

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
02

3. EFFECTIVE DATE
03-Jul-2016

4. REQUISITION/PURCHASE REQ. NO.
N3600116RC026FS

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE S2404A

NAVSUP FLC Norfolk, Code 200
1968 Gilbert Street Ste 600
Norfolk VA 23511-3392
thomas.armstrong@navy.mil 757-443-3115

DCMA Manassas
14501 George Carter Way
Chantilly VA 20151

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

SYSTEMS TECHNOLOGY FORUM, LIMITED
150 Riverside Parkway, Suite 309
Fredericksburg VA 22406-1094

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

[X]

N00178-14-D-7955-FK01

10B. DATED (SEE ITEM 13)

03-Aug-2015

CAGE CODE 3GWG8

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.
- 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).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- D. OTHER (Specify type of modification and authority)
FAR 52.217-9

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)

Thomas S Armstrong, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY /s/Thomas S Armstrong

27-May-2016

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to exercise Option I, Lot II for the period of performance of 03 July 2016 through and including 02 July 2017, in accordance with FAR 52.217-9, Option To Extend the Term of the Contract. This modification also updates the contract administration points of contact. All other terms and conditions 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 \$1,161,729.00 by \$1,328,335.00 to \$2,490,064.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8002	O&MN,N	0.00	1,292,892.00	1,292,892.00
9001	O&MN,N	0.00	35,443.00	35,443.00

The total value of the order is hereby increased from \$1,161,729.00 by \$1,328,335.00 to \$2,490,064.00.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8002	0.00	1,292,892.00	1,292,892.00
9001	0.00	35,443.00	35,443.00

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R408	Base Year - Contractor Support Services for Navy Shore C4I NSSIM. (O&MN,N)	11.0	MO	\$102,459.00	\$1,127,049.00
8002	R408	OPTION YEAR I - Contractor Support Services for Navy Shore C4I NSSIM. (O&MN,N)	12.0	MO	\$107,741.00	\$1,292,892.00
8003	R408	OPTION YEAR II - Contractor Support Services for Navy Shore C4I NSSIM. (O&MN,N) Option	12.0	MO	\$114,366.00	\$1,372,392.00
8004	R408	OPTION YEAR III - Contractor Support Services for Navy Shore C4I NSSIM. (O&MN,N) Option	12.0	MO	\$117,225.00	\$1,406,700.00

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	BASE YEAR - ODC - Travel (O&MN,N)	1.0	LO	\$34,680.00
9001	R408	OPTION YEAR I - ODC - TRAVEL (O&MN,N)	1.0	LO	\$35,443.00
9002	R408	OPTION YEAR II - ODC - Travel (O&MN,N) Option	1.0	LO	\$36,223.00
9003	R408	OPTION YEAR III - ODC - TRAVEL (O&MN,N) Option	1.0	LO	\$37,020.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

See Attachment I - Performance Work Statement

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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

QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

Navy Shore Command, Control, Communications, Computers, Intelligence (C4I) Systems Infrastructure Management (NSSIM)

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52.246-4, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)/Task Order Manager (TOM)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR/TOM is the Contracting Officer. COR/TOM limitations are contained in the written letter of appointment.

5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained either from the results of formal

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customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the Standard Operating Procedures (SOP). The COR/TOM will conduct the random monitoring.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The COR/TOM will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. The COR/TOM shall forward these records to the Contracting Officer at termination or completion of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR/TOM
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report and reviews.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

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QASP MATRIX

Deliverable or Service Requirement	Performance Standard	Surveillance Method	Frequency	Acceptable Quality Level (AQL)	Incentives
Contract Deliverables	Contract Deliverables furnished as prescribed in the PWS, attachments, etc.	Inspection by the COR/TOM	100% inspection of all contract deliverables.	>98% of deliverables submitted timely and without rework required	FAR Clause 52.246-4
Performance Work Statement (PWS)	All work performed shall be performed in a timely and efficient manner, on or before the period of performance specified in the PWS.	Inspection by the COR/TOM.	Monthly written progress reports; Customer Feedback.	>98% of accuracy	FAR Clause 52.246-4
Qualified Personnel	All personnel on task are fully qualified in accordance with PWS Attachment I	Inspection by the COR/TOM	Random	>98% personnel fully qualified IAW with PWS and Government Labor Category Descriptions	FAR Clause 52.246-4
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	98% accuracy	FAR Clause 52.246-4
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR/TOM's annual report on Contractor Performance	Assessment by the COR/TOM	Annual	All performance elements rated Satisfactory (or higher)	FAR Clause 52.246-4

-If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

INCENTIVES/DISINCENTIVES:

The COR/TOM makes an annual report on Contractor Performance (CPARS or other annual report). The Contractor's failure to achieve satisfactory performance under the contract, reflected in the COR/TOM's annual report, may result in termination of the contract and may also result in the loss of future Government contracts. Additionally, the Contractor's failure to achieve satisfactory performance under the contract may also result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the Contractor. The Contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the Contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

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In accordance with contract clause FAR 52.246-4, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8001	8/3/2015 - 7/2/2016
8002	7/3/2016 - 7/2/2017
9000	8/3/2015 - 7/2/2016
9001	7/3/2016 - 7/2/2017

CLIN - DELIVERABLES OR PERFORMANCE

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

8001	8/3/2015 - 7/2/2016
9000	8/3/2015 - 7/2/2016

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

8002	7/3/2016 - 7/2/2017
8003	7/3/2017 - 7/2/2018
8004	7/3/2018 - 7/2/2019
9001	7/3/2016 - 7/2/2017
9002	7/3/2017 - 7/2/2018
9003	7/3/2018 - 7/2/2019

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SECTION G CONTRACT ADMINISTRATION DATA

SECTION G CONTRACT ADMINISTRATION DATA

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

COMBO

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

GOVERNMENT

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338

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Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Service Acceptor (DoDAAC)	N36001

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

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

Michael Eysaman; michael.eyssaman@navy.mil, Pamela Bornes; pamela.bornes@navy.mil

(g) WAWF point of contact.

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

Michael Eysaman; michael.eyssaman@navy.mil, 757-203-3358;

Pamela Bornes; pamela.bornes@navy.mil 228- 688-4884

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

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: THOMAS ARMSTRONG
Address: 1968 GILBER ST., STE 600
NORFOLK, VA 23511
Phone: (757) 443-3115

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: THOMAS ARMSTRONG
Address: 1968 GILBERT ST., STE 600
NORFOLK, VA 23511
Phone: (757) 443-3115

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3. DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) is responsible for administrative functions as delegated by the PCO.

UIC: S2404A
Name: DCMA Manassas
Address: 14501 George Carter Way
City: Chantilly
State: VA
ZIP: 20151

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

UIC: HQ0338
Name: DFAS Columbus Center, South Entitlement Operations
Address: P.O. Box 182264
City: Columbus
State: OH
ZIP: 43218-2264

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved.

THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: MICHAEL EYSAMAN

Address: 115 LAKEVIEW PARKWAY

SUFFOLK, VA 23435

Phone: (757) 203-3358

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In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: N/A

Address: N/A

Phone: N/A

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: John J. Neidig

Address: 115 LAKEVIEW PARKWAY

SUFFOLK, VA 23435

Phone: (757) 203-3793

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.
 - d. Changes in contract terms and/or conditions.
 - e. Post award conference.
2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

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a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or

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modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

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Accounting Data

SLINID	PR Number	Amount
8001	N3600115RC010FS	1127049.00
LLA :		
AA 1751804 60TP 253 36001 068892 2D C010FS 360015TLRPTQ		
Standard Number: N3600115RC010FS		
9000	N3600115RC010FS	34680.00
LLA :		
AA 1751804 60TP 253 36001 068892 2D C010FS 360015TLRPTQ		
Standard Number: N3600115RC010FS		

BASE Funding 1161729.00
Cumulative Funding 1161729.00

MOD 01 Funding 0.00
Cumulative Funding 1161729.00

MOD 02

8002	N3600116RC026FS	1292892.00
LLA :		
AB 1761804 60TP 257 36001 068892 2D C026FS 360016TLRPTQ		
Standard Number: N3600116RC026FS		
9001	N3600116RC026FS	35443.00
LLA :		
AB 1761804 60TP 257 36001 068892 2D C026FS 360016TLRPTQ		
Standard Number: N3600116RC026FS		
TRAVEL/ODC FUNDING FOR OPTION YEAR 1		

MOD 02 Funding 1328335.00
Cumulative Funding 2490064.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.222-17 NONDISPLACEMENT OF QUALIFIED WORKERS
 52.222-41 SERVICE CONTRACT ACT OF 1965
 52.222-43 FAIR LABOR STANDARDS ACT - PRICE ADJUSTMENT
 52.222-55 MINIMUM WAGES UNDER EXECUTIVE ORDER 13658
 52.222-99 (DEV) ESTABLISHING A MINIMUM WAGE FOR CONTRACTORS (DEVIATION)
 252.203-7002 REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS
 252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION
 252.204-7015 DISCLOSURE OF INFORMATION TO LITIGATION SUPPORT CONTRACTORS
 252.225-7048 EXPORT-CONTROLLED ITEMS

CLAUSES INCORPORATED BY FULL TEXT

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

(A) THE GOVERNMENT MAY EXTEND THE TERM OF THIS CONTRACT BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 7 DAYS PRIOR TO EXPIRATION OF THE CONTRACT; PROVIDED THAT THE GOVERNMENT GIVES THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND AT LEAST 10 DAYS BEFORE THE CONTRACT EXPIRES. THE PRELIMINARY NOTICE DOES NOT COMMIT THE GOVERNMENT TO AN EXTENSION.

(B) IF THE GOVERNMENT EXERCISES THIS OPTION, THE EXTENDED CONTRACT SHALL BE CONSIDERED TO INCLUDE THIS OPTION CLAUSE.

(C) THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED FOUR YEARS.

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
PROJECT MANAGER	GS-15
OPERATIONS RESEARCH CONSULTANT	GS-15
OPERATIONS RESEARCH ANALYST	GS-13
SYSTEM/DATA/PERSONNEL ANALYST	GS-13
MANAGEMENT ANALYST II	GS-12
LOGISTICS ANALYST/SME	GS-13
TRAINING SPECIALIST II	GS-13
PROGRAM ANALYST IV	GS-13
RESOURCE & ACQUISITION MGMT SPECIALIST	GS-15

(END OF CLAUSE)

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252.203-7999 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS(DEVIATION 2015-00010)(FEB 2015)

(A) THE CONTRACTOR SHALL NOT REQUIRE EMPLOYEES OR SUBCONTRACTORS SEEKING TO REPORT FRAUD, WASTE, OR ABUSE TO SIGN OR COMPLY WITH INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS PROHIBITING OR OTHERWISE RESTRICTING SUCH EMPLOYEES OR CONTACTORS FROM LAWFULLY REPORTING SUCH WASTE, FRAUD, OR ABUSE TO A DESIGNATED INVESTIGATIVE OR LAW ENFORCEMENT REPRESENTATIVE OF A FEDERAL DEPARTMENT OR AGENCY AUTHORIZED TO RECEIVE SUCH INFORMATION.

(B) THE CONTRACTOR SHALL NOTIFY EMPLOYEES THAT THE PROHIBITIONS AND RESTRICTIONS OF ANY INTERNAL CONFIDENTIALITY AGREEMENTS COVERED BY THIS CLAUSE ARE NO LONGER IN EFFECT. (C) THE PROHIBITION IN PARAGRAPH (A) OF THIS CLAUSE DOES NOT CONTRAVENE REQUIREMENTS APPLICABLE TO STANDARD FORM 312, FORM 4414, OR ANY OTHER FORM ISSUED BY A FEDERAL DEPARTMENT OR AGENCY GOVERNING THE NONDISCLOSURE OF CLASSIFIED INFORMATION.

(D)(1) IN ACCORDANCE WITH SECTION 743 OF DIVISION E, TITLE VIII, OF THE CONSOLIDATED AND FURTHER CONTINUING RESOLUTION APPROPRIATIONS ACT, 2015, (PUB. L. 113-235), USE OF FUNDS APPROPRIATED (OR OTHERWISE MADE AVAILABLE) UNDER THAT OR ANY OTHER ACT MAY BE PROHIBITED, IF THE GOVERNMENT DETERMINES THAT THE CONTRACTOR IS NOT IN COMPLIANCE WITH THE PROVISIONS OF THIS CLAUSE.

(2) THE GOVERNMENT MAY SEEK ANY AVAILABLE REMEDIES IN THE EVENT THE CONTRACTOR FAILS TO PERFORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT AS A RESULT OF GOVERNMENT ACTION UNDER THIS CLAUSE.

(END OF CLAUSE)

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT II - WAGE DETERMINATION

ATTACHMENT III - CONTRACTOR DISCREPANCY REPORT FORM

ATTACHMENT IV - REMOVED

ATTACHMENT V - DD 254

ATTACHMENT I - PWS

PERFORMANCE WORK STATEMENT (PWS)

Navy Shore Command, Control, Communications, Computers, and Intelligence (C4I) Systems Infrastructure Management (NSSIM)

SECTION 1 - BACKGROUND AND GENERAL INFORMATION

Section 1.1 Scope

This Performance Work Statement (PWS) describes the performance requirements for contractor services to perform operational resource requirements analysis and process improvement recommendations required by the Navy Information Dominance Forces (NIDF)/Fleet Cyber Command (FCC). These services shall be performed at the contractor's facility 90% of time. The remaining 10% of time may be required at various operational sites shown in Section 5 – Travel.

Section 1.2 Background

1.2.1 The NSSIM Working-level Integrated Product Team (WIPT) was established at the direction of NIDF/FCC, with endorsement by the Chief of Naval Operations (OPNAV) N2/N6, to establish a process by which a shore site's footprint and readiness position is known at all times. The purpose of the NSSIM WIPT is to develop, coordinate, implement and maintain the overall Navy Shore Command, Control, Communications, Computers, and Intelligence (C4I) Site Systems Infrastructure Management (IM) process to ensure that mission requirements can be effectively and efficiently performed, supported, and maintained at Navy shore sites. The footprint and readiness position is multifaceted and provides:

- Warfighting readiness capabilities – ability of the Navy Shore C4I support Infrastructure to efficiently and effectively support operational user information services transport and network services requirements to fulfill warfighter mission requirements.
- Facility (space, power, utility) management.
- Efficient (multi-purpose/reconfigurable) equipment usage.
- Standard installation practices by all installing activities (i.e., Navy, other services, other agencies).
- Appropriate inter-service/agency agreements in advance of equipment installation that will address all life cycle support considerations.
- Overall program strengths and weaknesses.
- Budget justification strategies.

1.2.2 The NSSIM WIPT works with shore telecommunication sites to understand their operational gaps, needs, issues and risks, and assists with the fulfillment and mitigation of those concerns. This is accomplished by recommending modifications to existing enterprise processes and policies to maximize shore site infrastructure management efficiencies; escalating relevant challenges to executive management for timely resolution; assisting with budget planning and Program Objectives Memorandum (POM) challenges; and identifying mitigation strategies to existing site infrastructure challenges and working with the site to improve overall readiness postures.

1.2.3 The NSSIM WIPT has three main working groups that work both collaterally and collaboratively in accomplishment of goals and objectives. The groups and their roles are:

1.2.3.1 Site Assessments Working Group: Site data collection and analysis to provide an initial readiness perspective; establish baseline risk/issue management structure; identify areas that require higher authority engagement/assistance; and establish and prioritize Tool requirements.

1.2.3.2 Tools Working Group: Establish real time site readiness perspective; available and accurate information should reduce site visits to obtain basic site infrastructure views; and automation of manual processes to simplify methodology for a more effective and efficient workforce.

1.2.3.3 Policy and Procedures Working Group: Reestablish, lead and formalize the Navy Shore C4I Infrastructure Change Process and align requirements, acquisition, and operations organizations to minimize the risk of mission disruption and the continual need of funding augmentation to support current operations. The focus of the Policy and Procedures Working Group is based on existing DoD, DoN and NIDF/FCC/C10F policies.

1.2.4 REMOVED

Section 1.3 Purpose

The purpose of this PWS is to define the operational resource requirements analysis and process improvement recommendation tasks required by the contractor in support of the NSSIM WPIT. Contractor services shall be performed in accordance with the PWS requirements and ensure the NSSIM WPIT meets its goals and objectives as directed by the NIDF/FCC.

Section 1.4 Period of Performance

The period of performance associated with this PWS shall be for an eleven (11) month base period and three twelve (12) month option periods to be exercised at the option of the Government.

SECTION 2 - DESCRIPTION OF TASKS

NIDF N8 has chartered the NSSIM WIPT to perform operational resource requirements analysis and process improvement recommendations. The Contractor shall provide all labor, materials, equipment, and technical and management support services to perform the following tasks:

2.1 REMOVED

2.2 Project Management

The Contractor shall provide Project Management services to include the assignment of a Project Task Leader who will be accountable for identifying, qualifying, assigning, and scheduling support personnel/Subject Matter Experts (SME); and be accountable for product/deliverable quality assurance, tracking/reporting on performance and funding. The Contractor shall provide a draft plan of actions and milestones (POA&M) that contains deliverables that will be produced and includes the steps necessary to accomplish deliverables by each contract period of performance. The Government and Contractor will collaborate to produce a final POA&M that will be used for bi-weekly work and cost status reporting. The format of the work and cost status report format will be developed collaboratively between the Contractor and Government during the first month after contract award.

2.2.1 The Contractor shall submit a biweekly work status report that will address each key task of the project in the form of metrics that align to the POA&M (approved by the Government) and addresses work accomplished during the reporting period, work planned for the follow-on reporting period, any issues/risks, and recommended course of action to resolve.

2.2.2 The Contractor will produce a team **Responsible, Accountable, Consulted, and Informed (RACI)** that aligns to the approved POA&M and update as changes occur.

2.2.3 The Contractor will maintain the NSSIM Team/Stakeholder Communications Plan which will be provided as Government Furnished Information (FI).

2.2.4 The Contractor shall produce a quarterly NSSIM Stakeholder Status Report. The NSSIM Stakeholder Status Report will be based on the POA&M pillars and is intended to provide stakeholders with an update on NSSIM working group efforts such as accomplishments for the quarter that has just completed, projections for the near term (following quarter) and projections for the long term (attaining NSSIM Phase IV). The Contractor shall collaborate with other team members to provide a holistic NSSIM working group perspective.

2.3 SME Analysis Support

The Contractor shall support integrated product teams and working groups associated with NSSIM. This involves participation in regularly scheduled working group meetings, participation in process/policy development, site visits, data collection, data analysis and reporting. The Contractor shall capture resource information (personnel and non-personnel resources) to define capability structures for NCTAMS LANT and NCTAMS PAC AORs. Upon completion of data collection, linkages between Mission, Functions, and Tasks (MFTs), service models, and newly defined capabilities shall be established to provide a more comprehensive operating picture for each shore telecommunication site. The Contractor shall continue data collection and analysis for NCTAMS PAC AOR Phase II activity and NCTAMS LANT AOR Phase I activities, continuing through Phase III activities. Site and AOR analysis will be based on GFI provided for Phase I and II initiatives already completed at time of contract award. Phased outlines are as follows:

2.3.1 Phase I – Readiness Posturing (PAC Performance Date: 2/11/13 – 10/27/14; LANT Performance Date: 10/27/14 – 4/27/16)

Phase I consists of the following:

- Site Readiness Questionnaire (SRQ) Initial Inquiry (II) development and prepopulation
- Site visit coordination (as required)
- Site Interview/Data Collection
- Data Analysis
- Mission Risk Analysis Report (MRAR)
- Draft Report Review, Comments, Adjudication
- Final Report
- Phase I AOR Report (after completion of AOR site visits)

Site data collection includes capture and analysis of the following infrastructure components: equipment and inventory information; personnel resources knowledge, skills, and abilities; detailed manning and training data inclusive of current and projected manpower support; and inventory and personnel reporting processes, procedures, and policies.

The MRAR will include refinement of site MFT with creation of a service model identifying new services domains/types/components and linkages to refined MFTs; risk and issue registers for each individual department/directorate; and consolidated/prioritized site risk and issue registers with mapping of risks/issues to refined MFT.

The Phase I AOR report will consist of an initial comprehensive risk and issue registers to link NCTAMS AOR risk/issues to common root causes and assist with the identification of appropriate Enterprise and site-specific mitigation strategies.

2.3.2 Phase II – Capability Alignment (PAC Performance Date: 10/28/14 – 7/05/15; LANT Performance Date: 4/27/16 – 11/27/16)

Phase II consists of the following:

- Mission Alignment Paradigm (MAP)
- SRQ Second Inquiry (SI)
- Site visit coordination (as required)
- Site Interview/Data Collection
- Data Analysis
- MAP Report
- Draft MAP Report Review, Comments, Adjudication
- Final MAP Report
- Phase II AOR Report (after completion of AOR site visits)

The MAP will depict the linkages between MFTs, services taxonomies, system inventory, competency recognition to operational impact, and capabilities.

The Phase II AOR report will consist of a summary of the findings for all sites visited within each AOR to provide a full picture of the AOR mission alignment.

2.3.3 Phase III – Readiness Maturity (PAC Performance Date: 8/1/15 – 1/31/16; LANT Performance Date: 12/1/16 – 5/31/17)

Phase III consists of the following:

- Shore Telecommunications Site Readiness Maturity Model (STS RMM) Scorecard
- Create initial NCTAMS readiness scorecards and map all gathered information from the Phase I infrastructure components to the STS RMM. The STS RMM Scorecard will establish an initial readiness rating for each site, NCTAMS AOR and, ultimately, for the enterprise.

The scorecard will identify areas that were successfully achieved for each maturity level and highlight existing gaps required to achieve higher levels of operational readiness and maturity.

2.3.4 Phase IV – Sustainment (PAC Performance Date: 2/17; LANT Performance Date: 6/17)

Phase IV consists of the following:

- NSSIM Integrated Product Team (IPT) product development is complete and turned over to shore telecommunications sites. NIDF retains program management responsibilities as the NSSIM advocate.

- Ongoing risk identification and analysis, mitigation of issues and risks, increased operational efficiencies, enhanced processes and policies, and overall Continuous Improvement. The Contractor shall support initiatives identified and tasked by the Government.

2.4 Annual Enterprise Report/Brief

The Contractor shall create and complete annual NSSIM report to summarize completed efforts and establish a roadmap for successful completion of ongoing NSSIM mission goals and objectives.

2.5 Policy and Program Analysis Support

The Contractor shall support completion of the NSSIM Instruction/Handbook and maintain version control, support peer document review comments, and adjudication of the draft instruction and handbook that will be provided as GFI. The Contractor shall have expert knowledge of both DOD and Navy Policy, based on cause and effect, as it pertains to Navy shore telecommunications site infrastructure management and shall research, summarize and advise the Government on a variety of policy that impacts the Phase I Infrastructure components of NSSIM.

2.6 SME Resource and Acquisition Management

The Contractor shall provide expert advice related to budget and finance, plans and programs, and acquisition cause and effect. The Contractor shall provide technical support by coordinating assigned technical documentation between NIDF, shore telecommunications sites and other involved parties, as required, and produce necessary deliverables to support assigned efforts.

2.7 NSSIM Tools Collaboration

The Contractor will serve as either a permanent or ad hoc team member of the NSSIM Tools working group. They will share knowledge and collaborate with the NSSIM Tools Working Group which is tasked to design database modules to automate many, if not all, of the NSSIM Phase I Infrastructure components.

2.8 Afloat Systems Cause and Effect Analysis

The contractor will perform a gap analysis of current afloat missions and the readiness posture of shore telecommunications sites to support this mission. The gap analysis will identify specific instances of issues that have impacted fleet missions as well as a risk assessment of potential impacts. The contractor will also perform program wholeness assessments related to currently fielded and future fielding of afloat capabilities and the missions to be supported identifying the impact to the supporting shore telecommunications sites. Using the identified issues and risks, the contractor will perform a cause and effect analysis focusing on impact to warfighter mission assurance. The contractor will identify the specific requirements to gain the balance required to mitigate the issues and risks. In addition, the contractor will perform either an initial 'as is' analysis, or be provided with the 'as is' analysis as GFI. The analysis will become a living document with quarterly updates.

SECTION 3 - CONTRACTOR PERSONNEL

The contractor shall provide personnel that possess the necessary qualifications, skills, background, and expertise to perform in accordance with the requirements of this PWS. The personnel labor categories and estimated hours anticipated to perform under this contract are shown in the chart below:

Labor Category Description	Estimated Hours per Year			
	Base Year	Option Year I	Option Year II	Option Year III
-Project Manager	1,920	1,920	1,920	1,920
-Operations Research Consultant (Operations Specialist V)	3,840	3,840	3,840	3,840
-Operations Research Analyst (Operations Specialist III)	3,840	3,840	3,840	3,840
-System/Data/Personnel Analyst (Management Analyst V)	1,920	1,920	1,920	1,920
-Management Analyst II	1,920	1,920	1,920	1,920
-Logistics Analyst/SME (Logistics Specialist III)	960	960	960	960
-Training Specialist II	960	960	960	960
-Program Analyst IV	1,920	1,920	1,920	1,920
-Resource and Acquisition Management Specialist (SME V)	960	960	960	960
TOTAL	18,240	18,240	18,240	18,240

Labor Category Descriptions/Qualifications are provided as Attachment 1 to this PWS.

SECTION 4 - GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will make available copies of technical documentation, drawings, and magnetic media as appropriate, in support of task requirements. All GFI is provided for information purposes and remains the property of the Government. The following GFI is anticipated:

- NSSIM Phase I and II documentation - in final or draft form (completed prior to the start of this contract)
- NSSIM Instruction/Handbook in draft form
- NSSIM Team/Stakeholder Communications Plan
- Afloat System Cause and Effect Analysis - in final or draft form (completed prior to the start of this contract)

SECTION 5 - TRAVEL

It is anticipated that the following travel requirements may be necessary. Travel to the below areas, as well as other travel, as determined necessary and authorized by the Contracting Officer’s Representative (COR)/Task Order Manager (TOM):

# Trips	# People	# Days/Nights	From (Location)	To (Location)
4	1	2	Contractor location	Tidewater, VA
2	1	14	Contractor location	NCTAMS PAC AOR
4	1	14	Contractor location	NCTAMS LANT AOR
4	1	2	Contractor location	Washington, DC

- Naval Computer and Telecommunications Area Master Station (NCTAMS) Atlantic (LANT), Norfolk, VA
- NCTAMS LANT Area of Responsibility (AOR) sites:
 - Naval Computer and Telecommunications Station (NCTS) Bahrain, Manama Bahrain
 - NCTS Naples, Naples, Italy
 - NCTS Sicily, Sicily, Italy
 - NCTS Jacksonville, Jacksonville, FL
 - NCTAMS Pacific (PAC), Honolulu, HI
- NCTAMS PAC AOR sites:
 - NCTS San Diego, San Diego, CA
 - NCTS Guam, Guam Territory
 - NCTS Far East, Yokosuka, Japan
- NCTAMS PAC Det Puget Sound, WA
- NIDF, Suffolk, VA
- National Capital Region (NCR)

5.1 REIMBURSABLE TRAVEL COSTS

Except as otherwise provided below under non-reimbursable travel costs, the contractor will be reimbursed for travel costs in accordance with the Federal Travel Regulations (FTR) in effect at the time of the travel. This directive can be accessed at <http://www.gsa.gov/portal/content/104790> . It is the Department of the Navy (DON) policy not to allow a charge of profit or fee on reimbursable items. Therefore, travel will be reimbursed at actual cost, excluding any profit, G&A, and/or Overhead. The application of these indirect rates on Travel are not allowable under this contract. Airfare shall be based on the lowest available cost for coach or economy in writing in advance. The Contractor is not authorized to perform any travel that is not in conjunction with this contract. The COR/TOM shall notify the contractor in advance when travel is required. Upon notification, the contractor shall submit a travel request which identifies the estimated travel cost to the COR/TOM for approval. A trip report will be submitted in contractor format upon completion of all approved travel (contractor format) to the COR/TOM. All travel costs shall be in accordance with the estimated not to exceed amount identified in Section B of the contract and will be reimbursed at actual cost, so long as supporting documentation is provided with the invoice.

5.2 NON-REIMBURSABLE TRAVEL COSTS

- Travel performed for personal convenience, daily travel to and from the contractor’s facility will not be reimbursed by the Government.
- Travel costs incurred in the replacement of contractor personnel, for any reason, will not be reimbursed by the Government.

-No travel or subsistence costs will be reimbursed for work performed within a 50-mile radius of the place of performance where services are being provided.

-Relocation costs and travel costs incident to relocation of Government facilities are not allowed.

SECTION 6 - DELIVERABLES

The following table lists all required deliverables applicable to this contract. A Distribution List will be provided by the COR/TOM after contract award.

Deliverable No.	Deliverable Description	PWS Reference Paragraph	Date Due
1.	Transition Meeting Minutes	--	REMOVED
2.	Draft POA&M	2.2	30 days after start of contract.
3.	Final POA&M	2.2	5 working days after comments are received from the Government with monthly updates, including a summary of changes that have occurred.
4.	Bi-weekly work status reports	2.2	2 week intervals from the start date of the contract.
5.	Team RACI	2.2	2 weeks after start of contract with monthly updates, including a summary of changes that have occurred.
6.	NSSIM Team/Stakeholder Communications Plan Maintenance	2.2	As required/as agreed to between government and contractor.
7.	Quarterly Stakeholder Report	2.2	January 15, April 15, July 15, October 15 of each calendar year.
8.	NCTAMS LANT AOR – Phase I (NCTAMS LANT, NCTS Jacksonville, NAVSATCOMMFAC NW, NCTS Naples, NCTS Bahrain, NCTS Sicily, Djibouti)	2.3.1	Established based on Final POA&M.
9.	NCTAMS PAC AOR – Phase II (NCTAMS PAC, NCTS San Diego, NCTAMS PAC Det Puget Sound, NCTS Guam, NCTS Far East)	2.3.2	Established based on Final POA&M.
10.	NCTAMS LANT AOR – Phase II (NCTAMS LANT, NCTS Jacksonville, NAVSATCOMMFAC NW, NCTS Naples, NCTS Bahrain, NCTS Sicily, Djibouti)	2.3.2	Established based on Final POA&M.
11.	NCTAMS PAC AOR – Phase III (NCTAMS PAC, NCTS San	2.3.3	Established based on Final POA&M.

	Diego, NCTAMS PAC Det Puget Sound, NCTS Guam, NCTS Far East)		
12.	NCTAMS LANT AOR – Phase III (NCTAMS LANT, NCTS Jacksonville, NAVSATCOMMFAC NW, NCTS Naples, NCTS Bahrain, NCTS Sicily, Djibouti	2.3.3	Established based on Final POA&M.
13.	Annual Enterprise Report/Brief	2.4	DRAFT: 1 month prior to period of performance completion; FINAL: prior to period of performance completion.
14.	NSSIM Instruction/Handbook	2.5	Updates last working day of the month with summary/audit trail of changes, including source.
15.	Trip Reports	2.2	5 working days after completion of travel.
16.	Briefs, Reports, Other forms of Data	2.2	As required/directed.
17.	Afloat System Cause and Effect Analysis and/or Updates	2.8	60 days after contract award with quarterly updates.

SECTION 7 - HOURS OF OPERATION

Normal working hours Monday through Friday are anticipated under this contract excluding federal holidays. However, due to operational requirements overtime may be required for the completion of a task, but amount of expected time is minimal. Written requests for overtime must be submitted in advance to the COR/TOM and approved prior to overtime work commencing.

SECTION 8 - NON-PERSONAL SERVICES STATEMENT

Contractor employees performing services under this contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees comply with the performance work standards outlined in this PWS. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the task may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, otherwise violating the prohibitions set forth in Subparts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR) <http://farsite.hill.af.mil/vffar1.htm>. The Government shall control access to the facility and shall perform the inspection and acceptance of completed work.

SECTION 9 - IDENTIFICATION REQUIREMENTS

All contractor personnel performing under this performance work statement shall identify themselves as a contractor employee to avoid creating any impression that they are Government officials. Such

identification shall be made in all meetings attended, when answering Government telephones, on all e-mails, and when working in other situations where their contractor status is not obvious to third parties. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

SECTION 10 - ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR/TOM on all data and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP)/QASP Matrix provided as Attachment 2.

SECTION 11 - INFORMATION ASSURANCE/INFORMATION SECURITY

The Contractor shall protect DoD sensitive unclassified data regardless of the location or ownership of the transport media, including, but not limited to mobile computing devices and removable storage media, whether Government furnished or contractor owned/leased. Contractor shall comply with all current information assurance and information security policies, procedures, and statutes applicable to DoD information technology, including the July 3, 2007 DoD CIO Policy Memorandum on Encryption of Sensitive Unclassified Data at Rest on Mobile Computing Devices and Removable Storage Media.

SECTION 12 – PRIVACY ACT COMPLIANCE

The contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to Department of Defense and Department of the Navy regulations that implement the Privacy Act. Department of Navy policy and procedures implementing the Privacy Act are detailed in DoD Directive 5400.11 (DoD Privacy Program), available on-line at <http://www.dtic.mil/whs/directives/> and in SECNAVINST 5211.5E (Department of the Navy Privacy Act (PA) Program), which is available on-line at <http://privacy.navy.mil>. The contractor shall identify and safeguard data, information and reports accordingly. In addition, the contractor shall ensure that contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.

SECTION 13 – PROPRIETARY INFORMATION

No data provided to, or developed by, the contractor shall be used for any purpose other than the tasks assigned. All information (data files and hard copy) becomes the property of the Government and the contractor shall return them at the completion of the task. The Government shall not be required to pay royalties, recurring license fees, use tax or similar additional payments for any contractor-developed product or associated software presentation.

SECTION 14 - Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction)

directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR/TOM shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a

standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM.

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

(end text)

SECTION 15 - Enterprise Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

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

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

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time

during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

SECTION 16 - STATUS OF FORCES AGREEMENT (SOFA)

The information provided in this section is strictly a summary of the applicable SOFAs and country-specific requirements and should not be construed as all-inclusive. It is the contractor's responsibility to review, understand and comply with all SOFA and country-specific requirements applicable to this contract.

SOFA status defines the benefits received by the contractor and/or the contractor's dependents. These benefits include, but are not limited to, commissary, postal, military banking privileges, on-base education and access to United States military medical facilities. The SOFA status usually defines the prosecution for criminal offenses in the USG OCONUS court system and laws as opposed to the Host Nation judicial system and laws but that will vary by location.

The Government may, at the discretion of the Base Commander, provide contractor employees and authorized dependents logistics support as mentioned in the previous paragraph. This only applies to foreign countries that have a SOFA.

The NATO SOFA is the governing document with respect to the status of forces in NATO countries. The NATO SOFA is silent to many issues, such as how and when SOFA status is granted to contractors. Issues like this are addressed in various bilateral agreements that the United States has with other countries, and the requisite requirements differ from country to country.

1.1.1. BASE PRIVILEGES - BAHRAIN AND CONTRACTOR LICENSING IAW BAHRAIN LAW:

Contractor shall be aware of the requirements for foreign companies wishing to do business in Bahrain must be registered and licensed carry out any commercial activity IAW with Bahrain Commercial Companies Law No. (21) of 2001. All contractor employees shall possess a valid working visa. The Government will not sponsor contractors. Working visas shall be the responsibility of the employee or sponsored by the Contractor.

Without additional expense to the Government, the contractor shall be responsible for obtaining any necessary insurance, licenses, and permits and for complying with any applicable laws, codes, and regulations required by the host-nation in connection with the performance of the work set forth in this contract. The Government will not be responsible for activities of the contractor or contractor employees outside the scope of this contract. The Government has no obligation to support the dependents of contractor employees, including, but not limited to, providing command sponsorship within the host-nation.

1.1.1.1. DOD CONTRACTOR Insurance (Bahrain)

No mandatory requirements for insurance exist

1.1.2. DOD CONTRACTOR PERSONNEL OFFICE (DOCPER) COMPLIANCE (NAPLES)

The contractor shall comply with the procedures associated with the Department of Defense Office of Civilian Personnel guidelines for employing DoD contractor employees as Technical Representatives (TRs) in Italy. The Web site for obtaining the documentation that governs the Technical Representative Accreditation Procedures in Italy, of DoD contractor employees as TRs, is identified below. The Government will also use the Contractor Verification System (CVS) to validate the contractor's need and application information for a CAC. The Government will reimburse the contractor for all costs associated with the DOCPER process.

<http://www.per.hqusaureur.army.mil/CPD/DocPer/Italy/ItalyDefault.aspx>

1.1.2.1. DOD CONTRACTOR Insurance (Italy)

No mandatory requirements for insurance exist

1.1.3. DOD CONTRACTOR SOFA Status (Japan)

Article XIV gives SOFA status to a company, not to the individual employees, as is the case under SOFA Article I(b). Under Article XIV, only the actual employees receive SOFA benefits. There are no benefits for the employees' dependents. Article XIV is limited to United States companies present in Japan solely to work for the United States Forces, Japan (USFJ). Article XIV requires a two to three year application process.

U.S. citizen contractors not ordinarily resident in Japan and present in Japan at the official invitation of the USG for the performance of a contract for the United States armed forces may be given SOFA Article I(b) status. The number of employees does not affect whether Article I(b) or Article XIV status is appropriate.

1.1.3.1. DOD CONTRACTOR Insurance (Japan)

Determining and meeting these requirements are the responsibility of the contractor, at no additional expense to the Government.

PWS Attachment I – Labor Category Descriptions/Qualifications

PROJECT MANAGER

Education: BS degree in Business Management/related field OR four years of experience as a manager plus 8 years of direct work experience in management of C4I projects to include analytical data collection and analysis.

Experience: Ten (10) years of direct work experience in management of C4I projects. Eight (8) years of direct work experience, to include analytical data collection and analysis. Four (4) years as manager to include: Selecting a project team with appropriate skill sets to accomplish work objectives; supervising project personnel; and scheduling Work. Experience may be concurrent. Knowledge of Defense and Federal Acquisition policies and procedures is desired.

OPERATIONS RESEARCH CONSULTANT (OPERATIONS SPECIALIST IV)

Education: BS degree in information systems, computer, related technical field OR 10 years of operational experience with fleet/shore C4I mission operations, planning or conducting operations analysis.

Experience: Twenty (20) years of operational experience, to include fleet and shore C4I mission operations and planning to include planning or conducting operations analysis. Three (3) years of recent experience in a leadership role at an operational shore C4I station.

OPERATIONS RESEARCH ANALYST (OPERATIONS SPECIALIST III)

Education: BS degree in information systems, computer, related technical field OR 6 years of operational experience with fleet/shore C4I mission operations, planning or conducting operations analysis.

Experience: Ten (10) years of operational experience, to include fleet and shore C4I mission operations and planning to include planning or conducting operations analysis. Three (3) years of recent experience at an operational shore C4I station is desirable.

SYSTEM/DATA/PERSONNEL ANALYST (MANAGEMENT ANALYST V)

Education: Bachelor's degree in Business or related analytical field OR 8 years of Strategic Business Management experience.

Experience: Ten (10) years of Strategic Business Management experience in "Relevant Technical Field", to include: development of corporate strategic plans; development of organizational performance management plans; development of organization governance structure; and guiding significant organizational change management efforts.

MANAGEMENT ANALYST II

Education: Associates degree in Business or related analytical field OR 4 years of experience with management analysis of C4I programs.

Experience: Two (2) years of management analysis of C4I programs to include: development of program acquisition documentation; data collection and analysis; development of cost estimates; and development of program status reports. Knowledge of Federal and Defense Acquisition policies and procedures is critical.

LOGISTICS ANALYST III

Education: Bachelor's degree OR 6 years of experience in DOD logistics of C4I programs. Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 1, OR has equivalent logistics training.

Experience: Six (6) years of experience in defense life-cycle (acquisition) logistics support (or 8 years if not DAWIA Level 1 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Four (4) years of experience in support of C4I systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines.

TRAINING SPECIALIST II

Education: Bachelor's degree in Education, English, Psychology, or a related field OR 4 years of experience in training and/or course curriculum development.

Experience: Five (5) years of experience in the training and/or course curriculum development to include: establishing training needs; developing goals and objectives; developing training programs; and applying the instructional system development (ISD) process.

PROGRAM ANALYST IV

Education: Bachelor's degree in business, relevant technical field OR 4 years of experience in program analysis.

Experience: Six (6) years of experience, to include: development of corrective action systems; development of program monitoring approach (e.g. PERT, CPM, EVM); analysis of programs health; data collection and analysis; development of cost estimates; and development of program status reports. Comprehensive knowledge of Federal DoD acquisition policies and procedures is desired.

SME V (Resource and Acquisition Management)

Education: Bachelor's degree in business, relevant technical field OR 10 years of experience in acquisition management of DoD programs.

Experience: Twenty (20) years of acquisition and resource management experience, to include: development of all planning, programming, budgeting and execution (PPBE) documentation as well as in-depth familiarity with the policies and procedures that govern them; program acquisition documentation; data collection and analysis; development of cost estimates; and development of program status reports. Certification in the Defense Acquisition Workforce Improvement Act (DAWIA) Program Management or Business, Cost Estimation, and Financial Management is desirable.