425	ODC in support of CLIN 7105 Exercising CLIN 9105 IAW P00009 (Fund Type - TBD) Option	■	■	■
9106	R425	ODC in support of CLIN 7106 Exercising CLIN 9106 IAW P00009 (Fund Type - TBD)	■	■	■
9107	R425	ODC in support of CLIN 7107 Exercising CLIN 9107 IAW P00009 (Fund Type - TBD)	■	■	■
9201	R425	ODC in support of CLIN 7201 (O&MN,N)	■	■	■
920101	R425	130079161900002 (O&MN,N)			
9202	R425	ODC in support of CLIN 7202 (Fund Type - TBD)	■	■	\$25,272.03
9203	R425	ODC in support of CLIN 7203 (Fund Type - TBD)	■	■	■
9204	R425	ODC in support of CLIN 7204 (Fund Type - TBD)	■	■	■
920401	R425	ACRN: AP PR#: 1300791619 COST CODE: 9RCR9166113T FUNDING DOC: M9545019RCR9166 FUNDING EXPIRES: 09/30/2020 NWA: 100001475945-0020 (Fund Type - TBD)			
9205	R425	ODC in support of CLIN 7205 (Fund Type - TBD)	■	■	■
9206	R425	ODC in support of CLIN 7206 (Fund Type - TBD)	■	■	■
9207	R425	ODC in support of CLIN 7207 (Fund Type - TBD)	■	■	■
9301	R425	ODC in support of CLIN 7301 (O&MN,N) Option	■	■	■
9302	R425	ODC in support of CLIN 7302 (Fund Type - TBD) Option	■	■	■
9303	R425	ODC in support of CLIN 7303 (Fund Type - TBD) Option	■	■	■
9304	R425	ODC in support of CLIN 7304 (Fund Type - TBD) Option	■	■	■
9305	R425	ODC in support of CLIN 7305 (Fund Type - TBD) Option	■	■	■
9306	R425	ODC in support of CLIN 7306 (Fund Type - TBD) Option	■	■	\$25,903.62
9307	R425	ODC in support of CLIN 7307 (Fund Type - TBD) Option	■	■	■

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9401	R425	ODC in support of CLIN 7401 (O&MN,N) Option	█	█	█
9402	R425	ODC in support of CLIN 7402 (Fund Type - TBD) Option	█	█	█
9403	R425	ODC in support of CLIN 7403 (Fund Type - TBD) Option	█	█	█
9404	R425	ODC in support of CLIN 7404 (Fund Type - TBD) Option	█	█	█
9405	R425	ODC in support of CLIN 7405 (Fund Type - TBD) Option	█	█	█
9406	R425	ODC in support of CLIN 7406 (Fund Type - TBD) Option	█	█	█
9407	R425	ODC in support of CLIN 7407 (Fund Type - TBD) Option	█	█	█
9408	R408	ODC in support of 7409 (Fund Type - OTHER)	█	█	█
940801	R408	For Funding Purposes Only (Fund Type - OTHER)			

**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.

CLIN	Fixed Fee	Hours	Fee per Direct

Year				Labor Hour
Base Year	█	██████	█	█
	█	█	█	█
	█	██████	█	█
	█	██████	█	█
	█	██████	█	█

	█	█████	█	█
	█	█	█	█
Option Year 1	█	█████	█	█
	█	█████	█	█
	█	█████	█	█
	█	█████	█	█



	█	█████	█	█
	█	█████	█	█
	█	█████	█	█
Option Year 2	█	█████	█	█
	█	█████	█	█
	█	█████	█	█

	█	█████	█	█
	█	█████	█	█
	█	█████	█	█
	█	█████	█	█
<b>Option Year 3</b>	█	█████	█	█
	█	█████	█	█

	■	■	■	■
	■	■	■	■
	■	■	■	■
	■	■	■	■
	■	■	■	■
Option Year 4	■	■	■	■





# Section C - Description/Specifications/Statement of Work

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

Work under this performance-based Task Order (TO) shall be performed in accordance with the following description/specifications statement of work which herein shall be referred to as Performance Work Statement (PWS):

**SHORT TITLE:** Integration, Interoperability and Situational Awareness (I2SA), Joint Battle Command Platform – Family of Systems (JBC-P FoS) and Marine Air Ground Task Force (MAGTF) Common Handheld (MCH) Program Management (PM) Support

#### 1.0 BACKGROUND

Joint Battle Command – Platform (JBC–P) is an Army-led Acquisition Category (ACAT) II program designated by the Joint Requirement Oversight Council (JROC) as having joint interest supporting Tier 1 Joint Capability Areas of Joint Command and Control (C2); Joint Battlespace Awareness; and Joint Net-Centric Operations. The USMC is participating in the US Army (USA) JBC–P program of Record (PoR) under the authority of the Commander, Marine Corps Systems Command (MCSC).

The MCSC Commander has also authorized participation in USA Force XXI Battle Command Brigade and Below (FBCB2) Blue Force Tracker (BFT) program that includes BFT Legacy components and the use of Joint Capability Release (JCR) software. The USMC merged JBC–P, BFT, and JCR into a Family of Systems (FoS) to streamline acquisition efforts and maximize synergy between projects.

At MCSC, JBC–P FoS is managed under the purview of the Program Manager, MAGTF Command, Control, and Communications (MC3) portfolio, managed by Product Manager (PdM) Integration, Interoperability and Situation Awareness (I2SA). At PM-790, JBC-P FoS Navy is managed under the purview of the Program Manager, Navy Ashore Tactical Systems (PMW 790), managed by Product Manager (PdM) Integration, Interoperability Situation Awareness (I2SA).

At Space and Naval Warfare Systems Center (SPAWAR) Atlantic, JBC-P FoS and MCH are projects within the I2SA IPT (Integrated Product Team). The I2SA IPT falls within the MAGTF C3 Solutions Sub-Portfolio, within the Expeditionary Portfolio in support of the Marine Corp tasking, and Navy Ashore Tactical Systems (PMW 790) Sub-Portfolio, within the 01B30-C4I/Fleet Readiness in support of the Navy tasking. The SPAWAR Atlantic JBC-P FoS Project executes all SPAWAR Atlantic material support for products managed by MC3 I2SA PdM, and PMW 790 I2SA PdM. These products currently combined provide the situation awareness (SA) capability requirements for mounted and dismounted Marine Corps and Navy units and they include: Legacy Blue Force Tracker (BFT), Joint Capabilities Release (JCR), Joint Battle Command Platform (JBC-P) software, and Marine Corps Handheld. The legacy BFT software is used on the JV-5 system hardware solution, and the JCR and JBC-P software can be used on the JV-5 or MFoCS hardware systems solutions. Each of these systems is in a different stage of their product lifecycle. Collectively, these system manage under this program provide C2, SA, and fratricide avoidance on the battlefield.

#### 1.2 SCOPE

The purpose of this task order is to secure program management support for the Space and Naval Warfare Systems Center Atlantic (SPAWAR Atlantic) Integration, Interoperability and Situational Awareness Integrated Product Team (I2SA IPT) and any subsidiary work contained within to include:

##### (a) Joint Battle Command Platform – Family of Systems (JBC-P FoS)

- USMC JBC-P FoS
- Navy JBC-P FoS

##### (b) MAGTF Common Handheld (MCH)

I2SA, JBC-P FoS, and MCH are required to manage cost, schedule, performance, and risk management in accordance with (IAW) annual task books and allocated program office funding. The objectives of this Task Order are to provide programmatic, financial and business process support to SPAWAR Atlantic and the entire I2SA IPT in the following areas of business and program management office support:

- a. Detailed Integrated Master Schedule (MS Project) and advanced critical path analysis

b. User Management and Access to various SharePoint sites

c. Data analysis

d. Communication plan development

e. Risk Management (Risk Exchange)

f. Business Process Improvement

g. Standard Operating Procedures

h. Process training and organizational structure

i. Meeting support to include scheduling and meeting minutes

j. On-boarding support for new team members

This TO is funded with multiple appropriations as delineated on specified contract line item numbers (CLINs). The TO period of performance spans one (1) base year and four (4) option years. The applicable PWS task(s) associated with each funding CLIN is outlined in Section B and Section G of the RFP.

NOTE: Work will not be performed in Afghanistan.

## 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

All work shall be accomplished using the best commercial practices and current acceptable industry standards. The applicable references and standards invoked will vary within individual tasks and will be specifically called-out in the task order. IAW Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked.

### 2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

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

g.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
h.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
i.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
j.	DoDD 8570.01	DoD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04
k.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
l.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
m.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
n.	SECNAVINST 4440.34	Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
o.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
p.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
q.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
r.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
s.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
t.	SPAWARSYSCENLANTINST 12910.1A	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
u.	NAVSUP P-723	Navy Inventory Integrity Procedures, April 2012
v.	NIST SP 800-Series	National Institute of Standards and Technology Special Publications 800 Series – Computer Security Policies, Procedures, and Guidelines
w.	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, of 7 May 13
x.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
y.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
z.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
aa.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System

## 2.1 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

	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.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), of 20 Dec 10
f.	DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
g.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, Apr 27,2012
h.	DoDI 8320.04	DoD Instruction – Item Unique Identification (IUID) Standards for Tangible Personal Property, 3 Sep 15
i.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
j.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System



k	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
l	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
m	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
n	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes
o	ANSI/EIA-748A	American National Standards Institute/Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems
p	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
q	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
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
r	N/A	SPAWAR Atlantic Contractor Checkin portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
s	N/A	SPAWAR Atlantic OCONUS Travel Guide portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide</a>
	SPAWARSYSNENLANTINST 12910.1A	Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes

## 2.2 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. 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.

## 2.3 ACRONYMS

SPAWAR Systems Center Atlantic (SPAWAR Atlantic)

Business Case Analysis (BCA)

Command Operating Guide (COG)

Common Access Card (CAC)

Computer-Based Training (CBT)

Configuration Control Board (CCB)

Contracts Data Requirements List (CDRL)

Concept of Operations (CONOPS)

Contracting Officer's Representative (COR)

Critical Path (CP)

Department of Defense (DoD)

Engineering Change Requests (ECRs)

Enterprise Resource Planning (ERP)

Enterprise Management Framework (ECMF)

Earned Value Management (EVM)

Global Work Breakdown Structure (GWBS)

In Accordance With (IAW)

Integrated Master Schedule (IMS)

Interim Program Review (IMR)

Integrated Product Team (IPT)

Information Technology (IT)

Life Cycle Management (LCM)

Navy Marine Corp Internet (NMCI)

Navy Working Capital Fund (NWCF)

Other Direct Costs (ODC)

Program Management Review (PMR)

Project Management Plan (PMP)

Performance Work Statement (PWS)

Plan Of Actions and Milestones (POA&M)

Points of Contact (POC)

Product Manager (PdM)

Program Management Office (PMO)

Quick Reference Guides (QFG)

Root Cause Analysis (RCA)

Space and Naval Warfare (SPAWAR)

SPAWAR Systems Center (SSC)

SPAWAR ERP Business Office (SEBO)

Subject Matter Expert (SME)

Standard Operating Procedures (SOP)

System Authorization Access Request (SAAR)

Work Breakdown Structure (WBS)

### **3.0 PERFORMANCE REQUIREMENTS**

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

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Installation Policy, all TO installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) supervision; otherwise, a formal exemption request has been approved. In accordance with the Fleet Readiness Directorate Standard Operating Procedure (FRD SOP), COMSPAWARSYSCOM letter Ser FRD/235 dated 24 Apr 12, the contractor shall, ensure proper notification and status updates of installation work performed outside of SPAWAR Atlantic respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

### **3.1 TASK A: PROGRAM MANAGEMENT SUPPORT**

3.1.1 The contractor shall employ applicable Department of Defense (DoD) and Industry Standard integrated master schedule for all project lifecycle elements and adhere to guidance, standards and methodologies in order to decompose high-level task objectives into discretely defined and integrated task plan and develop, execute and manage scope, schedules, cost, risk, and performance for the IPTs. The contractor shall provide system migration planning support to include but not limited to creating work packages, project plans, project WBS IAW

SPAWAR Atlantic GWBS and ECMF, detailed IMS, tracking/analyzing critical path and events on CP and resource requirements. The contractor shall conduct weekly schedules analyses in order to render metrics that validate the quality and integrity of the schedule. The contractor shall conduct Critical and Near-Critical Path Analyses for the program, as well as Driving Path analyses for each project in order to isolate schedule drivers and quantify schedule variances via Float Analysis. The contractor shall provide a narrative to reconcile deltas between the baseline plan and explain float trends from week-to-week (CDRL A001). The contractor shall provide various detailed reports that identify and quantify variances for any task that has missed its baseline start or finish date (CDRL A002).

a. The contractor shall participate in the following types of Programmatic Reviews/Meetings:

i. IPRs & PMRs

ii. Task Book Planning & Reviews

iii. Budget Reviews

iv. Schedule Reviews

v. Risk Reviews

vi. Staff Meetings

vii. Manpower/Staffing Reviews

viii. Facilities Planning meetings

3.1.2 PMP, Spend Plans, EVM Analysis, Task Book

a. The contractor shall identify and implement appropriate project management and controls processes and process control mechanisms to ensure timely communication/reporting of analyses and maintain the integrity of the artifacts and associated baseline. These controls should include a quality assurance plan to ensure all deliverables provided are traceable to high-level requirements (CDRL A001).

3.1.3 Process Support, Strategic Planning and Communications (SOPs, Communications Plan, Improvement Objectives, Action Item Tracker)

a. The contractor shall develop, implement and uphold program/project management processes in support of the IPT's business operations to include process support, strategic planning, SOPs, communication plans, improvement objectives and action item tracking (CDRL A001). The contractor shall utilize government resources (such as a SharePoint) to manage and provide business operations deliverables to the PMO and respective sub-IPT leads and PdMs.

b. The contractor shall identify, lead, facilitate and participate in business process improvement and cost-saving initiatives. The contractor shall adhere to government Standard Operation Procedures and support the IPT in SOP reviews, support process training and organizational structure initiatives, and continuously utilize the government COG to access process changes and assist the IPT in adhering to those changes. The contractor shall review and provide recommendations of current and planned operational business processes to ensure successful operations of the business solutions (CDRL A001).

c. The contractor shall support strategic planning and analyses, and strategic communications to internal and external stakeholders in order to achieve the mission, vision, goals and objectives of the IPT. This support shall include developing communications plans, data analysis of various metrics captured for the IPT, data calls, meeting minutes, action items, on/off-boarding support (CAC and badge processing) for team members (CDRL A002).

d. The contractor shall identify and implement appropriate communication mechanisms and associated processes to collect, analyze and respond to feedback and disseminate information amongst IPT stakeholders.

### 3.1.4 Independent Studies or Analysis (BCAs & RCAs)

- a. The contractor shall conduct economic, business case and other such independent studies or analyses, as required by the IPT.
  
- b. The contractor shall analyze baseline capabilities and alternative technologies and tools, identify risks, conduct comparative cost analyses, and/or evaluate business and technology trends in support of independent studies or analysis, as required by the IPT (CDRL A002).
  
- c. The contract shall provide support to sub-IPT leads to gather data needed for IT technical elements of the IPT in order to facilitate and gain insight to programmatic deliverables (i.e., participation in technical reviews, CCBs, ECRs). The contractor shall support creation of POA&Ms to document the IPTs LCM plans and strategy IAW SSC LANT sponsor requests. The contractor shall prepare or review draft and final documentation in support of the system re-engineering life cycle. The contractor shall participate in the following types of system design reviews, including meetings and working groups supporting these types of reviews:
  - i. System Requirements Review
  - ii. System Design Review
  - iii. Preliminary Design Review
  - iv. Critical Design Review
  - v. Product Validation Review
  - vi. System Validation Review

3.1.5 The contractor shall assess issues and requirements raised by regulations and guidance documents and their impact to project performance. The contractor shall support data calls, project analyses and programmatic documentation requirements in support of the IPT's current and future business operations. The contractor shall assist in the development of presentation materials to be used in program/project events, briefings, meetings, lectures and speeches. The contractor shall attend, prepare, provide inputs, and participate in project/program-related meetings and reviews. The contractor shall prepare various program related documentation such as draft agendas, status reports, meeting minutes, white papers/point papers, attendance lists, action item lists, and recommendations in support of program/project reviews, as required.

3.1.6 The contractor shall provide Risk Management support utilizing the SPAWAR Atlantic Command Tool Risk Exchange to identify, analyze, categorize, and prioritize risks for the IPT. The contractor shall assist in preparing mitigation plans with sub-IPT lead and technical SMEs input as well as manage elevation of risk through all levels of escalation. The contractor shall assist IPT Lead in developing, maintaining, and executing risk management plans; monitor compliance with DOD risk management process requirements.

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for the following:

- 4.1.1 Ensure that no production systems are operational on any RDT&E network.
  
- 4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.
  
- 4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.
  
- 4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).
  
- 4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

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

#### 4.2 Section 508 Compliance

The contractor shall ensure that all software recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, 26 CFR Part 1194 and pursuant to SPAWARINST 5721.1B of 17 Nov 2009. In accordance with FAR 39.204, this requirement does not apply to contractor acquired software that is incidental to the task, software procured/developed to support a program or system designated as a National Security System (NSS) or if the product is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

### 5.0 TASK ORDER ADMINISTRATION

Contract Administration is required for all task orders; it provides the government a means for contract 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 TASK ORDER LIAISON

The contractor shall assign a technical single point of contact, also known as the Project Manager (PM) who shall work closely with the government Contracting Officer and Contracting Officer's Representative (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. The PM shall have authority to approve task order proposals or modifications in 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.

#### 5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) award or modification. Prior to task order award, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO award process. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO award or modification. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

##### 5.2.1 Task Order Administration Documentation

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

###### 5.2.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL A004) and submit it monthly. The prime 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 TO status report monthly at least 30 days after TO award on the 10th of each month for those months the TO is active. The contractor shall report on various TO 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 CSR-TOSR Attach1\_Staffing Plan (**Attachment 3**), CSR-TOSR Attach2\_Personnel Listing (**Attachment 4**), and CSR-TOSR Attach3\_GFP Template (**Attachment 5**) necessary for additional data collection.

(b) Data Calls – the contractor shall develop and submit a data call report which is e-mailed to the COR within six working hours of the request, unless otherwise specified by TO. The contractor shall ensure all information provided is the most current. Cost and funding data shall reflect real-time balances. Report shall account for all planned, obligated, and expended charges and hours. The contractor shall include in the data call the following items and data:

##### 1. Percentage of work completed

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

#### 5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A005) and submit it no later than 15 days before the TO 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.

#### 5.2.1.3 Contractor Manpower Reporting

The following reporting is required for all DoD contracts acquiring services regardless if cost type or firm-fixed price contract:

##### (a) Contractor Manpower Quarterly Status Report (QSR)

The contractor shall provide a Contractor Manpower Quarterly Status Report (CDRL A006) shall be provided to the government four times throughout the calendar year. Required by SPAWARSYSCEN Atlantic for all active TOs (regardless if fixed-price or cost type), the Manpower report itemizes specific TO administrative data for SPAWARSYSCEN Atlantic.

Reporting period begins at the time of TO award. Utilizing the format provided in QSR Attach1\_Manpower (**Attachment 6**), the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

#	QUARTERLY DUE DATE	PERFORMANCE PERIOD
1	15 January	1 October – 31 December
2	15 April	1 January – 31 March
3	15 July	1 April – 30 June
4	15 Oct	1 July – 30 September

##### (b) Enterprise-wide Contractor Manpower Reporting Application

In addition to the QSR CDRL reporting requirements noted above and 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 contract for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

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

The contractor shall completely fill-in all required data fields using the following web address: [https:// doncmra.nmci.navy.mil/](https://doncmra.nmci.navy.mil/).

Reporting inputs consists of labor hours executed during the contract/TO 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.ecrma.mil/>.

#### 5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government Web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause

252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets,

& material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A007) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

### 5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service TO (not applicable for Simplified Acquisition Procedures (SAP) contracts or contracts/TOs that are wholly fixed-priced), the contractors shall monitor the following labor rates as part of the monthly TO status report (CDRL\_A004) CSR-TOSR Attach2\_Personnel Listing. The contractor shall initiate required notification if specified threshold values are met. The ability of a contractor to monitor labor rates effectively shall be included in the task order Quality Assurance Surveillance Plan (QASP) (**Attachment\_5\_QASP**).

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual's rate was not disclosed in pre-award of the TO, the contractor shall send notice and rationale (CDRL A008) for the identified labor rate to the COR who will then send appropriate notification to the Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A008) for the rate variance to the COR who will then send appropriate notification to the Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

### 5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs shall 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 A008) 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 shall be included in the task order Quality Assurance Surveillance Plan (QASP).

### 5.2.1.7 Limitation of Subcontracting

In accordance with FAR 52.219-14, limitation of subcontracting is applicable for TOs that have been wholly or partially set aside for small business or 8(a) concerns. When providing services, the prime contractor shall perform at least 50% of the total TO labor cost. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with clause 52.219-14, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A009) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50% at either the contract and/or TO level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the contract/TO is not complete how the prime contractor intends to rectify the deficiency.

## 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to cost of task order (base plus all options) does not exceed \$20M. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A003) to help track cost expenditures against performance.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon TO award, the prime contractor shall have and maintain a quality assurance process that meets TO requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after TO award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A010) specified in 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 TO may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents. The contractor shall ensure their quality system meets the following

key criteria:

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

6.2. QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

The contractor shall have processes in place that shall coincide with the government’s quality management processes. The contractor shall use best industry practices including, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. The contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition

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

6.3 QUALITY ASSURANCE

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

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A010) shall include any of the following as applicable:

- Detailed incoming receipt inspection records First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III) Quality Measurement and Analysis metrics/data

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

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the TO’s Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A011) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A012) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

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

CDRL#	Description	PWS Ref. Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
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A001	Program Management Reports, General	3.1.1, 3.1.2, 3.1.3	ASREQ	IAW IMS & POM&A	Unclassified
A002	Technical/Analysis Reports, General	3.1.1, 3.1.3, 3.1.4,	ASREQ	IAW IMS & POM&A	Unclassified
A003	Contract Funds Status Report (CFSR)	5.3	MTHLY	Monthly on the 10 <sup>th</sup>	Unclassified
A004	Task Order Status Report (TOSR)	5.2.1.1, 5.2.1.5, 8.1.2	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>	Unclassified
A005	Task Order Closeout Report	5.2.1.2	1TIME	NLT 15 days after completion date	Unclassified
A006	Contractor Manpower Quarterly Status Report (QSR)	5.2.1.3	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct	Unclassified
A007	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hrs from request	Unclassified
A008	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	ASREQ	Within 24 hrs from request	Unclassified
A009	Limitation of Subcontracting Report (LSR)	5.2.1.7	QRTLY	NLT 105 DATO and every third month on the 10 <sup>th</sup>	Unclassified
A010	Quality Documentation	6.1, 6.4	ASREQ	Within 24 hrs from request	Unclassified
A011	Cost and Schedule Milestone Plan/ Plan of Action and Milestones (POA&M)	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review	Unclassified
A012	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>	Unclassified

## 7.2 ELECTRONIC FORMAT

The Contractor shall provide deliverables electronically by email; 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 receiving government representative. The contractor shall 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 TO award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	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

## 7.3 INFORMATION SYSTEM

### 7.3.1 Electronic Communication

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

### 7.3.2 Information Security

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on the TO. 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 TO, and privileged TO information (e.g., program schedules, contract-related tracking).

#### 7.3.2.1 Safeguards

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

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

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

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

### 7.3.2.2 Compliance

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

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

All work performed under this TO is "Secret." In accordance with the DoD Contract Security Classification Specification, DD Form 254, classified work is performed under this contract and subsequent task orders, as applicable. The contractor shall have at the time of contract award and prior to commencement of classified work, a SECRET facility security clearance (FCL).

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this TO. The FSO is key management personnel who is the contractor's main POC for security issues. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on TO. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is (**Attachment 3**) CSR-TOSR Attach1\_Staffing Plan (CDRL A004).

### 8.2 PERSONNEL

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

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

#### 8.2.1 Personnel Clearance

All personnel except administrative personnel associated with this TO shall possess a SECRET personnel security clearance (PCL). 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 applicable per DoDI 8500.01, Cybersecurity. Any future revision to the respective directive and instruction shall be applied to the TO level as required. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and the 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 or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The Contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS)/SMO 652366; faxed to [REDACTED] or mailed to [REDACTED] for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

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

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

### 8.2.2.2 Identification and Disclosure Requirements

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

### 8.2.2.3 Government Badge Requirements

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

### 8.2.2.4 Common Access Card (CAC) Requirements

Some government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office.

When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

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

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

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

3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Law and Credit (NACL) 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 shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(a) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email 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 TO's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSCEN Atlantic Information Assurance Management (IAM) office:

(b) 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 SPAWARSCEN Atlantic IAM office at phone number [REDACTED] or email questions [REDACTED] additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

1. For SAAR-N form, the TO shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email [REDACTED]

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

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

#### 8.2.3 IT Position Categories

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

IT-I (Privileged access)

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

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

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

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

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

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

#### 8.2.4 Security Training

Regardless of the TO security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing Common Access Cards, issued & expired dates for Law and Credit Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc. The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

#### 8.2.5 Disclosure of Information

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

#### 8.2.6 Handling of Personally Identifiable Information (PII)

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

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

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

#### 8.3.1 Local and Internal OPSEC Requirement

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

#### 8.3.2 OPSEC Training

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

### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

### 8.3.4 Classified Contracts

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

## 8.4 DATA HANDLING AND USER CONTROLS

### 8.4.1 Data Handling

The contractor shall handle all data received or generated under this contract as For Official Use Only (FOUO) material. The contractor shall handle all classified information received or generated Pursuant to the attached DD Form 254 and be in compliance with all applicable PWS references and other applicable Government policies and procedures that include DOD/Navy/SPAWAR.

### 8.4.2 Effective Use of Controls

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

## 9.0 GOVERNMENT FACILITIES

Not Applicable.

## 10.0 CONTRACTOR FACILITIES

A significant portion of work issued under this contract require close liaison with the government. The contractor shall be prepared to establish a local facility within a thirty (30)-mile radius of SPAWAR Atlantic. Close proximity allows for proper contract administration duties. The contractor's facility is not necessary for the exclusive use of this contract and can be utilized on a shared basis. The contractor's facility shall meet shall be available within 30 days after contract award. Facility space shall include offices, and conference rooms.

## 11.0 TASK ORDER PROPERTY ADMINISTRATION

No government property, government furnished property (GFP) or contractor acquired property (CAP), will be provided or acquired on this task order.

## 12.0 SAFETY ISSUES

### 12.1 Occupational Safety and Health Requirements

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915

(shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this TO. 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.

### 13.0 TRAVEL

#### 13.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below.

Travel outside the local region is anticipated and will include USMC bases CONUS. Any authorized CONUS travel will be reimbursed in accordance with the JTR. The travel estimates are the same for the base year and all options.

Origin	Destination	# of Trips	# of Travelers	Days	Nights
<b>CLIN #1</b>					
Charleston SC	Quantico, VA	1	1	5	4
Charleston SC	Kanehoe, Hawaii	1	1	7	6
Charleston SC	Scranton, PA	1	1	5	4
Charleston SC	Camp Pendleton, CA	1	1	7	6
Charleston SC	Camp Lejeune, NC	1	1	5	4
Charleston SC	Okinawa, Japan	1	1	7	6
Charleston SC	29 Palms, CA	1	1	5	4
Charleston SC	Yuma, AZ	1	1	5	4
Charleston SC	Tobyhanna, PA	1	1	5	4
<b>CLIN #2</b>					
Charleston SC	Quantico, VA	1	1	5	4
Charleston SC	Kanehoe, Hawaii	1	1	7	6
Charleston SC	Scranton, PA	1	1	5	4
Charleston SC	Camp Pendleton, CA	1	1	5	4
Charleston SC	Camp Lejeune, NC	1	1	5	4
Charleston SC	Okinawa, Japan	1	1	7	6
Charleston SC	29 Palms, CA	1	1	5	4
Charleston SC	Yuma, AZ	1	1	5	4
Charleston SC	Tobyhanna, PA	1	1	5	4
<b>CLIN #3</b>					
Charleston SC	Kanehoe, Hawaii	2	1	5	4
Charleston SC	Port Hueneme, CA	3	1	10	9
Charleston SC	Gulfport, MS	3	1	10	9
Charleston SC	San Diego, CA	2	1	5	4
Charleston SC	Norfolk, VA	3	1	10	9
Charleston SC	Carderock, MD	1	1	3	2
Charleston SC	Tobyhanna, PA	1	1	3	2
<b>CLIN #4</b>					
Charleston SC	Quantico, VA	1	1	5	4
Charleston SC	Kanehoe, Hawaii	1	1	7	6
Charleston SC	Scranton, PA	1	1	5	4
Charleston SC	Camp Pendleton, CA	1	1	5	4
Charleston SC	Camp Lejeune, NC	1	1	5	4
Charleston SC	Okinawa, Japan	1	1	7	6
Charleston SC	29 Palms, CA	1	1	5	4
Charleston SC	Yuma, AZ	1	1	5	4
Charleston SC	Tobyhanna, PA	1	1	5	4
<b>CLIN #5</b>					
Charleston SC	Quantico, VA	1	1	5	4
Charleston SC	Kanehoe, Hawaii	1	1	7	6
Charleston SC	Scranton, PA	1	1	5	4
Charleston SC	Camp Pendleton, CA	1	1	5	4
Charleston SC	Camp Lejeune, NC	1	1	5	4
Charleston SC	Okinawa, Japan	1	1	7	6
Charleston SC	29 Palms, CA	1	1	5	4
Charleston SC	Yuma, AZ	1	1	5	4
Charleston SC	Tobyhanna, PA	1	1	5	4



<b>CLIN #6</b>					
Charleston SC	Quantico, VA	1	1	5	4
Charleston SC	Kanehoe, Hawaii	1	1	7	6
Charleston SC	Scranton, PA	1	1	5	4
Charleston SC	Camp Pendleton, CA	1	1	5	4
Charleston SC	Camp Lejeune, NC	1	1	5	4
Charleston SC	Okinawa, Japan	1	1	7	6
Charleston SC	29 Palms, CA	1	1	5	4
Charleston SC	Yuma, AZ	1	1	5	4
Charleston SC	Tobyhanna, PA	1	1	5	4
<b>CLIN #7</b>					
Charleston SC	Kanehoe, Hawaii	2	1	5	4
Charleston SC	Port Hueneme, CA	3	1	10	9
Charleston SC	Gulfport, MS	3	1	10	9
Charleston SC	San Diego, CA	2	1	5	4
Charleston SC	Norfolk, VA	3	1	10	9
Charleston SC	Carderock, MD	1	1	3	2
Charleston SC	Tobyhanna, PA	1	1	3	2

#### 14.0 COR DESIGNATION

The COR for this task order is [REDACTED]

#### 15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

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

#### 16.0 ACCEPTANCE PLAN

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

#### 17.0 OTHER CONDITIONS/REQUIREMENTS

##### 17.1 TRANSITIONAL PLAN

To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the contractor shall have personnel on board, during the (30) day transitional periods. During the initial transitional period, the Contractor shall become familiar with performance requirements in order to commence full performance of services within 30 days from the TO start date.

##### 17.2 FUNDING ALLOCATION

This TO 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 TO award. Unless otherwise advised, the contractor shall itemize all summary of work and financial information in the TOSR CDRL by each TO funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual government Contractor Performance Assessment Report (CPAR) rating.

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

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.

a) The Government shall be able to review resumes of contractor personnel when applicable at the task order level.

b) 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.

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

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

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

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

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

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

Labor Category	Location
1. Project Manager	Contractor Site
2. Management Analyst 3	Contractor Site
3. Management and Program Technician 3	Contractor Site
4. Management and Program Technician 2	Contractor Site

#### 1. **Project Manager**

**Education:** BS degree in engineering, physics, computer science, information security or other technically oriented curricula.

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

**Security Clearance:** Currently maintains or has the ability to obtain a Secret security clearance.

## **2. Management Analyst 3**

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

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

**Security Clearance:** Currently maintains or has the ability to obtain a Secret security clearance.

## **3. Management and Program Technician 3**

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

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

**Security Clearance:** Currently maintains or has the ability to obtain a Secret security clearance.

## **4. Management and Program Technician 2**

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

**Experience:** Six (6) years of direct work experience with the use of advanced information technology to develop and/or integrate complex data, to include: requirements analysis; project management procedures including out year budgeting for programs involving OMN, FMS, OPN, SCN, and RDT&E monies; development of contract schedules, out year planning and POM budgets, compliance planning and program planning. Must have knowledge of DoD standards and regulations like the FAR, DFAR, OPM requirements, and other business related regulations.

**Security Clearance:** Currently maintains or has the ability to obtain a Secret security clearance.

## **Section D - Packaging and Marking**

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

## Section E - Inspection and Acceptance

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Contracting Officer's Representative or his/her duly authorized representative.

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
7003	Destination	Government	Destination	Government
7004	Destination	Government	Destination	Government
7005	Destination	Government	Destination	Government
7006	Destination	Government	Destination	Government
7007	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
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## CLAUSES INCORPORATED BY REFERENCE

52.246-3	Inspection Of Supplies Cost-Reimbursement	MAY 2001
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984

# Section F - Deliveries or Performance

## 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	Stop-Work Order (Aug 1989) - Alternate I	APR 1984

## The Period of Performance of the following Firm items are as follows:

7001	08/21/2017 - 08/20/2018
7002	08/21/2017 - 08/20/2018
7003	08/21/2017 - 08/20/2018
7004	08/21/2017 - 08/20/2018
7005	08/21/2017 - 08/20/2018
7006	08/21/2017 - 08/20/2018
7007	08/21/2017 - 08/20/2018
7101	08/21/2018 - 08/20/2019
7102	08/21/2018 - 08/20/2019
7103	08/21/2018 - 08/20/2019
7104	08/21/2018 - 08/20/2019
7105	08/21/2018 - 08/20/2019
7106	08/21/2018 - 08/20/2019
7107	08/21/2018 - 08/20/2019
7201	08/21/2019 - 08/20/2020
7202	08/21/2019 - 08/20/2020
7203	08/21/2019 - 08/20/2020
7204	08/21/2019 - 08/20/2020
7205	08/21/2019 - 08/20/2020
7206	08/21/2019 - 08/20/2020
7207	08/21/2019 - 08/20/2020
7301	08/21/2020 - 08/20/2021
7303	08/21/2020 - 08/20/2021

7304	08/21/2020 - 08/20/2021
7309	06/01/2021 - 08/20/2021
7401	08/21/2021 - 08/20/2022
7403	08/21/2021 - 08/20/2022
7404	08/21/2021 - 08/20/2022
7406	08/21/2021 - 08/20/2022
7409	08/21/2021 - 08/20/2022
9001	08/21/2017 - 08/20/2018
9002	08/21/2017 - 08/20/2018
9003	08/21/2017 - 08/20/2018
9004	08/21/2017 - 08/20/2018
9005	08/21/2017 - 08/20/2018
9006	08/21/2017 - 08/20/2018
9007	08/21/2017 - 08/20/2018
9101	08/21/2018 - 08/20/2019
9103	08/21/2018 - 08/20/2019
9104	08/21/2018 - 08/20/2019
9106	08/21/2018 - 08/20/2019
9107	08/21/2018 - 08/20/2019
9201	08/21/2019 - 08/20/2020
9202	08/21/2019 - 08/20/2020
9203	08/21/2019 - 08/20/2020
9204	08/21/2019 - 08/20/2020
9205	08/21/2019 - 08/20/2020
9206	08/21/2019 - 08/20/2020
9207	08/21/2019 - 08/20/2020
9408	08/21/2021 - 08/20/2022

**The Period of Performance of the following Option items are as follows:**

7302	08/21/2020 - 08/20/2021
7305	08/21/2020 - 08/20/2021
7306	08/21/2020 - 08/20/2021
7307	08/21/2020 - 08/20/2021
7402	08/21/2021 - 08/20/2022
7405	08/21/2021 - 08/20/2022
7407	08/21/2021 - 08/20/2022
9102	08/21/2018 - 08/20/2019
9105	08/21/2018 - 08/20/2019
9301	08/21/2020 - 08/20/2021
9302	08/21/2020 - 08/20/2021
9303	08/21/2020 - 08/20/2021

9304	08/21/2020 - 08/20/2021
9305	08/21/2020 - 08/20/2021
9306	08/21/2020 - 08/20/2021
9307	08/21/2020 - 08/20/2021
9401	08/21/2021 - 08/20/2022
9402	08/17/2021 - 08/16/2022
9403	08/21/2021 - 08/20/2022
9404	08/21/2021 - 08/20/2022
9405	08/21/2021 - 08/20/2022
9406	08/21/2021 - 08/20/2022
9407	08/21/2021 - 08/20/2022

# Section G - Contract Administration Data

The SPAWAR Atlantic Ombudsman is [REDACTED]

## **252.204-0012 Other (SEP 2009)**

CLINs have multiple funding from multiple customers. Payment cannot be made using any of the PGI 204.7108 clause due to one customer's funds would be paying for another customer's work. Use PGI 204.7108 (d) 012 other and pay from the ACRNs cited on the invoice. Government advises contractor on ACRNS to invoice.

## **252.204-7006 BILLING INSTRUCTIONS (OCT 2005)**

When submitting a request for payment, the Contractor shall—

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

## **252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)**

(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 Central Contractor Registration 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://piee.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:

CPFF/COST CLINs - Cost Voucher

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

██████████

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(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

*FieldNameinWAWF	Data to be entered in WAWF
Pay Official DoDAAC	██████████
Issue By DoDAAC	██████████
Admin DoDAAC	██████████
Inspect By DoDAAC	██████████
Ship To Code	██████████
Ship From Code	██████████
Mark For Code	██████████
Service Approver (DoDAAC)	██████████
Service Acceptor (DoDAAC)	██████████
Accept at Other DoDAAC	██████████
LPO DoDAAC	██████████
DCAA Auditor DoDAAC	██████████
Other DoDAAC(s)	██████████

(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 Notifications to:			
Name	Email	Phone	Role
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

(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 [REDACTED]

[REDACTED] [REDACTED]

**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:

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

(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 performance based 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.

**5252.232-9210 LIMITATION OF LIABILITY--INCREMENTAL FUNDING (JAN 1992)**

This task/delivery order is incrementally funded and the amount currently available for payment hereunder is limited to [REDACTED] inclusive of fee. It is estimated that these funds will cover the cost of performance through **20 August 2022**. Subject to the provisions of the FAR 52.232-22 "Limitation of Funds" clause of this contract, no legal liability on the part of the Government for payment in excess of [REDACTED] shall arise unless additional funds are made available and are incorporated as modifications to this contract.

**NOTE:** The contractor shall cite on each invoice/voucher, in addition to all other requirements of this contract/order, the contract line item number (CLIN); the contract subline item number (SLIN) and accounting classification reference number (ACRN) for the portion, or portions of work being billed as specified in the contract or delivery order. For each ACRN on the invoice/voucher, the contractor shall identify the amount being billed against that ACRN.

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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 SSC LANT upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SSC LANT prior to completion of the picture badge request.
- (b) The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.
- (c) At the completion of the contract, the contractor shall forward to SSC LANT a list of all unreturned badges with a written explanation of any missing badges.

### 5252.216-9122 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 \_\_\_\_\_ 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 \_\_\_\_\_ hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- e. If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.
- f. The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.
- g. If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either reduce the fee of this contract as follows:

Fee Reduction = Fee (Required LOE - Expended LOE) divided by 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 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.

#### 5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)

##### a) Contractor Request and Government Approval of Travel

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

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

##### (b) General

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

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

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

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

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

##### (c) Per Diem

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

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

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

(d) Transportation

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

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



[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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Option Year 2:

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Option Year 3:

CLIN	Allotted to Cost	Allotted to Fee	Total	Estimated Period of Performance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Option Year 4:

CLIN	Allotted to Cost	Allotted to Fee	Total	Estimated Period of Performance
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

b. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs 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 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 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 from the costs of performance of fully funded CLINs.

**5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)**

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

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

- (a) Definition. As used in this clause, "sensitive information" includes:
  - i. All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
  - ii. Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
  - iii. Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;
  - iv. Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).
- (b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.
- (c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—
  - i. Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;
  - ii. Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;
  - iii. Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
  - iv. Execute a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information Non-Disclosure Agreement" for each employee prior to assignment;
  - v. Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.
- (d) In the event that the Contractor inadvertently accesses or receives any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.
- (e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.
- (f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.
- (g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the "Contractor Non-Disclosure Agreement," a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor's plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A "firewall" may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

**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 for 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:

(3) 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);

(4) Access to Information is restricted to individuals with a bona fide need to possess;

(5) 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;

(6) 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,

(7) 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.

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

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

#### **5252.242-9518 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 2013-00018). 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 [    ]





# Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.219-6 Notice of Total Small Business Set-Aside Nov 2011

52.219-14 Limitations on Subcontracting Jan 2017

### **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.

### **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

### **52.244-6 --Subcontracts for Commercial Items (Aug 2019)**

## Section J - List of Attachments

Attachment 1 Quality Assurance Surveillance Plan (QASP)

Exhibit A Contract Data Requirements List A001-A012

Attachment Number	File Name	Description
	ExhibitA-CDRLs.pdf	Exhibit A: Contract Data Requirements List
	ATTACHMENT_1_QASP.pdf	Attachment 1: Quality Assurance Surveillance Plan
WD 2015-4427	WD - WD 2015-4427_Rev17_21Jul21.pdf	WD - WD 2015-4427_Rev17_21Jul21.pdf