

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 21-Feb-2020	4. REQUISITION/PURCHASE REQ. NO. 1300832708		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVWAR-NIWC Atlantic (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022	CODE N65236	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 14501 George Carter Way, 2nd Floor Chantilly VA 20151		CODE S2404A 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)	
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4026 / N6523620F3911
		10B. DATED (SEE ITEM 13) 06-Dec-2019
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).
[X]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.232-22
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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 add incremental funding to the basic task order in the amount of \$903,189.19 and revise 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008) clause in Section B.

All other terms remain unchanged. 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 \$1,048,680.00 by \$903,189.19 to \$1,951,869.19.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700004	O&MN,N			
700104	RDT&E			
700105	RDT&E			
700106	RDT&E			
700205	OPN			
700206	OPN			
700207	OPN			
700208	OPN			

The total value of the order is hereby increased from \$5,295,016.48 by \$0.00 to \$5,295,016.48.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	J058	Base Year Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3/3.2.6 /3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)		LO			\$3,262,761.65
700001	J058	ACRN AA PR: 1300820306 DOC: Direct Cite COST CODE: A30005373774 NWA/BS: BS-002015.0201010127 (O&MN,N)					
700002	J058	ACRN AF PR 1300823866 DOC: Direct Cite COST CODE: A00005401904 NWA/BS: 100001528512-0010 (O&MN,N)					
700003	J058	ACRN:AG COST CODE:A80005418540 NWA/BS#:BS-002015.0201010301 (O&MN,N)					
700004	J058	ACRN:AL COST CODE: A10005467703 Funding NWA:BS- 002015.0201010127 (O&MN,N)					
7001	J058	Base Year Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4/3.2.7 /3.3.2 (RDT&E)		LO			\$1,442,138.17
700101	J058	ACRN:AH COST CODE:A00005418540 NWA/BS#:BS-002015.0103030105 (RDT&E)					
700102	J058	ACRN:AJ COST CODE:A70005418540 NWA/BS#:BS-002015.0103030205 (RDT&E)					
700103	J058	ACRN:AK COST CODE:A30005418540 NWA/BS#:BS-002015.0103030304 (RDT&E)					
700104	J058	ACRN:AM COST CODE: A30005467703 Funding NWA:BS- 002015.0103030304 (RDT&E)					
700105	J058	ACRN: AN COST CODE: A10005467703 Funding NWA:BS- 002015.0201010127 (RDT&E)					
700106	J058	ACRN:AP COST CODE: A20005467703 Funding NWA:BS- 002015.0103030105 (RDT&E)					
7002	J058	Base Year Fund Source 3 OPN; PWS 3.4.1 (OPN)					\$590,116.66
700201	J058	ACRN AB PR: 1300820306 DOC: Direct Cite COST CODE:A40005373774 NWA/BS: BS-002015.0402010104 (OPN)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700202	J058	ACRN AC PR: 1300820306 DOC: Direct Cite COST CODE: A50005373774 NWA/BS:BS- 002015.0402020106 (OPN)					
700203	J058	ACRN AD PR: 1300820306 DOC: Direct Cite COST CODE: A60005373774 NWA/BS:BS- 002015.0402040108 (OPN)					
700204	J058	ACRN AE PR: 1300820306 DOC: Direct Cite COST CODE: A70005373774 NWA/BS:BS- 002015.0402050106 (OPN)					
700205	J058	ACRN:AQ PR:1300832708 Funding NWA:BS-002015.0402050106 (OPN)					
700206	J058	ACRN:AR PR:1300832708 Funding NWA:BS-002015.0402040108 (OPN)					
700207	J058	ACRN:AS PR:1300832708 Funding NWA:BS-002015.0402010104 (OPN)					
700208	J058	ACRN: AT PR:1300832708 Funding NWA:BS-002015.0402020106 (OPN)					
7003	J058	Base Year Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option		LO			\$182,590.24
7004	J058	Base Year Fund Source 5 APN; PWS 3.2.5 (APN)  Option		LO			\$125,296.22

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7005		CDRL Not Separately Priced		LO			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	J058	Option Yr 1 Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3/3.2.6/3.3.1 /3.5/3.6/3.7/3.8 (O&MN,N)  Option		LO			\$3,334,126.12
7101	J058	Option Yr 1 Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4/3.2.7/3.3.2 (RDT&E)  Option		LO			\$1,473,666.70
7102	J058	Option Yr 1 Fund Source 3 OPN; PWS 3.4.1 (OPN)		LO			\$603,169.77

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					
7103	J058	Option Yr 1 Fund Source 4 SCN; PWS 3.4.2 (SCN)		LO			\$186,629.04
		Option					
7104	J058	Option Yr 1 Fund Source 5 APN; PWS 3.2.5 (APN)		LO			\$127,795.06
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7105		CDRL Not Separately Priced		LO			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	J058	Option Yr 2 Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3/3.2.6/3.3.1 /3.5/3.6/3.7/3.8 (O&MN,N)		LO			\$3,407,141.29
		Option					
7201	J058	Option Yr 2 Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4/3.2.7/3.3.2 (RDT&E)		LO			\$1,505,952.18
		Option					
7202	J058	Option Yr 2 Fund Source 3 OPN; PWS 3.4.1 (OPN)		LO			\$616,520.46
		Option					
7203	J058	Option Yr 2 Fund Source 4 SCN; PWS 3.4.2 (SCN)		LO			\$190,759.94
		Option					
7204	J058	Option Yr 2 Fund Source 5 APN; PWS 3.2.5 (APN)		LO			\$130,352.55
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7205		CDRL Not Separately Priced		LO			

For 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
7300	J058	Option Yr 3 Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3/3.2.6/3.3.1 /3.5/3.6/3.7/3.8 (O&MN,N)  Option		LO			\$3,476,260.41
7301	J058	Option Yr 3 Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4/3.2.7/3.3.2 (RDT&E)  Option		LO			\$1,536,513.75
7302	J058	Option Yr 3 Fund Source 3 OPN; PWS 3.4.1 (OPN)  Option		LO			\$629,053.47
7303	J058	Option Yr 3 Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option		LO			\$194,637.82
7304	J058	Option Yr 3 Fund Source 5 APN; PWS 3.2.5 (APN)  Option		LO			\$132,950.87

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7305		CDRL Not Separately Priced		LO			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	J058	Option Yr 4 Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3/3.2.6/3.3.1 /3.5/3.6/3.7/3.8 (O&MN,N)  Option		LO			\$3,545,785.63
7401	J058	Option Yr 4 Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4/3.2.7/3.3.2 (RDT&E)  Option		LO			\$1,567,244.00
7402	J058	Option Yr 4 Fund Source 3 OPN; PWS 3.4.1 (OPN)  Option		LO			\$641,634.52
7403	J058	Option Yr 4 Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option		LO			\$198,530.57

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7404	J058	Option Yr 4 Fund Source 5 APN; PWS 3.2.5 (APN)		LO			\$135,609.89
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7405		CDRL Not Separately Priced		LO			

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
9000	J058	Base Year ODC CLIN Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3 /3.2.6/3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)					
		Option					
9001	J058	Base Year ODC CLIN Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4 /3.2.7/3.3.2 (RDT&E)					
		Option					
9002	J058	Base Year ODC CLIN Fund Source 3 OPN; PWS 3.4.1 (OPN)					
		Option					
9003	J058	Base Year ODC CLIN Fund Source 4 SCN; PWS 3.4.2 (SCN)					
		Option					
9004	J058	Base Year ODC CLIN Fund Source 5 APN; PWS 3.2.5 (APN)					
		Option					
9100	J058	Option Yr 1 ODC CLIN Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3 /3.2.6/3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)					
		Option					
9101	J058	Option Yr 1 ODC CLIN Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4 /3.2.7/3.3.2 (RDT&E)					
		Option					
9102	J058	Option Yr 1 ODC CLIN Fund Source 3 OPN; PWS 3.4.1 (OPN)					
		Option					
9103	J058	Option Yr 1 ODC CLIN Fund Source 4 SCN; PWS 3.4.2 (SCN)					
		Option					
9104	J058	Option Yr 1 ODC CLIN Fund Source 5 APN; PWS 3.2.5 (APN)					
		Option					
9200	J058	Option Yr 2 ODC CLIN Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3 /3.2.6/3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)					
		Option					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9201	J058	Option Yr 2 ODC CLIN Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4 /3.2.7/3.3.2 (RDT&E)  Option			
9202	J058	Option Yr 2 ODC CLIN Fund Source 3 OPN; PWS 3.4.1 (OPN)  Option			
9203	J058	Option Yr 2 ODC CLIN Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option			
9204	J058	Option Yr 2 ODC CLIN Fund Source 5 APN; PWS 3.2.5 (APN)  Option			
9300	J058	Option Yr 3 ODC CLIN Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3 /3.2.6/3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)  Option			
9301	J058	Option Yr 3 ODC CLIN Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4 /3.2.7/3.3.2 (RDT&E)  Option			
9302	J058	Option Yr 3 ODC CLIN Fund Source 3 OPN; PWS 3.4.1 (OPN)  Option			
9303	J058	Option Yr 3 ODC CLIN Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option			
9304	J058	Option Yr 3 ODC CLIN Fund Source 5 APN; PWS 3.2.5 (APN)  Option			
9400	J058	Option Yr 4 ODC CLIN Fund Source 1 OMN; PWS 3.1.1/3.2.1/3.2.3 /3.2.6/3.3.1/3.5/3.6/3.7/3.8 (O&MN,N)  Option			
9401	J058	Option Yr 4 ODC CLIN Fund Source 2 RDTE; PWS 3.1.2/3.2.2/3.2.4 /3.2.7/3.3.2 (RDT&E)  Option			
9402	J058	Option Yr 4 ODC CLIN Fund Source 3 OPN; PWS 3.4.1 (OPN)  Option			
9403	J058	Option Yr 4 ODC CLIN Fund Source 4 SCN; PWS 3.4.2 (SCN)  Option			
9404	J058	Option Yr 4 ODC CLIN Fund Source 5 APN; PWS 3.2.5 (APN)  Option			

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

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



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

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base Year	7000-7004			
Option Year 1	7100-7104			
Option Year 2	7200-7204			
Option Year 3	7300-7304			
Option Year 4	7400-7404			

**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 (inclusive of base and option years) 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

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Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

f. The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

g. If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

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

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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.

**5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

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

CLIN	Ceiling	Allotted to Cost	Allotted to Fee	Period of Performance
<b>BASE YEAR</b>				
7000				12/6/2019-1/15/2020
7001				12/6/2019-12/5/2020
7002				12/6/2019-12/5/2020
7003				*
7004				*
9000				*
9001				*
9002				*
9003				*
9004				*
<b>OPTION YEAR ONE</b>				
7100				*
7101				*
7102				*
7103				*
7104				*
9100				*
9101				*
9102				*
9103				*
9104				*
<b>OPTION YEAR TWO</b>				
7200				*
7201				*
7202				*
7203				*
7204				*
9200				*
9201				*
9202				*

9203				*
9204				*
<b>OPTION YEAR THREE</b>				
7300				*
7301				*
7302				*
7303				*
7304				*
9300				*
9301				*
9302				*
9303				*
9304				*
<b>OPTION YEAR FOUR</b>				
7400				*
7401				*
7402				*
7403				*
7404				*
9400				*
9401				*
9402				*
9403				*
9404				*
<b>Totals</b>				*

b. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

c. CLINs/SLINs \* are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

d. The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

#### TASK ORDER (TO) PERFORMANCE WORK STATEMENT (PWS)

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

**SHORT TITLE:** Naval Tactical Command Support System (NTCSS)

#### 1.0 PURPOSE

#### 1.1 SCOPE

The objective of this Performance Work Statement (PWS) is to support the maintenance and sustainment of the Naval Tactical Command Support System (NTCSS). The scope of the effort covers the entire spectrum of non-inherently governmental services and solutions (equipment, materials and services) associated with system and software support in the sustainment phase of the acquisition lifecycle. The contractor shall provide appropriate and experienced human resources to assist the government with the following government-led tasks:

- a. Project Management Support
- b. Technical Support
- c. Configuration Management Support
- d. Systems and Software Implementation Support
- e. Customer Support/Help Desk Support
- f. Customer Assist Visits
- g. Quality Support
- h. TO Administration Support

Project Management activities for the ongoing administrative efforts are required to sustain the project as a whole. Engineering activities include maintenance, product improvement, test and evaluation, training, production and fielding of sustainable, secure, survivable, and interoperable fleet logistics and maintenance software capabilities.

##### 1.1.1 Multiple Funding

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

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## 1.2 BACKGROUND

Naval Information Warfare Center (NIWC) is an Echelon II organization whose mission is to invent, acquire, develop, deliver and support integrated and interoperable Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR), Business Information Technology (IT) and Space capabilities in the interest of national defense. As an Echelon II command under NIWC, Naval Information Warfare Center, Atlantic (NIWC Atlantic) supports the command mission by providing support capabilities for Department of Defense (DoD), Joint, Coalition, and other federal government agencies. The work to be performed under this TO is focused on Business IT and Support Command and Control (C2) capabilities. NIWC Atlantic's products enable DoN/DoD users to execute the business activity and manage data directly associated with ship maintenance (surface and subsurface), aircraft maintenance, supply and inventory management, financial management, and personnel management.

NIWC Atlantic is acquiring technical assistance in the areas of project management, systems and software engineering, requirements analysis, configuration management, information assurance, testing, production/operations, and sustainment under government direction in support of Naval Tactical Command Support Systems (NTCSS). NTCSS is a suite of applications supporting Navy and Marine Corps supply and maintenance activities in a common computing infrastructure. NTCSS manages non-tactical information resources, including logistics, maintenance, administrative and supply management, to meet the force readiness and sustainment requirements of the navy and Marine Corps. Systems are deployed afloat and ashore, within the contiguous United States (CONUS) and outside the contiguous United States (OCONUS). Systems supported shall span ashore, afloat (surface and/or subsurface), aviation, CONUS and OCONUS and include :

### a. Naval Tactical Command Support System (NTCSS)

#### 1. Relational Supply (RSUPPLY)

#### 2. Organizational Maintenance Management System Next Generation (OMMS-NG)

#### 3. Propulsion OMMS (P-OMMS)

#### 4. Naval Aviation Logistics Command Management Information System (NALCOMIS), Optimized Intermediate Maintenance Activity (OIMA)

#### i. Beyond Capable Maintenance Interdiction / Global Individual Component Repair

List (BCMI/Global ICRL)

#### 5. Relational Administrative Management (RADM)

### b. Naval Aviation Logistics Command Management Information System (NALCOMIS), Optimized Organizational Maintenance Activity (OOMA)

#### 1. OOMA Foundation-Tier

#### 2. OOMA Mid-Tier

#### 3. OOMA Top-Tier

### c. Bar Code Supply Logistics Management Information System (BCS LMAIS)

### d. NTCSS Virtual Environment (NTCSS VE)

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e. NTCSS Laptop Server

f. Technical Trusted Authority (TTA)

1. Naval Operational Supply System (NOSS)

2. Naval Organizational Maintenance Systems (NOMS)

3. Naval Aviation Maintenance System (NAMS)

## **2.0 PLACE(S) OF PERFORMANCE**

a. NIWC Atlantic, Norfolk Naval Station, Norfolk, VA

## **2.1 GOVERNMENT FACILITIES**

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

### **2.1.1 Training Requirements**

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

## **2.2 CONTRACTOR FACILITIES**

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

## **3.0 PERFORMANCE REQUIREMENTS**

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

## **3.1 PROJECT MANAGEMENT SUPPORT**

The contractor shall provide Project Management Support as delineated in Technical Direction Letters specified

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under this contract. Some projects shall require a contractor to work closely with a government project manager and support the needs of the project at the IPT level. The following documents are typical PM Deliverables that the contractor shall have knowledge of developing and preparing: Cost Estimates, Meeting Agendas/Minutes, Plan of Actions and Milestones (POA&M), Project Charters, Project Change Requests and Activity Reports (CDRL A001).

### 3.1.1 Project Manager / Coordinator Support (OMN)

The contractor shall possess and maintain a working knowledge of DoD Instruction 5000.02 and DoD Instruction 5000.75 and will perform duties as a Project Manager/Coordinator. The Project Manager/Coordinator and will be accountable to the Integrated Product Team (IPT) Lead and/or Customer for meeting cost, schedule, and performance expectations of assigned projects by:

- a. Managing the advance planning, software development, systems integration, deployment, and/or life cycle support phases of the NTCSS Program.
- b. Facilitating IPT meetings and articulating facts and ideas in a convincing manner and to negotiate with other Project Managers (internal and external) regarding IPT resources, priorities and goals.
- c. Establishing liaisons and communicate, in both oral and written form with software engineering, financial, logistics and management professionals at varied levels of expertise.
- d. Managing multiple projects simultaneously and managing personnel and setting project expectations.
- e. Attending Program Management Office level meetings and providing project status updates as necessary.
- f. Analyzing various software engineering development artifacts for completeness and accuracy.
- g. Creating, managing and updating Project Schedules in Microsoft Project and Project Web App (PWA).
- h. Utilizing Microsoft SharePoint and other document management repositories in support of assigned projects.
- i. Identifying project risks, problems, issues and concerns and formulating mitigation plans and/or corrective action.

### 3.1.2 Project Manager / Coordinator Support (RDT&E)

The contractor shall provide expertise to manage the advance planning, software development and systems integration efforts supporting Research, Development, Test and Evaluation (RDT&E) projects to include tasks described in paragraphs 3.1.1 and 3.1.1.b through 3.1.1.i.

## 3.2 TECHNICAL SUPPORT

The government is working to support the Navy PEO C4I mission of providing the most effective and affordable Naval Information Dominance capabilities to the warfighters. The contractor shall support the government in achieving the following objectives:

- a. Identify and implement standards and a common service architecture that drive commonality and interoperability of products and services.
- b. Develop strategies to incorporate best practices in early product design that will result in ease of installation, operation, sustainment and training.



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- c. Integrate cloud technologies to drive efficiencies and improve security and decision making through the application of big data analytics.
- d. Reduce the duration of testing, integration, and installations through process improvements, the use of technology solutions, and automation.
- e. Decrease software distribution timelines by developing and institutionalizing the capability to rapidly deploy software, patches, and widgets to improve mission effectiveness.

### 3.2.1 SYSTEMS ENGINEERING SUPPORT (Operations & Maintenance, Navy (OMN))

#### 3.2.1.1 Systems Engineering Management Support

The contractor shall provide engineering expertise to continually analyze system concept, system design, interoperability, and provide recommendations for optimization to include enterprise system engineering and sustainment support. The contractor shall provide system engineering services to include requirements engineering, design engineering, technical studies and evaluations, software development, System Design Reviews, Architectural views, engineering and technical documentation, technology refreshment, prototype development, and virtualization operations. The contractor shall assist in the execution of the NIWC Systems Engineering Technical Review (SETR) process framework: System Requirements Review (SRR), System Functional Review (SFR), Critical Design Review (CDR), Test Readiness Review (TRR), and Release Readiness Review (RRR) for project work in support of the Business IT/Support C2 systems and programs.

#### 3.2.1.2 Engineering and Technical Documentation Support

The contractor shall assist in the creation and maintenance of support documentation (CDRL A002) to include:

- a. Functional/Physical Configuration Audits (FCA/PCA)
- b. Interface Control Document (ICD)
- c. Risk Logs
- d. Requirements Traceability Matrix (RTM)
- e. Software Architecture Document (SAD)
- f. System Administrator's Guide (SAG)
- g. Software Design Description (SDD)
- h. Software Development Plan (SDP)
- i. Systems Integration Test Software Test Report (SIT STR)
- j. Software Requirements Specification (SRS)
- k. Software Test Plan (STP)
- l. Software Test Report (STR) - Independent Verification & Validation (IV&V)
- m. Test Cases

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- n. Work Breakdown Structure/Schedule (GWBS)
- o. Software Configuration Management Plan (SCMP)
- p. Requirements Management Plan (RMP)
- q. Program Management Plan (PMP) (Risk, Quality Assurance (QA) Plan, Measures)
- r. Information Assurance (IA) Plan
- s. Department of Defense Architecture Framework (DoDAF)

#### 3.2.1.3 Technology Investigations Support

The contractor shall provide technical services to investigate apparent solutions to problems in an assigned technology area and compare these solutions to the technical requirements determined under that task.

#### 3.2.1.4 Interoperability, Test and Evaluation, Trials and Installation Checkout Support

The contractor shall provide technical services to perform and/or apply engineering, scientific and analytical disciplines and the development of all necessary test documentation, plans, change requests, specifications and reports to ensure that developed platforms, C4ISR and IT systems, and war-fighting capabilities have been properly tested and that joint interoperability requirements have been fully met at all levels of its life cycle; including the support of measurement facilities, ranges and instrumentation used for testing, evaluating, experimenting, and exercising platforms and systems. This includes Intra-DoD, Inter-Government, and International interoperability studies as well as multi-platform integration studies of various C4ISR and IT systems. Included in this task, the contractor shall perform Independent Verification and Validation (IV&V) Support services.

#### 3.2.1.5 Modeling & Simulation Support

The contractor shall provide technical services to apply a standardized, rigorous, structured methodology to create and validate a physical, mathematical, or otherwise logical representation of a system entity, phenomenon, or process. The contractor shall be able to use models, including emulators, prototypes, simulators, and stimulators, either statically or over time, to develop data as a basis for making managerial, technical, strategic, or tactical decisions.

#### 3.2.2 SYSTEMS ENGINEERING SUPPORT (RDT&E)

The contractor shall provide engineering expertise, to include tasks described in paragraphs 3.2.1.2 through 3.2.1.5, to analyze new system concept and design, interoperability, and provide recommendations for optimization to include enterprise system engineering and development support. The contractor shall provide system engineering services to include requirements engineering, design engineering, technical studies and evaluations, software development, System Design Reviews, Architectural views, engineering and technical documentation, technology refreshment, prototype development, and virtualization operations. The contractor shall assist in the execution of the NIWC Systems Engineering Technical Review (SETR) process framework: System Requirements Review (SRR), System Functional Review (SFR), Critical Design Review (CDR), Test Readiness Review (TRR), and Release Readiness Review (RRR) for project work in support of the Business IT/Support C2 systems and programs.

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### 3.2.2.1 Architecture Development Support

The contractor shall apply engineering, scientific and analytical disciplines to assist in the identification and creation of analysis artifacts, in support of acquisition and engineering processes to identify key end-to-end performance requirements, derive measures of effectiveness and measures of performance to be validated and verified by test procedures for C4ISR and IT systems. Analysis results shall be documented using applicable framework, such as, Department of Defense Architecture Framework (DoDAF) viewpoints or Federal Enterprise Architecture viewpoints, as applicable.

### 3.2.2.2 Research, Analysis, Planning and Preparation Support

The contractor shall provide technical services to research, analyze and translate data into qualitative and quantitative technical requirements to allow for planning and project start-up, including site survey and analysis, identification of requirements, statement of existing systems/equipment/technologies, considerations and comparisons of candidate solutions, recommendations, scheduling and implementation schedule, work breakdown structures, logistics support, and cost.

### 3.2.2.3 Human Systems Integration, Performance, and Usability Engineering Support

The contractor shall provide technical services to apply engineering, scientific, and analytical disciplines to ensure that design of interactive systems are safer, more secure and easier to use thereby reducing accidents due to human error, increasing system integrity and enabling more efficient process operations. This functional area also includes applying engineering, scientific, and analytical disciplines to ensure that the number, type, mix, knowledge, skills, and abilities (KSAs), aptitudes and physical characteristics of operators, maintainers and support personnel have been defined and documented early in the system design phase.

### 3.2.3 SOFTWARE ENGINEERING SUPPORT (OMN)

The contractor shall provide systems and software engineering services associated with lifecycle maintenance activity to deliver capability enhancements, security updates, defect corrections, USG/DoD/DoN mandate compliance, and changes required in the supported Business IT/Support C2 systems caused by operating environment modifications. Such services include requirements management, analysis, design, development and testing, fielding and sustainment functions associated with Trouble Reports (TRs) and Change Proposals (CPs) for the subject Business IT/Support C2 systems.

#### 3.2.3.1 Technologies

The contractor shall provide functional and technical expertise supporting systems and software engineering services utilizing the technologies identified below:

- a. Data Warehouse software and hardware development, design and implementation
- b. Data warehouse data modeling and Business Intelligence (BI) implementation
  1. Dashboards and custom adhoc reports
  2. Data analysis and research capabilities

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- c. Hardware Virtualization and Platform as a Service (PaaS) development
- d. Cloud computing and Enterprise Web Technologies
- e. Portal Technologies
- f. Service Oriented Architecture (SOA)
- g. Operating Systems (Windows and RedHat Enterprise Linux)
  - 1. Secure implementation and application of applicable Security Technical Implementation Guide (STIGs)
  - 2. Automated deployment and enterprise patch management.
- h. Commercial Off-the Shelf (COTS) integration
- i. Open Source software integration

### 3.2.3.2 Products and Tools

The contractor shall provide functional and technical expertise supporting systems and software engineering services utilizing the products and tools identified below:

- a. Software Development and Collaboration Tools
  - 1. JIRA
  - 2. Confluence
  - 3. FishEye
  - 4. Crucible
  - 5. Jenkins
  - 6. SONAR
  - 7. Microsoft Office
  - 8. Microsoft Visio
  - 9. Enterprise Architect
- b. Source Configuration Management (SCM) Tools
  - 1. Subversion
  - 2. Tortoise SVN Client
  - 3. Serena PVCS Version Control
  - 4. MS SharePoint
  - 5. Nexus
- c. Testing Frameworks and Automated Test Tools

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1. HP Application Lifecycle Management (ALM)
2. HP Unified Functional Tester (UFT)
3. HP Quality Center
4. Selenium
5. Automated Test Regression Test (ATRT)

d. Security Compliance Tools

1. HP Fortify
2. HP Fortify WebInspect
3. Assured Compliance Assessment Solution (ACAS)
4. Host Based Security System (HBSS)
5. Security Content Automation Protocol (SCAP)

e. Project Management Tools

1. MS Project Standard Edition
2. MS Project Enterprise Edition

f. Middleware and Databases

1. JBoss Enterprise Application Platform (EAP)
2. Microsoft IIS
3. Stunnel
4. OpenSSL
5. SAP Sybase ASE
6. Oracle
7. MS SQL Server
8. Postgres

g. Hypervisors

1. VMware workstation
2. VMware vSphere
3. HyperV

3.2.3.3 Programming Languages and Build Tools

The contractor shall provide functional and technical expertise supporting systems and software engineering services utilizing the programming languages, Application Programming Interfaces (API) and compilers identified

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below:

a. Compiled Languages

1. PowerBuilder
2. C
3. C++
4. Microsoft C#
5. Java
6. Asp.net
7. Visual Basic
8. MS.net

b. Scripting Languages

1. Bourne Again Shell (bash)
2. Korn Shell (ksh)
3. C Shell
4. Expect
5. Perl
6. Python
7. Visual Basic for Applications (VBA)
8. PHP
9. JavaScript
10. ClojureScript
11. DOS batch script
12. PowerShell
13. AutoIt
14. Structured Query Language (SQL)

c. Markup Languages

1. Extensible Markup Language (XML)
2. XML Schema Definition (XSD)
3. Extensible Stylesheet Language (XSL)
4. XSL Transforms (XSLT)

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5. Hyper-Text Markup Language (HTML)
6. Cascading Style Sheets (CSS)
7. Hypertext Transport Protocol (HTTP and HTTPS)
8. Document Object Model (DOM)
9. JavaScript Object Notation (JSON)
10. Simple Object Access Protocol (SOAP)
11. Representational State Transfer (REST)
12. Web Services Description Language (WSDL)

d. Compilers, Build, and Installation Tools

1. Microsoft Visual Studio
2. GNU Toolchain (Make, GCC)
3. Ant
4. Maven
5. PowerGen
6. InstallShield
7. RPM

e. APIs and Frameworks

1. jQuery
2. Spring
3. Hibernate

### 3.2.4 SOFTWARE ENGINEERING SUPPORT (RDT&E)

The contractor shall provide technical services, to include tasks described in paragraphs 3.2.3.1 through 3.2.3.2, in performing engineering disciplines for the development of new C4ISR and IT capabilities and systems, integration and interface of existing equipment or software into different applications or platforms to support the warfighter, and evaluation of foreign or non-developmental systems, equipment, and technologies. This shall include performance of scientific analytical and engineering efforts necessary to transform operational needs into unique system performance parameters for evolution into improved system capabilities. This functional area also includes all support required within the area of environmental engineering of C4ISR and IT systems and related infrastructure. The contractor shall be able to support the engineering effort required to prepare and assure that the detailed technical data documentation that is necessary to support system development reflects the latest design, configuration, integration, and installation concepts.

### 3.2.5 SOFTWARE ENGINEERING SUPPORT (APN)

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The contractor shall provide technical services, to include tasks described in paragraphs 3.2.3.1 through 3.2.3.2, and provide transition support to various Business IT/Support C2 systems and programs. This support shall include development or review of technical documents that may include operational plans and procedures, development of contingency plans and procedures, technical conversion of software and data, and development of unique interface requirements. The contractor shall ensure that system requirements are operationally, functionally and physically consistent with the systems, equipment, software and facilities with which it interfaces.

### 3.2.6 Information Assurance (IA) Support (OMN)

The contractor shall protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. The contractor shall comply with DoDI 8510.01 Risk Management Framework (RMF)/DIACAP requirements on all applicable Business IT/Support C2 systems and programs scheduled for IA accreditation. The contractor shall interface and coordinate with systems and software engineers on secure design and code review, security requirements, Software Engineering Lifecycle (SELC) integration and validation testing.

#### 3.2.6.1 Certification and Accreditation (C&A) Support

The contractor shall provide technical support to develop System Security Authorization Agreement (SSAA) to achieve Certification and Accreditation (C&A) approval of Business IT/Support C2 Support systems and programs in accordance with the DoDI 8510.01 Risk Management Framework (RMF)/Defense Information Assurance Certification and Accreditation Process (DIACAP).

#### 3.2.6.2 Information Assurance (IA) Vulnerability Management Support

The contractor shall be responsible for supporting the SSC Atlantic management strategy to track compliance and near-real-time reporting management utilizing the Vulnerability Remediation Asset Manager (VRAM) for software vulnerabilities to all IT systems and programs. The contractor shall monitor the Information Assurance Vulnerability Alert (IAVA), Information Assurance Vulnerability Bulletin (IAVB), Communications Tasking Orders (CTOs), and appropriate web sites for new vulnerability notices. The contractor shall respond to all active IAVs, and assist programmers in delivering the software products necessary to ensure security configuration compliance. The contractor shall perform tests/scans utilizing appropriate USG/DoD/DoN approved tools and checklists to verify that new releases, patches or hotfixes, do not change the security configuration before and after the new release is applied to all IT systems and programs.

### 3.2.7 Information Assurance (IA) Support (RDT&E)

The contractor shall provide Information Assurance (IA) Support for Research, Development, Test and Evaluation (RDT&E) projects to include tasks described in paragraphs 3.2.6 through 3.2.6.2.

### 3.2.8 SOFTWARE DISTRIBUTION (OMN)

The contractor shall provide software distribution support in developing and instituting a distribution mechanism (e.g. software tools) to rapidly deploy software or software updates for the Business IT and C2 systems(s). The contractor shall support the decrease of software distribution timelines to improve mission effectiveness.



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### 3.3 CONFIGURATION MANAGEMENT (CM) SUPPORT

#### 3.3.1 Configuration Management (CM) Support (OMN)

The contractor shall provide CM support for all Business IT/Support C2 systems and programs maintained under this effort. This support shall include all activities related to CM planning, baseline management, configuration identification, configuration audits, and Functional Area Manager (FAM) approval. Additionally, the contractor shall provide CM support services for all Business IT/Support C2 systems and programs as needed to achieve ONE-Net approval, Navy Marine Corps Intranet (NMCI)/Next Generation Enterprise Network (NGEN) approval, Marine Corps Enterprise Network (MCEN) approval, afloat Navy (COMPOSE/IT-21/ISNS/CCE/CANES /SUBLAN/Ship Platform Specific) network approval, supporting CM processes, configuration management records administration and reporting services.

The contractor shall assist in the development of Engineering Change Proposals (ECPs/CPs/CRs) and generation of supporting CM Planning Documentation and Reports (CDRL A002). The contractor shall establish and maintain CM records and shall maintain configuration status records on the Business IT/Support C2 systems and programs maintained under this effort. The contractor shall use the technical activity's supporting tools and systems to ensure that the subject records are available for review by the government.

The contractor shall assist in the management of the commercial product licenses required for the Business IT/Support C2 systems and programs maintained under this effort. The contractor shall assist in obtaining, tracking, allocating, transferring, recording, updating, reclaiming and retiring any and all Commercial Off The Shelf (COTS') product licenses needed to install the Business IT/Support C2 systems and programs maintained under this effort. This COTS license management Configuration Management (CM) services includes support for the described services for supporting development lab, development partners and using unit production installations. Contractor shall comply with the requirements for registration of DoN applications, network and servers.

#### 3.3.2 Configuration Management (CM) Support (RDT&E)

The contractor shall also provide Configuration Management (CM) Support for Research, Development, Test and Evaluation (RDT&E) projects to include tasks described in paragraph 3.3.1.

### 3.4 SYSTEMS/SOFTWARE AND DATABASE IMPLEMENTATION SUPPORT

#### 3.4.1 Systems/Software Implementation Support (OPN)

The Contractor shall provide technical and coordination services for the planning, scheduling and implementation of Business IT/Support C2 systems and software. Services shall include:

- a. Site Survey scheduling and coordination with other organizations
- b. Site surveys report (CDRL A003)
- c. Pre-Implementation Test and Checkout
- d. System Operation Verification and Test (SOVT) development

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- e. Transition of Services support
- f. Transport Management support; Boundary Change Requests (BCR), Access Control List (ACL) requests, etc.
- g. Release management support
- h. Navy Enterprise Data Center (NEDC) liaison and coordination
- i. SW Load and SOVT support
- j. Database Conversions/Builds
- k. Database support/troubleshooting

#### 3.4.2 Database Implementation Support (SCN)

The Contractor shall provide technical and coordination services for the creation, review, and troubleshooting of Shipbuilding and Conversion, Navy (SCN) Databases supporting the SCN installation schedule. Services shall include:

- a. Database Builds
- b. Database QA checks/reviews
- c. Database support/troubleshooting
- d. Implementation support

#### **3.5 CUSTOMER SUPPORT/HELP DESK SUPPORT (OMN)**

The Contractor shall train, staff and assist in the management of the customer support help desk functions for Business IT/Support C2 systems and programs as identified in the TO. Customer support services may be required up to seven days per week, 24 hours a day. The Contractor shall generate content for and assist in the creation and maintenance of customer support/help desk documentation and reports (CDRL A005) regarding Trouble Calls (TCs) and assist in developing Technical Advisories (CDRL A006). The Contractor shall perform customer support services to include:

- a. Responding to and documenting TC Data in the Ticket Management System for all Fleet TC requests
- b. Analyzing message traffic and correspondence regarding system problems
- c. System and Application troubleshooting, data and report analysis
- d. Document TC problem resolutions
- e. Recommending system/software improvements
- f. Developing Technical Advisories
- g. Track response times and metrics per provided direction

#### **3.6 CUSTOMER ASSIST VISITS (OMN)**

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The Contractor shall perform scheduled and unscheduled assist visits, as required. During site assist visits, the Contractor will meet with the site's designated representative to establish the site's priorities, trouble shoot the system and respective software applications as needed to resolve the problem and recommend corrective action. The contractor shall submit Assist Trip Report (CDRL A003) to the Government technical lead for each onsite visit and prepare customer support/help desk/documentation to record trouble reports and/change proposals, as appropriate.

### 3.7 QUALITY SUPPORT (OMN)

#### 3.7.1 Process Management

The contractor shall utilize the processes and procedures already established for the project and the SSC Atlantic Joint Framework model, and assist in the creation, update, and delivery of products that are compliant. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution in compliance with SSC Atlantic requirements and with the SSC Atlantic process management program.

#### 3.7.2 Quality Control

In order to satisfy the requirements of SSC Atlantic's Supplier Agreement Management processes and to ensure the contractor is providing Information Technology services (Implementation, Integration, Training, Help Desk) in a documented, repeatable, and measured fashion consistent with SSC Atlantic's Joint Framework Process model and FRD Installation Office's (FIO) processes, the prime contractor shall hold an ISO 9001: (2008 or latest version at TO award) credential at the contractor's organizational components which will be used to perform under this TO upon TO award. The Government reserves the right to inspect the system both pre and post award to ensure it meets the Government's Quality Control requirements. Contractor shall submit quality documentation (CDRL A006) as necessary to validate quality objectives are being met.

### 3.8 TO ADMINISTRATION SUPPORT (OMN)

In accordance with the basic contract PWS and the requirements of this TO PWS, the contractor shall develop and submit documentation (CDRL A001) as required for TO administration.

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for the following:

4.1.1 Ensure that no production systems are operational on any research, development, test and evaluation (RDT&E) network.

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

4.1.3 Migrate all Navy Ashore production systems to the Navy, Marine Corps Intranet (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 & DoDI 8510.01 prior to integration and implementation of IT solutions or systems.

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

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

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

#### 4.2. SOFTWARE DEVELOPMENT/MODERNIZATION AND HOSTING

The contractor shall ensure all programs utilizing this task order for software development/ modernization (DEV/MOD), including the development of IT tools to automate NIWC Atlantic business processes are compliant with DON Information Management/Information Technology (DON IM/IT) Investment Review Process Guidance requirements. Contractors shall neither host nor develop IT tools to automate NIWC Atlantic business processes unless specifically tasked within the task order. The contractor shall ensure IT tools developed to automate NIWC Atlantic business processes will be delivered with full documentation (CDRL A002) and source code to allow non-proprietary operation and maintenance by any source. The contractor shall ensure all programs are submitted with proof of completed DEV/MOD certification approval from the appropriate authority in accordance with DON policy prior to task order award. (DITPR-DON Update) \*Note must be listed on Investment Review Board (IRB) approved list.

#### 43 SECURITY IT POSITION CATEGORIES

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

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revisions), SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

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

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

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

#### 4.3.1 IT-I Level (Privileged)

Personnel in this position support cybersecurity roles at command enclave infrastructure to include RDT&E, Data Centers and any other network and/or are responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation shall have a favorably adjudicated Tier 5 (T5) investigation (formerly a Single Scope Background Investigation (SSBI) or SSBI-PR). The T5 is updated every 5 years. Personnel assigned to designated IT-I positions shall have a U.S. citizenship unless a waiver request is approved by CNO. IT-1 roles include the following:

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

#### 4.3.2 IT-II Level (Limited Privileged)

Personnel in this position support the-direction, planning, design, operation, or maintenance of a computer system, have privileged access to assets and systems that are tenants on NIWC Atlantic networks and/or similar system constructs, and has work that is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position shall have a favorably adjudicated Tier 3 (T3) investigation (formerly National Agency Check with Law and Credit (formerly ANACI/NACLC). Personnel assigned to designated IT-II positions shall have a U.S. citizenship unless a waiver

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request is approved by CNO. Examples of IT-II roles include the following:

- Webserver Administrators
- Developers
- Testers
- Database Administrators

#### 4.3.3 IT-III Level (Non-privileged)

Personnel in this position support include all other positions (not considered IT-I or IT-II) involved in computer activities. A contractor in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation shall have a favorably adjudicated Tier 1 (T1) investigation National Agency Check with Written Inquiries (formerly NACI).

#### 4.4 CYBERSECURITY SUPPORT

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

##### 4.4.1 Cyber IT and Cybersecurity Personnel

4.4.1.1 The Cyberspace workforce elements addressed include contractors performing functions in designated Cyber IT positions and Cybersecurity positions. In accordance with DFARS Subpart 5239.71, DoDD 8140.01, SECNAVINST 5239.20A, and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M and subsequent manual [DoD 8140] when applicable prior to accessing DoD information systems. Proposed contractor Cyber IT and cybersecurity personnel shall be appropriately qualified prior to the start of the task order performance period or before assignment to the task order during the course of the performance period.

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

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

##### 4.4.2 Design, Integration, Configuration or Installation of Hardware and Software

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The contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO Memorandum: Acceptable Use of Department of the Navy Information Technology (IT) dtd 12 Feb 16. Use of blacklisted software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used as documented in Para 4.2.2. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec, ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded.

#### 4.4.3 Cybersecurity Workforce (CSWF) Report

In accordance with DFARS clause 252.239-7001 and DoD 8570.01-M, the contractor shall identify cybersecurity personnel, also known as CSWF and Cyber IT workforce personnel. The contractor shall develop, maintain, and submit a monthly CSWF Report (CDRL A007) identifying CSWF individuals who are IA trained and certified. Utilizing the format provided in CDRL A007 Attachment 1 of Exhibit A, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Although the minimum frequency of reporting is monthly, the COR can require additional updates at any time. Contractor shall verify with the COR or other Government representative the proper labor category CSWF designation and certification requirements. The primary point of contact (POC) for all related CSWF questions is the Command CSWF Program Manager (PM) in the office of the NIWC Atlantic Information Systems Security Manager (ISSM).

#### 4.4.4 Cybersecurity Workforce (CSWF) Designation

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

Labor Category	Quantity Personnel	IA Designator	IA Level/Position	IA Duty Hours		
				Primary (≥25 hrs)	Additional (15-24 hrs)	Embedded (1-14 hrs)
Comp Sys. Analyst. 1	(1)	NA	NA	NA	NA	NA
Comp Sys. Analyst. 3	(1)	IAT	Level 2	X		
Comp Sys. Analyst. 3	(2)	IAT	Level 2			X
Engineer/Scientist 2	(1)	IAT	Level 2			X
Engineer/Scientist 3	(2)	IAT	Level 2		X	

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Engineer/Scientist 5	(1)	IAT	Level 1			X
Security Specialist 2	(1)	IAT	Level 2			X
SME 1	(2)	IAT	Level 2			X
SME 2	(1)	IAT	Level 1			X
SME 2	(1)	IAT	Level 2			X
SME 2	(1)	NA	NA	NA	NA	NA
SME 3	(2)	IAT	Level 1			X
SME 3	(8)	IAT	Level 2			X
SME 4	(1)	IAT	Level 1			X
SME 3	(6)	NA	NA	NA	NA	NA
SME 4	(2)	IAT	Level 2			X
SME 5	(1)	IAT	Level 1			X
SME 4	(2)	NA	NA	NA	NA	NA
SME 5	(1)	IAT	Level 2	X		
SME 5	(6)	IAT	Level 2			X
SME 5	(3)	NA	NA	NA	NA	NA
Technical Writer/Editor II	(1)	NA	NA	NA	NA	NA
Project Manager	(1)	NA	NA	NA	NA	NA
Mgmt Prgm Tech 1	(1)	NA	NA	NA	NA	NA

## 5.0 TASK ORDER ADMINISTRATION

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

### 5.1 CONTRACTING OFFICER REPRESENTATIVE (COR) DESIGNATION

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

### 5.2 CONTRACTOR LIAISON

The contractor shall assign a technical single point of contact, also known as the Project Manager (PM) who shall work closely with the Government Contracting Officer and COR. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all Government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance and be available to support emergent situations. The PM shall ultimately be responsible for the following: personnel management, training and security compliance. In support of open communication, the contractor shall initiate periodic meetings with the COR.

### 5.3 CONTRACTOR MONITORING AND MAINTENANCE



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

### 5.3.1 Task order Administration & Documentation

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

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

The contractor shall develop a Task Order Status Reports (CDRL A008) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a task order status report monthly at least 30 days after task order award on the 10<sup>th</sup> of each month for those months the task order is active. The contractor shall report on various task order functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (CDRL A008 Attachment 1 of Exhibit A), Personnel Listing (CDRL A008 Attachment 2 of Exhibit A), and Government-furnished property (GFP) Template (CDRL A008 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

#### 5.3.1.2 Task Order Closeout Report

The contractor shall develop a task order closeout report (CDRL A009) and submit it no later than 15 days before the task order completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.3.1.3 Enterprise-wide Contractor Manpower Reporting Application

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

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

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The contractor shall completely fill-in all required data fields using the following web address: <http://www.ecrma.mil>. Reporting inputs consists of labor hours executed during the task order period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

#### 5.3.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure Government web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. When requested by the COR, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A010) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.3.1.5 Labor Rate Limitation Notification

For level of effort (LOE) service task orders (cost type, labor-hour and fixed-price) above the Simplified Acquisition Procedures (SAP) threshold, the contractor shall monitor the following labor rates as part of the monthly TOSR (see CDRL A008 Attachment 2 of Exhibit A – Personnel Listing). The contractor shall deliver required notification if specified criteria and threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per individual (subcontractor included) – If the fully burdened rate (including fee, which also extends to prime contractor fee on subcontractor labor) of any individual in any labor category exceeds the threshold amount of \$200.00/hour and the individual’s rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A011) for the identified labor rate to the COR who will then send appropriate notification to the Contracting Officer. If the number of hours anticipated to be billed for an *individual* within one labor category is equal to or less than 200 labor hours for any given period of performance (e.g., base period, option year 1, or option year 2) for this effort, the hours to be billed for the individual are excluded from the CDRL notification.

(b) Negotiated versus actual average labor rates variance – If the actual average labor rate (inclusive of fee) (total actual fully burdened labor costs “divided by” total number of hours performed) compared to the negotiated average labor rate (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) is greater than 20 %, the contractor shall send notice and rationale (CDRL A011) of the rate variance to the COR who will then send appropriate notification to the Contracting Officer. The contractor shall annotate the monthly percentage rate variance between the actual average labor rate versus the negotiated average labor rate in the TOSR.

#### 5.3.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR. For this monitoring purpose,

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ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A011) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order QASP.

#### 5.4 CONTRACTOR PERFORMANCE MANAGEMENT

Contractor performance standards and requirements are outlined in the task order QASP. The ability of a contractor to perform to the outlined standards and requirement will be captured in the Contractor Performance Assessment Reporting System (CPARS). In support of tracking contractor performance, the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A012) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A013) submitted monthly.

#### 5.5 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of an EVM system, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A014) to help track cost expenditures against performance.

#### 6.0 DOCUMENTATION AND DELIVERABLES

##### 6.1 CONTRACT DATA REQUIREMENTS LIST (CDRL)

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

##### 6.1.1 Administrative CDRL

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

CDRL #	Deliverable Title	PWS Reference	Frequency	Date Due
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		Para		
A001	Project management Documentation	3.1.1 3.8	ASREQ	Within 24 hrs from request
A004	Technical/Analysis Reports, General	3.4.1 3.5 3.6	ASREQ	Within 24 hrs from request
A005	Help Desk Documentation	3.5	ASREQ	Within 24 hrs from request
A007	Cybersecurity Workforce (CSWF) Report	4.4.3 8.1.2 8.2.3.1	MTHLY	30 DATO and monthly on the 10th
A008	Task Order Status Report	5.3.1.1 5.3.1.5 8.1.2 8.2.3.1 10.0 15.3	MTHLY	30 Days after TO award (DATO) and monthly on the 10th
A009	Contract/Task Order Closeout Report	5.3.1.2	1TIME	NLT 15 days before completion date
A010	Invoice Support Documentation	5.3.1.4	ASREQ	Within 24 hrs from request
A011	Limitation Notification & Rationale	5.3.1.5a 5.3.1.5b 5.3.1.6	ASREQ	Within 24 hrs from occurrence
A012	Cost and Milestones Schedule Plan	5.4	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review
A013	Contractor CPARS Draft Approval Document (CDAD) Report	5.4	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>
A015	OCONUS Deployment Documentation and Package	11.2.1	1TIME	NLT 7 DATO

#### 6.1.2 Technical CDRL

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

CDRL #	Deliverable Title	PWS	Frequency	Date Due
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		Reference Para		
A002	Configuration Management Documentation	3.3.1	ASREQ	Within 24 hrs from request
A003	Site Survey	3.4.1	ASREQ	Within 24 hrs from request
A006	Quality Documentation	3.7.2 7.1	ASREQ	Within 24 hrs from request
A014	Contract Funds Status Report (CFSR)	5.5	MTHLY	10 <sup>th</sup> of Each Month

## 6.2 ELECTRONIC FORMAT

At a minimum, the contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the Government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving Government representative. The contractor shall provide all data in an editable format compatible with NIWC Atlantic corporate standard software configuration as specified below. Contractor shall conform to NIWC Atlantic corporate standards within 30 days of task order award. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the Government.*

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

## 6.3 INFORMATION SYSTEM

### 6.3.1 Electronic Communication

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

### 6.3.2 Information Security

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

#### 6.3.2.1 Safeguards

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

(a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.

(b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.

(c) Sanitize media (e.g., overwrite) before external release or disposal.

(d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

(e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.

(f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.

(g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

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(h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

(i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:

1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  
2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
  
3. Prompt application of security-relevant software patches, service packs, and hot fixes.

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

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

#### 6.3.2.2 Compliance

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

## 7.0 QUALITY

### 7.1 QUALITY SYSTEM

In accordance with FAR clause 52.246-11, the following requirements for contractor maintenance of “quality assurance and control (inspection) system” are incorporated in this TO. Upon award, the prime contractor shall

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provide and maintain a Quality Management System (QMS) that, as a minimum, is compliant and commensurate with the adopted Government version and requirements (latest version at TO award) of International Organization for Standardization (ISO) 9001 – Quality Management Systems - Requirements, its equivalent (American National Standard Institute/American Society for Quality (ANSI/ASQ) Q9001), and any other supplemental requirements imposed by this TO. The contractor shall have a sufficiently documented QMS which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective QMS, which includes an internal auditing system. At all times, the contractor shall also have the Quality Assurance Plan (QAP) and quality documentation (CDRL A006) available to the Government for review at both a program and worksite services level. Existing quality documents that meet the requirements of this TO may continue to be used. 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 QMS or portions thereof when the QMS fails to meet contractual requirements at either the program or worksite services level.

## 7.2 MANAGE QUALITY COMPLIANCE

### 7.2.1 General

The contractor shall have quality processes or a Quality Management System (QMS) processes in place that coincide with the Government’s Manage Quality processes which address Quality Control, Quality Assurance, Software Quality, and/or project Quality System tasks. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in Acquisition Milestones, Phases, and Decision Points, which are standard elements of the Defense Acquisition System and support DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment and objective evidence of Lean Six Sigma, Risk Management, and System Engineering methodologies; and System and Software Engineering best practices.

## 7.3 QUALITY ASSURANCE

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

## 7.4 QUALITY CONTROL

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



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Government review:

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

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

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

As specified in the DoD Contract Security Classification Specification, DD Form 254, the contractor shall perform classified work under this task order. At time of task order award, the contractor shall have a SECRET facility clearance (FCL).

8.1.1.1 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and work within restricted areas unescorted. The contractor shall not generate any SCI deliverables.

8.1.1.2 This task order allows for various levels of security to support specific PWS tasks. The following table outlines the minimum required security clearance per task. The contractor shall provide personnel meeting the specific minimum personnel clearance (PCL) to support the PWS tasks listed below

Required Security Clearance	PWS Task Paragraph
Secret	3.1,3.2, 3.3, 3.4, 3.5, 3.6 and 3.7
None required	3.8

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring clearance and/or access to Government facility/installation and/or access to information technology systems under this task order. The FSO is typically key management personnel who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this/task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on task order. Responsibilities include tracking all personnel assigned Government badges and entering/maintaining personnel security mandatory training information within the

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Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A008), and if applicable, updating and tracking data in the CSWF Report (CDRL A007).

## 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAV M-5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on this task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the CSWF. A favorable background determination is determined by either a Tier 1 (T1) investigation, Tier 3 (T3) investigation, or Tier 5 (T5) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or NIWC Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

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

### 8.2.1 Personnel Clearance

The majority of personnel associated with this task order 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 DoD CAF and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied as a task order modification. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and NIWC Atlantic security regulations. The contractor shall immediately report any security violation to the NIWC Atlantic Security Management Office, the COR, and Government Project Manager.

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

Labor Category	Required Minimum Personnel Security Clearance (PCL)
Comp Sys. Analyst. 1	Secret
Comp Sys. Analyst. 3	Secret
Engineer/Scientist 2	Secret
Engineer/Scientist 3	Secret
Engineer/Scientist 5	Secret

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Security Specialist 2	Secret
SME 1	Secret
SME 2	Secret
SME 3	Secret
SME 4	Secret
SME 5	Secret
Technical Writer/Editor II	Secret
Project Manager	Secret
Mgmt Program Tech 1	None Required

## 8.2.2 Access Control of Contractor Personnel

### 8.2.2.1 Physical Access to Government Facilities and Installations

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

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

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

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

### 8.2.2.2 Identification and Disclosure Requirements

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

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### 8.2.2.3 Government Badge Requirements

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

### 8.2.2.4 Common Access Card (CAC) Requirements

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

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

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD federally controlled facilities on behalf of the NIWC Atlantic on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS).
3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD 5200.2-R – at a minimum, the completion of FBI fingerprint check with favorable results and submission of a T1 investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable T3 investigation. Contractor personnel shall contact the NIWC Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a PKI. A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-V1, CAC PKI certificates will be associated

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with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the task order specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the NIWC Atlantic Information Systems Security Management (ISSM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the NIWC Atlantic ISSM office at phone number (843)218-6152 or e-mail questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <https://iase.disalmil/Pages/index.aspx>.

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

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

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

#### 8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

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

#### 8.2.3 Security Training

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

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

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contractor shall report individual contractor personnel training status by completing and updating the monthly task order status report (TOSR) Staffing Plan (CDRL A008 Attachment 1 of Exhibit A), Training tab. For Cybersecurity Workforce (CSWF) contractor personnel, all mandatory cybersecurity training and certifications shall be reported in the CSWF Report (CDRL A007).

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

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

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, NIWC Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual and NIWCLANTINST 3070.1B. Note: OPSEC requirements are applicable when task order personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information.

#### **8.3.1 Local and Internal OPSEC Requirement**

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

#### **8.3.2 OPSEC Training**

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training in accordance with requirements outline in the Security Training, Para 8.2.3. OPSEC training requirements are applicable for personnel during their entire term supporting this NIWC Atlantic task order.

#### **8.3.3 NIWC Atlantic OPSEC Program**

Contractor shall participate in NIWC 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.

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#### **8.4 EFFECTIVE USE OF CONTROLS**

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. In compliance with Para 6.4.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation. The contractor shall follow minimum standard in SECNAV M-5510-36 for classifying, safeguarding, transmitting, and destroying classified information.

#### **9.0 GOVERNMENT FURNISHED INFORMATION (GFI)**

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

GFI is not anticipated on this task order.

#### **10.0 GOVERNMENT PROPERTY**

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

GFP will not be provided and CAP is not anticipated on this task order.

**NOTE:** NMCI computers will be assigned to a contractor. Prior to a NMCI computer being removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this task order. For reporting purposes, the contractor shall include a list of NMCI assets assigned to this task order (separate from the GFP inventory list) in the TOSR (CDRL A008).

#### **11.0 TRAVEL**

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## 11.1 LOCATIONS

The contractor shall be prepared to travel to the following locations. Prior to any travel taken in support of this task order, the contractor shall obtain written COR concurrence. Travel to foreign countries outside of the contiguous United States (OCONUS) is required. The applicable countries include the following: Bahrain, Italy, Japan, and Romania. Prior to travel, the contractor shall meet all necessary travel requirements for their company and personnel to support work in the noted foreign OCONUS sites.

### TRAVEL (OMN)

All listed travel will be performed during each POP (Base Yr, Option Yr 1, Option Yr 2, Option Yr 3 & Option Yr 4)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	5/4	Norfolk, VA	Quantico, VA
2	2	5/4	Norfolk, VA	Washington DC
1	1	5/4	Norfolk, VA	Groton, CT
1	1	5/4	Norfolk, VA	Kittery, ME
1	1	5/4	Norfolk, VA	Mayport, FL
1	1	5/4	Norfolk, VA	Jacksonville, FL
1	1	5/4	Norfolk, VA	Pensacola, FL
1	1	5/4	Norfolk, VA	Meridian, MS
1	1	5/4	Norfolk, VA	Patuxent River, MD
1	1	5/4	Norfolk, VA	Jacksonville, NC
1	1	5/4	Norfolk, VA	Havelock, NC
2	1	5/4	Norfolk, VA	Charleston, SC
1	1	5/4	Norfolk, VA	Beaufort, SC
1	1	5/4	Norfolk, VA	Kings Bay, GA
1	1	5/4	Norfolk, VA	New Orleans, LA
1	1	5/4	Norfolk, VA	Corpus Christi, TX
2	2	5/4	Norfolk, VA	San Diego, CA
1	1	5/4	Norfolk, VA	Miramar, CA
1	1	5/4	Norfolk, VA	Lemoore, CA
1	1	5/4	Norfolk, VA	Whidbey Island, WA
1	1	5/4	Norfolk, VA	Yuma, AZ
1	1	5/4	Norfolk, VA	Honolulu, HI
1	1	10/9	Norfolk, VA	Manama, Bahrain
1	1	7/6	Norfolk, VA	Signonella, Italy
1	1	7/6	Norfolk, VA	Naples, Italy
1	1	10/9	Norfolk, VA	Atsugi, Japan
1	1	10/9	Norfolk, VA	Iwakuni, Japan
1	1	10/9	Norfolk, VA	Deveselu, Romania



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## TRAVEL (OPN)

All listed travel will be performed during each POP (Base Yr, Option Yr 1, Option Yr 2, Option Yr 3 & Option Yr 4)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	5/4	Norfolk, VA	Quantico, VA
1	1	5/4	Norfolk, VA	Mayport, FL
1	1	5/4	Norfolk, VA	Jacksonville, FL
1	1	5/4	Norfolk, VA	Pensacola, FL
1	1	5/4	Norfolk, VA	Meridian, MS
1	1	5/4	Norfolk, VA	Patuxent River, MD
1	1	5/4	Norfolk, VA	Jacksonville, NC
1	1	5/4	Norfolk, VA	Havelock, NC
1	1	5/4	Norfolk, VA	New Orleans, LA
1	1	5/4	Norfolk, VA	Corpus Christi, TX
2	2	5/4	Norfolk, VA	San Diego, CA
1	1	5/4	Norfolk, VA	Miramar, CA
1	1	5/4	Norfolk, VA	Lemoore, CA
1	1	5/4	Norfolk, VA	Whidbey Island, WA
1	1	5/4	Norfolk, VA	Yuma, AZ
1	1	5/4	Norfolk, VA	Honolulu, HI
1	1	10/9	Norfolk, VA	Atsugi, Japan
1	1	10/9	Norfolk, VA	Iwakuni, Japan

## 11.2 OCONUS TRAVEL REQUIREMENTS

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

### 11.2.1 General OCONUS Requirements

The contractor shall ensure compliance with applicable clauses and travel guide requirements prior to traveling to each of the specified travel locations. The contractor shall be responsible for knowing and understanding all travel requirements as identified by the applicable combatant command (CCMD) and country. The contractor shall be responsible for submitting applicable deployment forms and/or deployment packages (CDRL A015) to the COR or task order technical POC and NIWC Atlantic Deployment Manager no later than 30 days prior to travel. For all OCONUS travel, the contractor shall submit an official OCONUS Travel Form (NIWCLANT 12990/12) and shall ensure all OCONUS travel has an approved Aircraft and Personnel Automated Clearance System (APACS) request. The task order COR will provide a blank travel form after task order award.

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### 11.2.2 OCONUS Immunization Requirements

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

## 12.0 SAFETY ISSUES

### 12.1 Occupational Safety and Health Requirements

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the task orders. Without Government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system. If performing within Government facilities, contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the Contracting Officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the COR or on-site Government representative.

### 12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this task order and the equipment must be in satisfactory working order. Personal safety equipment includes items such as hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

### 12.3 SAFETY TRAINING

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

## 13.0 RESERVED

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## **14.0 ACCEPTANCE PLAN**

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the QASP, Attachment 5.

## **15.0 OTHER CONDITIONS/REQUIREMENTS**

### **15.1 CONTRACT ORGANIZATIONAL CONFLICT OF INTEREST (OCI)**

Due to the type of work performed, there are organizational conflict of interest clauses that are applicable to this task order. The contractor shall follow the restrictions as cited in the applicable OCI clause(s) in Section H. 5252.209-9205 ORGANIZATIONAL CONFLICT OF INTEREST

### **15.2 DATA RIGHTS**

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

### **15.3 FUNDING ALLOCATION**

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

## **16.0 APPLICABLE DOCUMENTS**

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

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## 16.1 REQUIRED DOCUMENTS

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

	Document Number	Title
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87 (and subsequent revisions)
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program (NISIP) dtd 18 Mar 11
g.	DoDI 6205.4	DoD Instruction – Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense dtd 14 Apr 00
h.	DoDD 8140.01	DoD Directive – Cyberspace Workforce Management dtd 11 Aug 15
i.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
j.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
k.	DoD 8570.01-M	DoD Manual – Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12 and Change 4 dtd 10 Nov 15 (and subsequent revisions)
l.	DON CIO Memorandum	Acceptable Use of Department of the Navy Information Technology (IT) dtd 22 Feb 16
m.	SECNAV M-5239.2	Secretary of the Navy Manual – DON Information Assurance Workforce Management Manual dtd May 2009 (and subsequent revisions)
n.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
o.	SECNAV M-5510.36	Secretary of the Navy Manual – DoN Information Security Program dtd Jun 2006
p.	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
q.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
r.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
s.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05

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	Document Number	Title
t.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
u.	SPAWARLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
v.	SPAWARLANTINST 12910.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Government and Contractor Personnel Outside the Continental Unlisted States dtd 23 Aug 16
w.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) - Navy
x.	Privacy Act of 1974	United States federal law, Pub.L. 93–579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

## 16.2 GUIDANCE DOCUMENTS

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

	Document Number	Title
a.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
b.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
c.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS) dtd 20 Dec 10
d.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
e.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
f.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
g.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
h.	ISO/IEC/IEEE 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
i.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
j.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013

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	Document Number	Title
k.	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
l.	N/A	NAVSEA Standard Items (NSI) – <a href="http://www.navsea.navy.mil/">http://www.navsea.navy.mil/</a>
m.	N/A	NIWC Atlantic Contractor Check-in portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
n.	N/A	COMNIWC Code 80330 mandatory training webpage – <a href="https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training">https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training</a>
o.	N/A	DoD Foreign Clearance Guide – <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>

### 16.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents necessary for performance on this task order. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

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

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

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

*[END OF PWS]*

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

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of

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performing in an efficient, reliable, and professional manner.

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

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

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

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

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

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

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

5. 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).

Similar System Definition: A Business IT and C2 system comprised of a suite of applications that supports DoD supply and maintenance activities in a common computing infrastructure. Similar systems must manage tactical or

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non-tactical information resources; including logistics, maintenance, administrative and supply management, to meet readiness and sustainment requirements. Systems supported shall span ashore, afloat (surface and/or subsurface), aviation, CONUS and OCONUS

#### 1. Project Manager

**Education:** Bachelor's in Business, Engineering, Physical Sciences, Mathematics, Management Information Systems or other technically oriented curricula.

**Experience:** Ten (10) years of direct work experience with C4ISR computer/logistics/communications or similar systems. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of Information Technology software development projects. Four (4) years as manager of Information Technology projects, to include: Technology Assessments, Supervising Project Personnel, Scheduling Work, Project Support, Equipment, and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

#### 2. Subject Matter Expert (SME) 1

**Education:** Technical Training in USN Operational Forces Supply, Maintenance and/or Personnel Administration, or USN/USMC Aviation Organizational/Intermediate (O/I) Level Maintenance, or C4I Cyber Security and/or System Administration (as specified).

**Experience:** Eight (8) years of hands-on experience with specified NTCSS products or similar that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or Cyber Security and/or System Administration.

#### 3. Subject Matter Expert (SME) 2

**Education:** Technical Training in USN Operational Forces Supply, Maintenance and/or Personnel Administration, or USN/USMC Aviation O/I Level Maintenance, or C4I Cyber Security and/or Sys Admin.

**Experience:** Ten (10) years of hands-on experience with specified NTCSS products or similar that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or Cyber Security and/or Sys Admin (as specified).

#### 4a. Functional Subject Matter Expert (SME) 3

**Education:** Technical Training in USN Operational Forces Supply, Maintenance or Personnel Administration, or USN/USMC Aviation O/I Level Maintenance, Automated Information Systems, functional use.

**Experience:** Twelve (12) years of hands-on experience with specified NTCSS products or similar that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in Functional Use.



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#### **4b. System Admin Subject Matter Expert (SME) 3**

**Education:** Technical Training in USN Operational Forces Supply, Maintenance or Personnel Administration, or USN/USMC Aviation O/I Level Maintenance, Automated Information Systems, System Administration and maintenance.

**Experience:** Twelve (12) years of hands-on experience with specified NTCSS products or similar that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in System Administration.

#### **5. Subject Matter Expert (SME) 4**

**Education:** Technical Training in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or C4I Cyber Security and/or Sys Admin.

**Experience:** Fifteen (15) years of hands-on experience with specified NTCSS products or similar that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or Cyber Security and/or Sys Admin.

#### **6. Subject Matter Expert (SME) 5**

**Education:** Technical Training in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or C4I Cyber Security and/or Sys Admin.

**Experience:** Eighteen (18) years of hands-on experience with specified NTCSS products that include three (3) of the following five (5) areas: Systems Requirements, Operational Requirements, Test & Evaluation, Training, and Functional Use. Recognized expert who has demonstrated leadership in USN Operational Forces Supply, Maintenance and/or Pers Admin, or USN/USMC Aviation O/I Level Maintenance, or Cyber Security and/or Sys Admin.

#### **7. Technical Writer/Editor 2**

**Education:** BA degree in English, Journalism, or Technical Writing.

**Experience:** Five (5) years of experience in Information Technology software development, to include: writing technical documentation, procedures, and guidelines for C4ISR systems or equipment.

#### **8a. Red Hat Computer Systems Analyst III (14103)**

**Education:** High School diploma or GED. Completed at least one of the following certifications: Red Hat

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Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE) or Red Hat Certified Architect (RHCA).

**Experience:** Five (5) years working with DON Business, Personnel, Logistics and Maintenance Systems. Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and Red Hat Enterprise Linux based operating system.

### **8b. Microsoft Windows Computer Systems Analyst III (14103)**

**Education:** High School diploma or GED. Completed at least one of the following certifications: Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Developer (MCSD) or Microsoft Certified Solutions Expert (MCSE).

**Experience:** Five (5) years working with DON Business, Personnel, Logistics and Maintenance Systems. Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and Windows based operating system.

### **9. Computer Systems Analyst I (14101)**

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

**Experience:** One (1) year of DON Business, Personnel, Logistics and Maintenance Systems. Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

### **10. Engineer/Scientist 5**

**Education:** BS Degree in Computer Science, Computer Engineering, or other related Science and Engineering oriented curricula

Completed at least one of the following certifications: Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE) or Red Hat Certified Architect (RHCA), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Developer (MCSD) or Microsoft Certified Solutions Expert (MCSE), CompTIA Network+, CompTIA Security+, CompTIA Advanced Security Practitioner (CASP), Certified Information Systems Security Professional (CISSP) or Certified Secure Software Lifecycle Professional (CSSLP).

**Experience:** Fifteen (15) years of experience in *Computer Science, Computer Engineering, or other related occupations* to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment & Human Systems Integration, Test & Evaluation Criteria, Systems Development, troubleshooting and resolution, and Logistics support of C4ISR

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requirements. Note: Experience may be concurrent.

### **11. Engineer/Scientist 3**

**Education:** BS Degree in Computer Science, Computer Engineering, or other related Science and Engineering oriented curricula

Completed at least one of the following certifications: Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE) or Red Hat Certified Architect (RHCA), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Developer (MCSD) or Microsoft Certified Solutions Expert (MCSE), CompTIA Network+, CompTIA Security+, CompTIA Advanced Security Practitioner (CASP), Certified Information Systems Security Professional (CISSP) or Certified Secure Software Lifecycle Professional (CSSLP).

**Experience:** Six (6) years of experience in *Computer Science, Computer Engineering, or other related oriented occupations supporting Software Development Life Cycle (SDLC)*.

### **12. Engineer/Scientist 2**

**Education:** BS Degree in Computer Science, Computer Engineering, or other related Science and Engineering oriented curricula

Completed at least one of the following certifications:

Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE) or Red Hat Certified Architect (RHCA), Microsoft Certified Solutions Associate (MCSA), Microsoft Certified Solutions Developer (MCSD) or Microsoft Certified Solutions Expert (MCSE), CompTIA Network+, CompTIA Security+, CompTIA Advanced Security Practitioner (CASP), Certified Information Systems Security Professional (CISSP) or Certified Secure Software Lifecycle Professional (CSSLP).

**Experience:** Three (3) years of experience in *Computer Science, Computer Engineering, or other related oriented occupations* to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment & Human Systems Integration, Test & Evaluation Criteria, Systems Development, troubleshooting and resolution, and Logistics support of C4ISR requirements. Note: Experience may be concurrent.

### **13. Security Specialist 2**

**Education:** Associate's Degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

**Experience:** Three (3) years of experience, to include: applicable security discipline principles, practices, and procedures.

### **14. Management and Program Technician 1**

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

**Experience:** Three (3) 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/or 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, DFARS, OPM requirements, and other business related regulations.

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

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

### **CLAUSES INCORPORATED BY REFERENCE**

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	12/6/2019 - 12/5/2020
7001	12/19/2019 - 12/5/2020
7002	12/6/2019 - 12/5/2020

### CLAUSES INCORPORATED BY REFERENCE

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

### CLIN - DELIVERIES OR PERFORMANCE

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

Base Year: Date of award through one year thereafter.

Option Years: Date of Option Exercise through twelve months thereafter.

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".

\*CLINs 7001, 7003, 7004, 9000, 9001, 9002, 9003, and 9004 that are identified as a Base Year requirement (s) in Section B are designated as an Option. These options may be exercised in accordance with Clause 5252.217.9203.\*

Option Years: Date of Option Exercise through one year thereafter.

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## SECTION G CONTRACT ADMINISTRATION DATA

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

REFERENCE: Payment Instructions: PGI 204.7108 (d)(12)

G-TXT-07B PAYMENT INSTRUCTIONS – OTHER (PGI 204-7.108(d)(12))

This task order is a cost-type contract funded by multiple funding types and/or customers, spanning several years. Funding for the CLINs contained in this contract are received from various funding sources and applied to specific tasking as defined in the funding modifications.

Based on the type of work contracted for on behalf of DOD/Navy customers, payment by CLIN/SLIN/ACRN is significantly important and using any of the payment methods specified in the table identified in PGI 204.7108(b)(2) would result in the funding resources of one customer being paid for work received by another customer. The contractor completes the effort in a fluid environment; therefore, in order to accurately track and account for funding expenditures in accordance with the specific tasking associated with each funding line, payment instruction (d)(12) "Other" applies as expenditures must reflect the actual work performed, in alignment with the type of funding to avoid violations to the Anti-Deficiency Act.

Payment shall be made in accordance with the Contracting Officer/DCAA approved billing whereby the contractor shall include identification of the CLIN, SLIN, and ACRN on each invoice. This will allow for appropriate contractor invoicing based on the unique customer requirement funding and Contracting Officer's instructions. This approach also allows for proper matching of the charge to the activity that have received the service/product with the application of the payment to the corresponding entity.

(End of text)

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

When submitting a request for payment, the Contractor shall—

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

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

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

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

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

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

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

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



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- (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).

**Cost Type Orders - Cost Voucher**

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

**N65236**

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

**Routing Data Table**

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S2404A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S2404A
Service Acceptor (DoDAAC)	N65236
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	HAA031
Other DoDAAC(s)	N/A

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

- (5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send

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Additional Email Notifications” field of WAWF once a document is submitted in the system.

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

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

**5252.201-9201 Designation of Contracting Officer's Representative**

(a) (COR) for this contract/order:

CONTRACTING OFFICER REPRESENTATIVE

(End of clause)

**5252.216-9210 TYPE OF CONTRACT (DEC 1999)**

This is a performance based Cost-Plus-Fixed-Fee (CPFF), Level of Effort (LOE) 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

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- (1) to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and  
(2) to the Procuring Contracting Officer.

Accounting Data

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### EXERCISE OF OPTION

The Government, at any time after effective date of the task order, may require the Contractor to furnish the Option Items identified as a Base Year requirement in Section B for delivery at the time(s), place(s) and at the price(s) set forth herein. The option(s) shall be exercised, if at all, by written notice signed by the Contracting Officer and sent at any time during the option exercise dates listed below. If exercised, the performance period for these Option Items shall not exceed 5 December 2020.

ITEMS	OPTION EXERCISE DATE
7001	
7003	
7004	
9000	
9001	
9002	
9003	
9004	

### **5252.209-9205 ORGANIZATIONAL CONFLICT OF INTEREST (Dec 2004)**

The Government requires that a contractor-provided Organizational Conflict of Interest (OCI) mitigation plan be submitted if a perceived or actual OCI exists. Applying the principles of FAR Subpart 9.5, each Offeror shall assess whether there is an organizational conflict of interest associated with the proposal it submits. The Offeror must explain the actions it intends to use to resolve any organizational conflicts of interest it finds.

*(a) Definition.*

“Support Services” includes, but is not limited to, program management support services; advisory and assistance services; testing and/or evaluation of systems, software or programs developed by other entities; technical support services; and other task areas as described in the Performance Work Statement.

(b) The Contracting Officer has determined that potentially significant organizational conflicts of interest may arise due to the nature of the work the Contractor will perform under this contract that may preclude the Contractor from being awarded future SPAWAR contracts in a related area. The nature of this potential organizational conflict of interest is the potential for conflicting roles that might bias a contractor’s judgment or the existence of an unfair competitive advantage, including, but not limited to, potential access to a competitor’s proprietary information.

The Contracting Officer may make a determination to allow a company to participate in an acquisition subject to the submission of an acceptable mitigation plan in accordance with paragraph (d) and (e) below. This determination may not be appealed.

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(c) (1) The Government requires that a contractor-provided Organizational Conflict of Interest (OCI) mitigation plan be submitted if a perceived or actual OCI exists. If the Contractor submits an organizational conflict of interest mitigation plan that, after Government review is acceptable to the Government, the Contractor's parent corporation, subsidiaries, or other physically separate profit and loss centers may not be precluded from acting as a subcontractor or consultant on future SPAWAR contracts. The Government's determination regarding the adequacy of the mitigation plan or the possibility of mitigation are unilateral decisions made solely at the discretion of the Government and are not subject to the Disputes clause of the contract. The Government may terminate the contract for default if the Contractor fails to implement and follow the procedures contained in any approved mitigation plan.

(2) Any mitigation plan shall include, at a minimum, non-disclosure agreements to be executed by the Contractor and the Contractor's employees supporting the Government per paragraph (c) above. Items for consideration in a mitigation plan include the following: identification of the organizational conflict(s) of interest; reporting and tracking system; an organizational conflict of interest compliance/enforcement plan, to include employee training and sanctions, in the event of unauthorized disclosure of sensitive information; a plan for organizational segregation (e.g., separate reporting chains); and data security measures.

(d) This clause shall remain in effect for one year after completion of this contract.

(e) The Contractor shall apply this clause to any subcontractors or consultants, who have access to information, participate in the development of data, or participate in any other activity related to this contract which is subject to terms of this clause at the prime contractor level, unless the Contractor includes an acceptable alternate subcontractor provision in its mitigation plan. For subcontractors or consultants under this contract, if an organizational conflict of interest mitigation plan is submitted and acceptable to the Government, the subcontractor's parent corporation, subsidiaries, or other physically separate profit and loss centers may not be precluded from acting as a prime, subcontractor, or consultant on future SPAWAR contracts.

(f) Representation. By submission of its offer, the Offeror represents, to the best of its knowledge and belief, that –

- 1) the Offeror has disclosed all relevant information regarding any actual or potential conflicts of interest.

**(End of clause)**

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

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

*Atlantic Security Office* upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at NIWC *Atlantic Security Office* 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 NIWC *Atlantic Security Office* a list of all unreturned badges with a written explanation of any missing badges.

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## **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.

## **5252.227-9207 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION ALTERNATE I**

### 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 including 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 even when -- (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 will 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 include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

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

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ confidential business 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.

(3) To contractors and subcontractors, and their employees tasked with assisting SPAWAR in technical and administrative support services, including monitoring contract progress and providing financial oversight.

(4) To contractors and subcontractors, and their employees tasked with assisting SPAWAR in furnishing advice or technical assistance in support of the Government’s management and oversight.

(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), (c)(2), (c)(3), and (c)(4) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1), (c)(2), (c)(3), and (c)(4);

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

#### **5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS ALT II (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.

The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

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**(b) General**

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:

1. Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
2. 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
3. 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.

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.



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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.

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Definitions:

1. "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.

2. "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.

3. "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.

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

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

6. "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,

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employee returns to residence, a distance of 5 miles.

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

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

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

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

After completion of work, employee returns to residence, a distance of 12 miles.

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

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

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

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

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

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Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.

a. 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.

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.

c. At the completion of the contract, the contractor shall forward to *SPAWARSYSCEN Atlantic Security Office* a list of all unreturned badges with a written explanation of any missing badges.

**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:

1. 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;
2. 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);
3. Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;
4. Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).
5. 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.
6. 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—

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7. 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.

8. 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.

9. 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.

10. 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;

11. 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;

12. 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.

13. 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;

Notify the Contracting Officer in writing of any violation of the requirements 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.

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And

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

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

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-O0018). The frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at: <https://www.cpars.csd.disa.mil/cparsmain.htm>.

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

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## SECTION I CONTRACT CLAUSES

### Clauses in By Reference:

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

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

### Clauses in by Full Text:

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

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

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

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

#### **52.222.42-- 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

<i>Service Contract Act</i>	<b>SCA Category</b>	<b>GS Level</b>
Computer Systems Analyst I	14101	GS-9
Computer Systems Analyst III	14103	GS-12

#### **FAR 52.237-3 Continuity of Services (Jan 1991)**

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to --

(1) Furnish phase-in training; and

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(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice,

(1) furnish phase-in, phase-out services for up to 90 days after this contract expires and

(2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required.

The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of Clause)



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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1 - QASP

Attachment 2 - WD Norfolk 15 4341 Rev 12

Attachment 3 - DD254

Attachment 4 COR Nomination Form

Attachment 5 OCI Mitigation Plan

Exhibit A CDRLs