

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00018		3. EFFECTIVE DATE 26-Mar-2020	4. REQUISITION/PURCHASE REQ. NO. N40027-20-MR-55004		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY SERMC PO Box 280158 / Mayport Naval Station Jacksonville FL 32228-0158		CODE N40027	7. ADMINISTERED BY (If other than Item 6) SERMC PO Box 280158 / Mayport Naval Station Jacksonville FL 32228-0158		CODE N40027 SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) CACI TECHNOLOGIES INC. 14370 Newbrook Drive Chantilly VA 20151-2218		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4026 / N4002717F3000
		10B. DATED (SEE ITEM 13) 26-Mar-2017
CAGE CODE 8D014	FACILITY CODE	

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

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<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 date, 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) FAR 52.217-9 Option to Extend the Term of the Contract

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to exercise Option Year Three in accordance with FAR 52.217-9 Option to Extend the Term of the Contract; fund CLINs 8300, 8301,9300; delete Attachment 2B Wage Determination 2015-4539 (Rev. 8); incorporate Attachment 2C Wage Determination 2015-4539 (Rev. 10), dated 12/23/2019.

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,560,296.53 by \$573,034.16 to \$2,133,330.69.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8300	O&MN,N			
8301	O&MN,N			
9300	O&MN,N			

The total value of the order is hereby increased from \$1,560,296.53 by \$573,034.16 to \$2,133,330.69.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8300			
8301			
9300			

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. Base Year 26 April 2017 - 25 March 2018 (O&MN,N)				
8001	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for the Base Year; overtime rate per person will be in accordance with the prices provided in Attachment 4. Period of Performance - 26 March 2017 - 25 March 2018. P00008 - 32 hours of Overtime totaling \$1,834.88 were utilized during the base year; remaining funding in the amount of \$59,923.13 deobligated. (O&MN,N)				
8002	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a four day reduction in service due to a Government imposed stop work related to GAO Bid Protest File Number B-414522.1. Period of Performance: 26 March 2017 - 25 April 2017. (Modification P00001) (O&MN,N)				
8003	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 10 day vacancy reduction of \$3,026.00 to recoup the overpayment for TSRA Program Support Administrator position (PWS C.5.1) under CLIN 8000 in month 6. Period of Performance: 26 September 2017 - 25 October 2017. (Modification P00004) (O&MN,N)				
8004	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 15 workday vacancy reduction for TSRA Program Support Administrator Position 1 of 4 in the amount of \$4,539.00. Period of Performance: 26 Feb 2018 - 25 Mar 2018. (Modification P00006) (O&MN,N)				
8100	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. (Modification P00010 - Quantity reduced from 10 months to 4 months for services provided prior to the incorporation of revised Wage Determination 2015-4539, Rev 5.) Period of Performance: (OY1) 26 May 2018 - 25 September 2018 (O&MN,N)				
8101	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for Option Year One; overtime rate per person will be in accordance with the prices provided in Attachment 4. (Modification P00010 - unit price				

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		reduced to \$0.00, see CLIN 8106 for Option Year One overtime at adjusted Wage Determination 2015-4539, Rev 5 rates.) Period of Performance: (OY1) 26 March 2018 - 25 March 2019. (O&MN,N)				
8102	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 10 day vacancy reduction for the TSRA Program Support Administrator Position (1 of 4) in the amount of \$2,626.96. Period of Performance: (OY1) 26 March 2018 - 25 April 2018. (Modification P00007) (O&MN,N)				
8103	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 13 day vacancy reduction to the CLIN 8100 unit price, for a TSRA Program Support Administrator Position 2 of 4, in the amount of \$3,570.27. Period of Performance: (OY1) 26 April 2018 - 25 May 2018. (O&MN,N)				
8104	R702	Back wages due based on incorporation of Wage Determination 2015-4539, Rev 5, upon exercise of Option Year One in the following amounts: CLINs 8100 - \$6,520.00, 8102 - \$1,493.04 and 8103 - \$1,443.86. Period of Performance (OY1) 26 March 2018 - 25 September 2018. (O&MN,N)				
8105	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work, for services provided after incorporation of revised Wage Determination 2015-4539, Rev 5. (Modification P00012 - Quantity decreased from 5 months to 4 months due to due to position C.5.1 vacancy. See CLIN 8108 for month 26 October 2018 - 25 November 2018). (Modification P00011 - Quantity decreased from 6 months to 5 months due to position C.5.1 vacancy effective 20 October 2018. See CLIN 8107 for month 26 September 2018 - 25 October 2018). Period of Performance: (OY1) 26 October 2018 - 25 March 2019. (O&MN,N)				
8106	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for Option Year One; overtime rate per person will be in accordance with the prices provided in Attachment 4.1. Period of Performance: (OY1) 26 March 2018 - 25 March 2019. (O&MN,N)				
8107	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 4 day vacancy reduction to the CLIN 8105 unit price, for a TSRA Program Support Administrator Position 3 of 4, in the amount of \$1,210.86. Period of Performance: 26 September 2018 - 25 October 2018. O&MN,N) (O&MN,N)				
8108	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. This CLIN includes a 7 day vacancy reduction to the CLIN 8105 unit price, for a TSRA Program Support				

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Administrator Position 3 of 4, in the amount of \$2,342.05. Vacancy was filled on 6 November 2018. Period of Performance: 26 October 2018 - 25 November 2018. (O&MN,N)				
8200	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. (Modification P00010 - Unit price increased by \$1,630.00 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY2) 26 March 2019 - 25 March 2020. (O&MN,N)				
8201	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for Option Year Two; overtime rate per person will be in accordance with the prices provided in Attachment 4. (Modification P00010 - Attachment 4 is replaced by Attachment 4.1 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY2) 26 March 2019 - 25 March 2020. (O&MN,N)				
8300	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. (Modification P00010 - Unit price increased by \$1,630.00 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY3) 26 March 2020 - 25 March 2021. (O&MN,N)				
8301	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for Option Year Three; overtime rate per person will be in accordance with the prices provided in Attachment 4. (Modification P00010 - Attachment 4 is replaced by Attachment 4.1 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY3) 26 March 2020 - 25 March 2021. (O&MN,N)				
8400	R702	Assessment Support Services in accordance with Section C.5 of the Statement of Work. (Modification P00010 - Unit price increased by \$1,630.00 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY4) 26 March 2021 - 25 March 2022. (O&MN,N)				
		Option				
8401	R702	Not to exceed 1,152 overtime labor hours amongst the six personnel described in accordance with Section C.30.3 of the Statement of Work for Option Year Four; overtime rate per person will be in accordance with the prices provided in Attachment 4. (Modification P00010 - Attachment 4 is replaced by Attachment 4.1 due to Option Year 1 Wage Determination 2015-4539, Rev. 5 adjustment.) Period of Performance: (OY4) 26 March 2021 - 25				

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**Item PSC Supplies/Services Qty Unit Unit Price Total Price**

March 2022. (O&MN,N)

Option

For ODC Items:

**Item PSC Supplies/Services Qty Unit Est. Cost**

9000 R702 Travel for Assessment Support Services, Base Year. The Government estimates travel costs for this task order not to exceed \$15,000 per year. Offerors shall use this estimate in their price proposal. Contractor shall invoice for actual incurred travel costs once appropriate approvals have been obtained IAW C.30.2 of the Statement of Work. Period of Performance - 26 March 2017 - 25 March 2018. P00008 - No travel was utilized; all funds deobligated. (O&MN,N)

9100 R702 Travel for Assessment Support Services, Option Year One. The Government estimates travel costs for this task order not to exceed \$15,000 per year. Offerors shall use this estimate in their price proposal. Contractor shall invoice for actual incurred travel costs once appropriate approvals have been obtained IAW C.30.2 of the Statement of Work. Period of Performance - 26 March 2018 - 25 March 2019. (O&MN,N)

9200 R702 Travel for Assessment Support Services, Option Year Two. The Government estimates travel costs for this task order not to exceed \$35,000 per year. Offerors shall use this estimate in their price proposal. Contractor shall invoice for actual incurred travel costs once appropriate approvals have been obtained IAW C.30.2 of the Statement of Work. Period of Performance - 26 March 2019 - 25 March 2020. (O&MN,N)

9300 R702 Travel for Assessment Support Services, Option Year Three. The Government estimates travel costs for this task order not to exceed \$15,000 per year. Offerors shall use this estimate in their price proposal. Contractor shall invoice for actual incurred travel costs once appropriate approvals have been obtained IAW C.30.2 of the Statement of Work. Period of Performance - 26 March 2020 - 25 March 2021. (O&MN,N)

9400 R702 Travel for Assessment Support Services, Option Year Four. The Government estimates travel costs for this task order not to exceed \$15,000 per year. Offerors shall use this estimate in their price proposal. Contractor shall invoice for actual incurred travel costs once appropriate approvals have been obtained IAW C.30.2 of the Statement of Work. Period of Performance - 26 March 2021 - 25 March 2022. (O&MN,N)

Option

**HQ B-2-0023 CONTRACT SUMMARY FOR PAYMENT OFFICE COST/FIXED PRICE) (FEB 1997)**

This contract includes the following mixture of cost reimbursement and fixed price line items:

<u>Item</u>	<u>Type*</u>
8000 - 8401	FP

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9000 – 9400

CR

\*CR – Cost Reimbursement

FP – Fixed Price

(End of Text)

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### STATEMENT OF WORK (SOW) SOUTHEAST REGIONAL MAINTENANCE CENTER (SERMC) ASSESSMENT PROGRAM SUPPORT

#### C.1 SCOPE

This requirement is for non-personal services to provide Assessment Program Support for Southeast Regional Maintenance Center (SERMC) to satisfy the overall mission objectives of Total Ship Readiness Assessments (TSRA), Mandatory Technical Requirement (MTR) Assessments, and other Type Commander (TYCOM) directed Assessments. Additional Assessment Program Support includes Technical Assistance Assessment Scheduling Information (TAAS-Info) administration, and Corrosion Advance Planning Suite (CAPS) administration.

The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn, is responsible to the Government.

#### C.2 PERIOD OF PERFORMANCE

The period of performance shall be for one (1) base year and four (4) option years as follows:

Base Year	26 March 2017 – 25 March 2018
Option Year I	26 March 2018 – 25 March 2019
Option Year II	26 March 2019 – 25 March 2020
Option Year III	26 March 2020 – 25 March 2021
Option Year IV	26 March 2021 – 25 March 2022

#### C.3 APPLICABLE DIRECTIVES

The contractor shall abide by all applicable Federal, State and Local regulations, and local policies and procedures. The contractor shall utilize the most recent revisions of all directives.

COMNAVSURFPACINST/COMNAVSURFLANTINST 4700.1A (TSRA)  
 CNRMCINST 4700.7 (TSRA)  
 NAVSEAINSTR 4790.8C (3-M)  
 SERMCINST 4700.3B (TSRA)  
 SERMCINST 5100.4A (PPE)  
 SERMCINST 5510.3A (Security)  
 OPNAVINST 5239.1 (Security)  
 OPNAVINST 5530.14 (Security)  
 OPNAVINST 5530.15 (Security)

#### C.4 ACRONYMS AND ABBREVIATIONS

3M	Maintenance and Material Management
3MC	3M Coordinator
AD	Assessment Director
ADP	Automated Data Processor
AO	Administrative Officer



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AOR	Area of Responsibility
APL	Allowance Parts List
AQL	Acceptable Quality Level
AWN	Automated Work Notifications
BAWP	Basic Availability Work Package
CADET	Corrosion Assessment Data Entry Tool
CAPS	Corrosion Advance Planning Suite
CAR	Corrective Action Report
CCIMS	Corrosion Control Information Management System
CDMD-OA	Configuration Data Managers Database – Open Architecture
CHENG	Chief Engineer
CMAV	Continuous Maintenance Availability
CMP	Class Maintenance Plan
CNO	Chief of Naval Operations
CNSL	COMNAVSURFLANT (Commander, Naval Surface Force Atlantic)
COAR	Customer Order Acceptance Record
COMNAVSURFOR	Commander Naval Surface Forces
CONUS	Continental United States
COR	Contracting Officers Representative
CSMP	Continuous Ships Maintenance Project
DFWP	Drug Free Workplace
COR	Contracting Officer's Representative
DISCO	Defense Industrial Security Clearance Office
DoD	Department of Defense
DoN	Department of the Navy
e-QIP	Electronic Questionnaires Investigations Processing
ECMRA	Enterprise-wide Contractor Manpower Reporting Application
ESWBS-APL	Expanded Ship Work Breakdown Structure-Allowance Parts List
FAD	Facility Access Determination
FAR	Federal Acquisition Regulation
FAST	Fleet Assessment Support Tool
FCL	Facility Clearance
FOUO	For Official Use Only
FSO	Facility Security Officer
FY	Fiscal Year
GA2K	Go Assess 2-Kilos
GFE	Government Furnished Equipment
IAW	In accordance with
IGE	Independent Government Estimate
INSURV	Inspection and Survey
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
MAF	Material Assessment Forms
MFOM	Maintenance Figure of Merit
MRC	Maintenance Requirement Card
MTR	Mandatory Technical Requirement
NAC	National Agency Check
NACL	National Agency Check with Local Agency and Credit Check
NAVSEA	Naval Sea Systems Command
NISP	National Industrial Security Program
OCONUS	Outside the Continental United States
OMMS-NG	Organizational Maintenance Management System – Next Generation
OPM	Office of Personnel Management

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OPNAV	Office of the Chief of Naval Operations
POC	Point of Contact
POV	Private Owned Vehicle
PPE	Personal Protective Equipment
PRS	Performance Requirements Summary
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Plan
RMC	Regional Maintenance Center
SERMC	Southeast Regional Maintenance Center
SME	Subject Matter Expert
SOW	Statement of Work
SURFMEPP	Surface Maintenance Engineering Planning Program
TAAS-INFO	Technical Assistance Assessment Scheduling-Information
TNA/TNC	Testing Not Attempted/Testing Not Completed
TSRA	Total Ship Readiness Assessment
TWMS	Total Workforce Management System
TYCOM	Type Commander
USN	United States Navy
VAC	Visit Analysis Center
VAR	Visit Authorization Request
VSB	Validate, Screen and Broker
WA2K	Go Repair 2-Kilo

## C.5 REQUIREMENTS

The contractor shall provide all personnel and supervision as defined in this Statement of Work (SOW).

The contractor shall support all TSRA and other TYCOM directed visits. Visits typically have a four week duration (one week preparation, two weeks shipboard execution and one week closeout).

The contractor shall support all MTR Assessments to include the development, coordination and tracking of each ship's Class Maintenance Plan (CMP) based on the Basic Availability Work Packages (BAWP).

The contractor shall perform the following support tasks:

### C.5.1 ASSESSMENT PROGRAM SUPPORT TASKS (4 Positions)

The contractor shall perform ship configuration verification, data entry and database updates in Fleet Assessment Support Tool (FAST), and compilation and production of assessment reports to support TSRA, MTR and other TYCOM directed Assessments.

#### C.5.1.1 TSRA and Other TYCOM Directed Assessment Tasks:

C.5.1.1.1 Prior to and during a TSRA, research, compile and validate ships' system/equipment configuration data from Navy logistical (OMMS-NG) and 3M databases, and input into FAST.

C.5.1.1.2 Prior to and during a TSRA, develop and assemble TSRA Assessment Books (average 80 to 90 per TSRA visit) to the Subject Matter Expert (SME) no later than five working days prior to TSRA visit start date.

TSRA Assessment Books (1 per each system identified) to include:  
Go Assess 2-Kilos (GA2Ks)

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Continuous Ships Maintenance Project (CSMP) Review 2Ks  
Maintenance Repair Cards (MRCs)  
Expanded Ship Work Breakdown Structure-Allowance Parts List (ESWBS-APL)  
System Summary Report

C.5.1.1.3 During a TSRA, convert Material Assessment Forms (MAFs) into Automated Work Notifications (AWNs) inducted into the FAST program, and screen for completeness and accuracy, daily.

C.5.1.1.4 Create Maintenance, Material and Management (3M) bulk-load files and upload to the ships' Continuous Ships Maintenance Project (CSMP), daily during a TSRA.

C.5.1.1.5 Provide TSRA reports from FAST in hard copy and by email to the TSRA Assessment Director (AD), daily.

C.5.1.1.6 Provide final assessment documentation to the AD within 10 working days of conclusion of TSRA visit to include:

TSRA Executive Overview (3 Hardcopies)  
Team Members Report  
Type Availability (TA) Screening Report  
Testing Summary  
Existing CSMP Review  
Hardware Summary Report  
Detailed 2-Kilo (2K) Report  
System Training Report  
Testing Not Attempted/Testing Not Completed (TNA/TNC) Report  
Parts Report  
SERMC 8 o'Clock Report

Electronic TSRA Visit Backup (3 CD-R)  
TSRA Executive Overview  
Work Center 2-Kilo Reports  
CSMP Review (Scanned copies)  
Original MAFs (Scanned copies)

C.5.1.1.7 Post TSRA metrics obtained from FAST to the Visit Analysis Center (VAC) data repository.

C.5.1.2 MTR Assessment Tasks:

C.5.1.2.1 Research, compile and validate ships' system/equipment configuration data from Navy logistical and 3M databases, and input into FAST.

C.5.1.2.2 Develop and assemble Assessment Books and provide to the Subject Matter Expert (SME) within 5 working days of Continuous Maintenance Availability (CMAV) start date.

MTR Assessment Books (1 per each system identified) include:  
GA2Ks  
CSMP Review 2Ks  
MRCs  
ESWBS-APL Listings  
System Summary Report

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C5.1.2.3 Convert MAFs into AWNs inducted into the FAST program, and validate for completeness and accuracy, daily.

C5.1.2.4 Develop 3M bulk-load files and upload to the ship's CSMP, daily.

C5.1.2.5 Update MTR Tracker daily, with results of the assessment from Go Assess 2-Kilos (GA2Ks) and develop Go Repair 2-Kilos WA2Ks as directed by the AD.

**C52 TECHNICAL ASSISTANCE ASSESSMENT SCHEDULING – INFORMATION (TAAS-INFO) TASKS (1 Position):**

Contractor shall perform data entry and database updates in TAAS-INFO and all MTR assessment tasks identified in C.5.1.2.

C5.2.1 Technically evaluate and recommend revisions to AWN content for all ships in the SERMC AOR for accuracy, assign appropriate labor codes, and forward to the corresponding Engineering Department Codes in TAAS-INFO daily.

C5.2.2 Collect SERMC Engineering Department workload, labor, cost, and timekeeping data in TAAS-INFO daily. Submit metrics monthly to the Code 200 Chief Engineer (CHENG) and Code 1100 (Business Office Division Head) electronically.

C5.2.3 Process Customer Order Acceptance Records (COARs) in TAAS-INFO for reimbursable work and submit to the CHENG for approval, as needed.

C5.2.4 Update weekly Inspection and Survey (INSURV) Schedule provided by the INSURV Coordinator and forward electronically to Code 200 managers.

**C53 CORROSION ASSESSMENT DATA ENTRY TOOL (CADET) TASKS (1 Position)**

Contractor shall perform data entry and database updates in CADET and all tasks identified in C.5.1 - C.5.2.

C5.3.1 Technically evaluate and recommend revisions to all CADET AWN content for all ships in the SERMC AOR daily. Forward evaluated and revised CADET AWNs to Corrosion Control Information Management System (CCIMS), Corrosion Advance Planning Suite (CAPS) and Validate, Screen and Broker (VSB).

C5.3.2 Research and compile ships' system/equipment configuration data from Navy logistical and 3M databases, and input into electronic MAF writer program monthly, for all US Naval surface ships.

**C.6 PERSONNEL QUALIFICATIONS**

During performance of this task order, the contractor shall provide personnel with sufficient skills to accomplish the tasks contained in this SOW. The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks based on the parameters described in Section C.7 Performance Requirements Summary (PRS).

The contractor agrees that all personnel designated in the contract proposal will be onsite, ready for work, on Day 1 of contract performance period. The contractor agrees that no personnel will be replaced during the first 120 days of the contract, unless approved by the Contracting Officer (KO).

Contractor personnel shall meet the following defined requirements as specified below:

<b>PERSONNEL QUALIFICATION REQUIREMENTS</b>	<b>TSRA PROGRAM SUPPORT ADMINISTRATOR (4 positions)  IAW C.5.1</b>	<b>TAAS-INFO ADMINISTRATOR (1 position)  IAW C.5.2</b>	<b>CADET ADMINISTRATOR (1 position)  IAW C.5.3</b>
Working knowledge of Microsoft Office Word, Excel, and PowerPoint	X	X	X
Working knowledge of Adobe Pro	X	X	X
Minimum of one (1) year experience with 3M system	X		
Minimum of one (1) year experience with Shipboard Supply and Logistics Databases (OMMS-NG and Relational Supply)	X	X	X
Minimum of one (1) year experience with TSRA and/or CMP processes	X	X	X
Minimum of one (1) year experience with TAAS-INFO		X	X
Minimum of two (2) years' experience with shore based 3M database management software (MFOM/VSB)		X	X
Working knowledge of Microsoft Access			X
Minimum of two (2) years' experience with shipboard configuration (CDMD-OA) as it applies to the review and validation processes			X

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Minimum of two (2) years' experience utilizing Corrosion Advance Planning Suite (CAPS), Corrosion Control Information Management System (CCIMS), and Corrosion Assessment Data Entry Tool (CADET)				X
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### C.7 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The performance Acceptable Quality Level (AQL) briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Deliverable or Service Requirement	Performance Standards	Surveillance Method	Frequency	Acceptable Quality Level (AQL)
Contract Deliverables - Assessment Support Tasks	Contract deliverables - TSRA Assessment Books, TSRA Executive Overview, Electronic TSRA MTR Assessment Books IAW C.5.1	Random Sampling / User Feedback 10 books assessment and MTR books	Monthly	>95% of deliverables submitted timely and without rework required.
Contract Deliverables - TAAS-INFO Tasks	Contract deliverables - TAAS metrics, COARs, INSURV schedules IAW C.5.2	10% Review - COARs and INSURV Schedules  User Feedback – TAAS metrics	Monthly	>95% of deliverables submitted timely and without rework required.
Contract Deliverables - CADET Tasks	Contract deliverables - Cadet AWNs, Configuration Data IAW C.5.3	Random Sampling/ User Feedback  10% review	Monthly	>95% of deliverables submitted timely and without rework required.
Invoicing	Monthly invoices per contract procedures are timely and accurate	100% inspection	Monthly	100% accuracy

### C.8 DELIVERABLES

Deliverable	Reference
TSRA Assessment Book	C.5.1.1.2

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FAST Daily Reports	C.5.1.1.5
TSRA Executive Overview	C.5.1.1.6
Electronic TSRA Visit Backup	C.5.1.1.6
MTR Assessment Book	C.5.1.2.2
TAAS-INFO Monthly Metrics	C.5.2.2
INSURV Schedule	C.5.2.4
Quality Control Plan	C.25.1

## C.9 HOURS OF OPERATION

The contractor shall provide on-site services Monday through Friday between the hours of 0700 to 1530, for a standard 40 hour work week, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Lunch breaks shall be taken between the hours of 1100-1300, and shall not exceed 1/2 hour. The contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this SOW when the Government facility is not closed for the above reasons. The contractor shall ensure that the COR is notified two weeks in advance of all vacation or leave. All task requirements shall have full contractor support.

## C.10 FEDERAL HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

## C.11 PLACE OF PERFORMANCE

The work to be performed under this task order will be performed in the following locations and estimated percentages of the total level of effort:

- 75% - SERMC, Naval Station Mayport, FL 32228
- 20% - Other CONUS
- 5% - OCONUS

## C.12 WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work performed involves 40% work in an office environment, 60% in an in port shipboard environment. Apply established safety regulations and practices to minimize minor violations and to avoid major violations due to employee error or negligence.

## C.13 SECURITY REQUIREMENTS

### C.13.1 CONTRACT SECURITY CLASSIFICATION SPECIFICATION

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The DoD Contract Security Classification Specification (DD Form 254) itemizes the security classification requirements for this contract. The work to be performed under this contract requires access to, and handling of unclassified and classified information. The contractor shall obtain facility and personnel clearances as required by the DoD Industrial Security Program prior to starting work on this contract.

#### C.132 FACILITY CLEARANCE

The contractor shall have a Facility Clearance (FCL) determination at the Secret or higher level. An FCL is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted.

The justification for an FCL must demonstrate a bona fide procurement requirement to access U.S. Government classified information. The justification must validate the FCL and safeguarding levels requested, as well as, any special access requirements or caveats. The justification must also clearly indicate what access is required. To obtain an FCL, the contractor must request FCL Sponsorship, through the COR, in coordination with the SERMC Security Office. Additional information regarding the FCL Sponsorship process can be obtained on the Defense Security Service website at: <http://www.dss.mil>.

Contractor personnel who require access to classified information shall be investigated and cleared under the National Industrial Security Program (NISP). The Government retains the right to exclude any contractor employee from performance of duties under this SOW if that employee is a security risk or is unable to obtain a security clearance. The exclusion of an employee for security reasons shall not relieve the contractor from performance of the services required under this contract.

Routine periodic security clearance re-investigations are mandatory, and employee participation in providing information and completing the required process is required.

#### C.133 CITIZENSHIP REQUIREMENTS

Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be U.S. Citizens; therefore U.S. Citizenship is a requirement.

#### C.134 PERSONNEL CLEARANCE

All contractor personnel performing duties under this task order shall possess at a minimum, a Secret security clearance for access to classified documents needed for the performance of this task order. The security clearance is a contractual requirement and must be active at the time of contractor employment on this task order.

Investigative requirements for DoN contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the Office of Personnel Management (OPM), and adjudicated by the Defense Industrial Security Clearance Office (DISCO).

All contractor personnel must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their respective contracting company Facility Security Officer (FSO), or acting security representative. The SERMC Security Manager will then service those individuals in JPAS for personnel security changes, activities and functions.

Contractors who work on DoD/DoN classified contracts are required to have an established Joint Personnel Adjudication System (JPAS) account for their respective facility. Procedures governing the use of JPAS by cleared contractors can be obtained via the Defense Security Service website: <https://www.dss.mil>.



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Upon task order award, contractors must submit Visit Requests to SERMC via the Joint Personnel Adjudication System (JPAS) for all contractor personnel. Visit Requests shall be submitted for the length of the contract. For submission of Contractor Visit Requests through JPAS, contractors shall use the SERMC Security Management Office (SMO) code (SMO Code: N40027).

The designated Point of Contract (POC) for the JPAS submission will be: Ms. Jean Marie Marriam, SERMC Supervisory Contracting Officer, Comm: (904) 270-5126 x 3520, E-mail: jeanmarie.marriam@navy.mil. The web address for accessing the Joint Personnel Adjudication System (JPAS) is as follows: <https://www.dmdc.osd.mil/psawebdocs/docPage.jsp?p=JPAS>

Any "Unfavorable" or "No Determination Made" adjudications of contractor employee personnel security investigations will result in immediate termination of access to SERMC workspaces and records.

### C.135 INFORMATION AND OPSEC SECURITY REQUIREMENTS

The contractor shall comply with the security directives used regarding the protection of unclassified, classified and controlled unclassified information, personally identifiable information (PII) and information protected by the Privacy Act of 1974, in accordance with DoD Information Security Program [DOD 5200.01, Volumes 1-4], Department of the Navy, Information Security Program [SECNAV M-5510.36] and Department of the Navy, Personnel Security Program [SECNAV M-5510.30]. In addition, the contractor may not release For Official Use Only (FOUO) information to the public without prior approval of the originator. Removal of FOUO designation can only be accomplished by the originator or other competent authority.

All contractor requests for sharing of classified and other sensitive information must be forwarded in writing to the Commanding Officer, SERMC, P.O. Box 280057, Mayport, FL 32228 for approval.

Security classification guides (OPNAVINST 5513 series) and unclassified limited documents (e.g., FOUO, distribution statement controlled) are not authorized for public release. Therefore, they shall not be posted on a publicly accessible web server or transmitted over the internet unless appropriately encrypted.

All contractor personnel assigned to this contract must adhere to, and comply with applicable OPSEC measures. Contractor personnel must protect sensitive information, and shred all waste paper containing critical information (CI). Compliance with OPSEC measures, if imposed by programs supported, or by documents generated by Commanding Officer, SERMC may be necessary. OPSEC programs will be IAW DOD 5205.2 dated 06 March 2006.

The use of any devices or equipment that is capable of recording, transmitting, or exporting photographic images or audible information of any kind is prohibited in unclassified or classified spaces. Contractor personnel must obtain prior coordination and approval from the Commanding Officer, SERMC and/or the Command Security Officer of the U.S. Navy asset requiring access.

In accordance with the Department of Defense Instruction (DODI 8500.2) dated 06 February 2003, all contractor personnel must have the requisite security clearances – National Agency Check with Local Agency Check and Credit Check (NACLIC) – and confirmed “need to know”, and are aware of their Information Assurance (IA) responsibilities before being granted access to a DoD/DoN information systems, and areas critical to the operations of the command, and/or classified information.

The DoN has determined that all DoN information systems are sensitive regardless of whether the information is classified or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness.

### C.136 AUTOMATED INFORMATION SYSTEM SECURITY

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The contractor shall comply with OPNAVINST 5239.1 series and site-specific installation regulations for information security.

#### C.13.7 PHYSICAL SECURITY

The contractor is responsible for knowledge of and compliance with all OPNAV and local site instructions, policies, and procedures regarding physical security in the performance of this contract. Contractor personnel shall safeguard all Government property in assigned work areas and secure all Government material in the contractor's possession when not under direct physical control of personnel.

#### C.13.8 IDENTIFICATION BADGES AND PASSES

All contractor personnel shall obtain and display required employee and vehicle passes IAW local base or SERMC policy and instructions. The contractor shall submit to the COR and servicing Command Security Manager, prior to the performance start date, the number of personnel expected to implement the contract. The Government will issue badges without charge. Each contractor employee shall provide the information requested for the badge and vehicle pass, and shall wear the Government-issued badge over the front of their outer clothing, visible and above the waist. Government-issued employee identification shall be worn at all times while on the installation and provided for inspection when requested by management, security, or police personnel. Passes and badges issued by the contractor to their personnel are in addition to the requirements of the Government for employee identification. Lost badges shall be reported immediately to the issuing office. The contractor shall be responsible for ensuring all departing contractor personnel are out-processed, to include turn-in of security identification badges. When an employee leaves the contractor's service, the employee's identification card shall be returned to the servicing Command Security Manager upon their departure. The servicing Command Security Manager will have and exercise full and complete control as to granting or denying security identification badges. It shall be the contractor's responsibility to account for all security identification badges issued to its contracted personnel.

#### C.13.9 IN PROCESSING/OUT PROCESSING REQUIREMENTS

All contractor personnel shall adhere to in processing/out processing procedures as directed by the COR and in compliance with SERMC policy.

#### C.14 **SMOKING/ALCOHOL AND DRUG POLICY**

##### C.14.1 SMOKING/ALCOHOL POLICY

The contractor shall comply with local command policies.

##### C.14.2 DRUG POLICY

The contractor shall comply with all applicable Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP).

#### C.15 **EMPLOYMENT OF FEDERAL EMPLOYEES**

The contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, Navy and DOD regulations.

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## **C.16 LANGUAGE REQUIREMENTS**

All contractor personnel shall be sufficiently competent in reading, writing, speaking, and understanding English to perform the work.

## **C.17 PERSONNEL CONDUCT**

The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel employed to perform tasks specified herein shall be the responsibility of the contractor. The contractor shall be responsible for the performance and conduct of contractor and subcontractor personnel at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government's standards of conduct.

## **C.18 PERSONNEL COMPLIANCE**

The contractor shall ensure personnel observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, "off limits" areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions.

## **C.19 PERSONNEL REMOVAL**

Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor personnel and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of personnel does not relieve the contractor from the responsibility for the work defined in this contract.

### **C.19.1 REMOVAL BY INSTALLATION COMMANDER**

The Installation Commander may, at his discretion, bar an individual from the installation under the authority of 18 USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.

### **C.19.2 REMOVAL REQUESTED BY CONTRACTING OFFICER**

#### **C.19.2.1 Conduct or Security:**

The KO may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Personnel shall be subject to dismissal from the premises upon determination by the KO that such action is necessary and in the interest of the Government.

#### **C.19.2.2 Unsatisfactory Performance:**

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The KO reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance.

#### **C.19.3 REMOVAL BY MILITARY POLICE**

Contractor personnel may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee's presence on the installation may be contrary to good order, discipline, or installation security and safety.

#### **C.20 WORKPLACE ATTIRE**

Contractor personnel shall dress in attire appropriate for the task location as directed by the COR and utilize the required personal protective equipment (PPE) IAW SERMCINST 5100.4A.

#### **C.21 TASK ORDER MANAGEMENT AND ADMINISTRATION**

The KO has the ultimate authority for administration of this task order. However, certain tasks will be delegated to the COR via official delegation letter, to be provided to the contractor at time of award.

#### **C.22 INTERACTION WITH OTHER ACTIVITIES**

Government and contractor personnel will be working in common office and shipboard spaces during working hours. Contractor performance shall not interfere with Government or other contractor work in the area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this SOW, the contractor shall notify the COR immediately. The contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the KO or COR to stop work. Failure by the contractor to notify the COR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions.

#### **C.23 VEHICLE AND EQUIPMENT OPERATION**

All vehicles, private or contractor-owned, shall be operated only by a licensed driver in accordance with local and state laws as well as installation specific regulations. All vehicles are subject to search while on DoD installations.

##### **C.23.1 PRIVATELY-OWNED VEHICLE (POV) PERMITS**

Contractor personnel using POVs on DoD installations shall have proper permits for entry onto the installation.

##### **C.23.2 POV PARKING**

The contractor shall utilize on-station POV parking in authorized areas as identified by the COR.

##### **C.23.3 TRAFFIC ACCIDENT REPORT REQUIREMENTS**

The contractor shall report to Base Security, within one hour, any traffic accident involving personnel that occurs on base, whether in the performance of this SOW or commuting in their POVs in accordance with OPNAVINST 5102.1 series, OPNAVINST 5100.23 series, and other applicable local instructions. The contractor shall supply a copy of any on-base traffic accident report to the COR within five (5) workdays after occurrence. The contractor shall also provide the COR a copy of any report of an off-base traffic accident that involves contractor personnel in the performance of this SOW within five (5) workdays after each occurrence.

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**C.23.4 FINES, FEES, POINT ASSESSMENT AND OTHER COSTS**

The contractor shall pay all fines, fees, point assessment, and other costs associated with traffic violations or accidents that occur in the performance of work under this contract.

**C.24 SAFETY**

The contractor is solely responsible for compliance of all safety regulations of personnel while working in Government facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the SERMC safety office, KO and COR within 24 hours of such occurrence.

**C.25 QUALITY PLANS AND DOCUMENTATION**

**C.25.1 QUALITY CONTROL PLAN (QCP)**

The contractor shall develop and maintain an effective quality control program to ensure services are performed IAW this SOW. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor’s quality control program is the means by which he/she assures that this work complies with the requirements of the task order. The contractor shall, therefore, prepare and submit a QCP via email to the KO and Contract Specialist within 30 days of contract start date. Results of any contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this SOW. The Government may periodically require the contractor to update or revise the QCP to ensure quality service is maintained throughout the life of the contract. The contractor shall be required to deliver a monthly report detailing their performance.

**C.25.2 QUALITY ASSURANCE**

The Government shall evaluate the contractor’s performance under this task order in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rates.

**C.26 GOVERNMENT FURNISHED PROPERTY / EQUIPMENT**

All equipment and materials required to accomplish the work will be provided by the Government. Property that is incidental to the place of performance will be made available and used by contractor personnel, such as Government provided office space and equipment; e.g. chairs, telephones, and computers. The contractor shall maintain the assigned office spaces in a neat and orderly manner. Personal use of phones, utilities, computers, printers, copiers, etc. not directly related to the required services is strictly prohibited. The contractor shall not remove any Government furnished equipment or supplies from the worksite.

**C.27 ADMINISTRATION OF CONTRACTOR PERSONNEL**

Contractor personnel are employees of the contractor and are under his/her administrative control and supervision. Contractor shall select, supervise, and exercise control and direction over his employees under this task order in the performance of the tasks prescribed herein. The contractor shall designate one of the six positions to function as

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the on-site task lead, who shall be present and act with full authority for the contractor on all contract matters relating to the daily operation of this task order and be responsible for the overall management and coordination of work. The individual shall be designated in writing to the KO and the COR prior to the task order start date and shall be the central point of contact for this task order with the Government. Neither the contractor nor his/her employees shall supervise, direct or control the activities of DoN personnel or the employees on any other contract. The contractor will ensure that no prohibited personal services as defined in FAR 37.104 are performed under this task order.

## **C.28 TRAINING REQUIREMENTS**

Contractor personnel must maintain currency in periodic training as prescribed by industry, local agency and/or DoD/DoN requirements. Training to meet the local, DoD and/or DoN requirement shall be accomplished by the contractor upon approval of training method by the COR or the SERMC training officer. Usually training will be conducted in Total Workforce Management System (TWMS), which will require the establishment of a TWMS account. TWMS will be utilized by the Government to verify completion of training for each employee. Note: If contractor personnel are required to board the USS LASSEN in the performance of this task order, they shall be provided Radiological General Awareness Training (USS LASSEN was exposed to nuclear fallout in March 2011 and has since been decontaminated in accessible areas).

## **C.29 DATA RIGHTS**

All data/documentation created/delivered in support of this effort becomes the property of the US Government and will be delivered without proprietary markings. The Government shall have Government Purpose rights for all data associated to this contract.

## **C.30 SPECIAL PROVISIONS**

C.30.1 Non-reimbursable travel costs: Travel to and from work when performed at Mayport Naval Station commuting area will not be reimbursed. Relocation costs incurred for the replacement of personnel will not be reimbursed by the Government to the contractor.

C.30.2 Reimbursable travel costs: The contractor will be authorized travel expenses consistent with the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR. All travel costs require advanced KO written approval. Contractor personnel shall not exceed authorized travel costs or the funding provided for travel as identified in the Contract Line Items (CLINs) in Section B of this Task Order.

C.30.3 Overtime: Overtime will be utilized only upon prior written Government approval. Overtime is anticipated and the contractor will be paid for the number of overtime hours in accordance with the firm fixed unit price for each personnel used. Contractor personnel shall not exceed the hours identified in the CLINs in Section B of this Task Order.

C.30.4 Enterprise-wide Contractor Manpower Reporting Application (ECMRA): The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for SERMC via a secure data collection site. 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;

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- (3) Y, Construction of Structures and Facilities;
- (4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

**(END OF STATEMENT OF WORK)**

**HQ C-2-0014 CONTRACTOR'S PROPOSAL (NAVSEA) (MAR2001)**

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with detailed obligations to which the Contractor committed itself in Proposal 36513, dated March 9, 2017, in response to NAVSEA Solicitation No. N40027-17-R-3000.

(b) The technical volume(s) of the Contractor's proposal is incorporated by reference and hereby made subject to the provisions of the "ORDER OF PRECEDENCE" (FAR 52.215-8) clause of this contract. Under the "ORDER OF PRECEDENCE" clause, the technical volume of the Contractor's proposal referenced herein is hereby designated as item (f) of the clause, following "the specification" in the order of precedence.

(End of Text)

**HQ C-2-0063 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (APR 2004)**

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

- (1) The support contractor not disclose any information;
- (2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;
- (3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,

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(4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors are free to enter into separate non-disclosure agreements with the file room contractor. (Please contact the cognizant Contracting Officer for contractor specifics.) However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

(End of Text)



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## **SECTION D PACKAGING AND MARKING**

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

## SECTION E INSPECTION AND ACCEPTANCE

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7000-7999	Destination	Government	Destination	Government
8000-8999	Destination	Government	Destination	Government
9000-9999	Destination	Government	Destination	Government

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## SECTION F DELIVERABLES OR PERFORMANCE

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

8000	4/26/2017 - 2/25/2018
8001	3/26/2017 - 3/25/2018
8002	3/26/2017 - 4/25/2017
8003	9/26/2017 - 10/25/2017
8004	2/26/2018 - 3/25/2019
8100	5/26/2018 - 9/25/2018
8101	3/26/2018 - 3/25/2019
8102	3/26/2018 - 4/25/2018
8103	4/26/2018 - 5/25/2018
8104	3/26/2018 - 9/25/2018
8105	11/26/2018 - 3/25/2019
8106	3/26/2018 - 3/25/2019
8107	9/26/2018 - 10/25/2018
8108	10/26/2018 - 11/25/2018
8200	3/26/2019 - 3/25/2020
8201	3/26/2019 - 3/25/2020
8300	3/26/2020 - 3/25/2021
8301	3/26/2020 - 3/25/2021
9000	3/26/2017 - 3/25/2018
9100	3/26/2018 - 3/25/2019
9200	3/26/2019 - 3/25/2020
9300	3/26/2020 - 3/25/2021

## CLIN - DELIVERIES OR PERFORMANCE

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

8000	4/26/2017 - 2/25/2018
8001	3/26/2017 - 3/25/2018
8002	3/26/2017 - 4/25/2017
8003	9/26/2017 - 10/25/2017
8004	2/26/2018 - 3/25/2019
8100	5/26/2018 - 9/25/2018
8101	3/26/2018 - 3/25/2019
8102	3/26/2018 - 4/25/2018
8103	4/26/2018 - 5/25/2018
8104	3/26/2018 - 9/25/2018
8105	11/26/2018 - 3/25/2019

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8106	3/26/2018 - 3/25/2019
8107	9/26/2018 - 10/25/2018
8108	10/26/2018 - 11/25/2018
8200	3/26/2019 - 3/25/2020
8201	3/26/2019 - 3/25/2020
8300	3/26/2020 - 3/25/2021
8301	3/26/2020 - 3/25/2021
9000	3/26/2017 - 3/25/2018
9100	3/26/2018 - 3/25/2019
9200	3/26/2019 - 3/25/2020
9300	3/26/2020 - 3/25/2021

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

8400	3/26/2021 - 3/25/2022
8401	3/26/2021 - 3/25/2022
9400	3/26/2021 - 3/25/2022

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## SECTION G CONTRACT ADMINISTRATION DATA

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

(a) Definitions. As used in this clause--

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

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

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

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

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

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

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

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

**Invoice as 2-in-1** (FFP Service CLINs ~~–8000, 8001, 8100, 8101, 8200, 8201, 8300, 8301, 8400, 8401~~)

**Cost Voucher** (ODC CLINs ~~–9000, 9100, 9200, 9300, 9400~~) **Modification P00006**

(2) Inspection/acceptance location. Destination

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

Routing Data Table	
Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	N68732 (P00003)
Issue by DoDAAC	N4002A
Admin DoDAAC	N4002A
Inspect By DoDAAC	N4002A

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Ship to Code	N4002A
Ship from Code	N/A
Mark For Code	N/A
Service Approver DoDAAC	N4002A
Service Acceptor DoDAAC	N4002A
Accept at Other DoDAAC	N/A
<del>LPO</del> LPO (P00016) DoDAAC	N4002A
DCAA Auditor DoDAAC	<del>N/A S2404A (P00016)</del> HAA031 (P00017)
Other DoDAAC(s)	N/A

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

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

(g) WAWF point of contact.

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

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988. **Modification P00006**

**HQ G-2-0002 - CONTRACT ADMINISTRATION DATA**

Enter below the address (street and number, city, county, state and zip code) of the Contractor's facility which will administer the contract if such address is different from the address shown on the SF 26 or SF 33, as applicable.

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**HQ G-2-0003 - CONTRACTING OFFICER'S REPRESENTATIVE**

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## **HQ G-2-0004 - PURCHASING OFFICE REPRESENTATIVE**

### **HQ G-2-0009 - SUPPLEMENTAL INSTRUCTIONS REGARDING ELECTRONIC INVOICING (NAVSEA) (SEP 2012)**

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **5252.202-9101 ADDITIONAL DEFINITIONS (MAY 1993)**

As used throughout this contract, the following terms shall have the meanings set forth below:

- (a) DEPARTMENT - means the Department of the Navy.
- (b) REFERENCES TO THE FEDERAL ACQUISITION REGULATION (FAR) - All references to the FAR in this contract shall be deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.
- (c) REFERENCES TO ARMED SERVICES PROCUREMENT REGULATION OR DEFENSE ACQUISITION REGULATION - All references in this document to either the Armed Services Procurement Regulation (ASPR) or the Defense Acquisition Regulation (DAR) shall be deemed to be references to the appropriate sections of the FAR/DFARS.

(End of Text)

### **5252.237-9106 SUBSTITUTION OF PERSONNEL (SEP 1990)**

- (a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.
- (b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(End of Text)



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## SECTION I CONTRACT CLAUSES

### 52.222-42 -- STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (May 2014)

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

*This Statement is for Information Only:  
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
Technical Writer I GS-7	

(End of Clause)

### 09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(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.

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## SECTION J LIST OF ATTACHMENTS

Attachment 1B DD 254 (Revised)

~~Attachment 1A DD 254 (Award)~~

~~Attachment 1 DD 254 (Solicitation)~~

~~Attachment 2 Wage Determination~~

~~Attachment 2A Wage Determination 2015-4539 (Rev. 5), dated 1/10/2018 — Modification P00005~~

~~Attachment 2B Wage Determination 2015-4539 (Rev. 8), dated 12/26/2018 Modification P00013~~

**Attachment 2C Wage Determination 2015-4539 (Rev. 10), dated 12/23/2019 Modification P00018**

~~Attachment 3 Incumbent Information~~

~~Attachment 4 Amendment\_0002\_Pricing\_Spreadsheet~~

**Attachment 4.1 Pricing Spreadsheet, Effective 26 September 2018 Modification P00010**

~~Attachment 5.1 TSRA Program Support Administrator (4 positions)~~

~~Attachment 5.2 TAAS INFO Administrator~~

~~Attachment 5.3 CADET Administrator~~

~~Attachment 6 Corporate Experience~~

~~Attachment 7 Security Clearance Requirement~~