

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 10-Jul-2018	4. REQUISITION/PURCHASE REQ. NO. 1300727718	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 david.dellinger@navy.mil 843-218-5476	CODE N65236	7. ADMINISTERED BY (If other than Item 6) DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666	CODE	S5111A 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)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7955 / N6523618F3091
CAGE CODE 3GWG8	FACILITY CODE	10B. DATED (SEE ITEM 13) 15-Jun-2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) Unilateral Modification Pursuant to FAR Clause 52.232-22, Limitation of funds.

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) David L Dellinger, Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA BY <u>/s/David L Dellinger</u> (Signature of Contracting Officer)
	16C. DATE SIGNED 10-Jul-2018

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 funding in the amount of \$140,208.33 to CLIN 7001 and \$33,459.52 to CLIN 9001 for a total amount of \$173,667.85 in accordance with PR 1300727718. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$300,000.00 by \$173,667.85 to \$473,667.85.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700101	Fund Type - OTHER	0.00	140,208.33	140,208.33
900101	Fund Type - OTHER	0.00	33,459.52	33,459.52

The total value of the order is hereby increased from \$785,615.45 by \$0.00 to \$785,615.45.

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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	D316	Base Year - Funding Source #1 - OMN (O&MN,N)	1.0	LO			\$563,337.43
700001	D316	Incremental Funding ACRN: AA PR#: 1300675429 Funds Expiration: Sep 30, 2018 DOC#: DIEMR8N018 (O&MN,N)					
7001	D316	Base Year - Funding Source #2 - PROC (Fund Type - TBD)	1.0	LO			\$140,208.33
700101	D316	PWS/Subtask Para #(s): 3.1, 3.2 (Fund Type - OTHER)					

#### For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7002		CDRLs - Base Year - Not Separately Priced	1.0	LO			NSP

#### For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	D316	Option Year 1 - Funding Source #1 - OMN (O&MN,N)  Option	1.0	LO			\$424,964.18
7101	D316	Option Year 1- Funding Source #2 - PROC (Fund Type - TBD)  Option	1.0	LO			\$139,254.89

#### For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7102		CDRLs - Option Year 1 - Not Separately Priced	1.0	LO			NSP

#### For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	D316	Option Year 2 - Funding Source #1 - OMN (O&MN,N)  Option	1.0	LO			\$432,044.23

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	D316	Option Year 2- Funding Source #2 - PROC (Fund Type - TBD)	1.0	LO			\$142,034.83
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7202		CDRLs - Option Year 2 - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	D316	Option Year 3 - Funding Source #1 - OMN (O&MN,N)	1.0	LO			\$439,593.64
		Option					
7301	D316	Option Year 3- Funding Source #2 - PROC (Fund Type - TBD)	1.0	LO			\$144,892.34
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7302		CDRLs - Option Year 3 - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	D316	Option Year 4 - Funding Source #1 - OMN (O&MN,N)	1.0	LO			\$448,360.32
		Option					
7401	D316	Option Year 4- Funding Source #2 - PROC (Fund Type - TBD)	1.0	LO			\$147,769.08
		Option					

For Cost Type / NSP Items

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

For ODC Items:

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D316	ODC in support of CLIN 7000 (O&MN,N)	1.0	LO	\$48,610.17
900001	D316	Incremental Funding ACRN: AA PR#: 1300675429 Funds Expiration: Sep 30, 2018 DOC#: DIEMR8N018 (O&MN,N)			
9001	D316	ODC in support of CLIN 7001 (Fund Type - TBD)	1.0	LO	\$33,459.52
900101	D316	PWS/Subtask Para #(s): 3.1, 3.2 (Fund Type - OTHER)			
9100	D316	ODC in support of CLIN 7100 (O&MN,N) Option	1.0	LO	\$49,582.62
9101	D316	ODC in support of CLIN 7101 (Fund Type - TBD) Option	1.0	LO	\$34,128.91
9200	D316	ODC in support of CLIN 7200 (O&MN,N) Option	1.0	LO	\$50,573.94
9201	D316	ODC in support of CLIN 7201 (Fund Type - TBD) Option	1.0	LO	\$34,810.52
9300	D316	ODC in support of CLIN 7300 (O&MN,N) Option	1.0	LO	\$51,585.24
9301	D316	ODC in support of CLIN 7301 (Fund Type - TBD) Option	1.0	LO	\$35,507.66
9400	D316	ODC in support of CLIN 7400 (O&MN,N) Option	1.0	LO	\$52,617.63
9401	D316	ODC in support of CLIN 7401 (Fund Type - TBD) Option	1.0	LO	\$36,217.01

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

(a) For purposes of this task order, “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 the basic 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 the basic 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 task order. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this task order.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
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Base Year Funding Source #1	7000	
Base Year Funding Source #2	7001	
Option Year 1 Funding Source #1	7100	
Option Year 1 Funding Source #2	7101	
Option Year 2 Funding Source #1	7200	
Option Year 2 Funding Source #2	7201	
Option Year 3 Funding Source #1	7300	
Option Year 3 Funding Source #2	7301	
Option Year 4 Funding Source #1	7400	
Option Year 4 Funding Source #2	7401	

Chart Notes: (1) The Fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the prime contractor or subcontractor is performing the work.

(2) The Contracting Officer will populate the “Fixed Fee” and “Fee Per Direct Labor Hours” columns based on the Cost/Price proposal of the successful offeror and such information will be a part of the award document.

(3) The Contracting Officer will populate the “Hours” column and such information will be included in the RFP.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

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

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

#### **SHORT TITLE: MUOS VOICE GATEWAY ENGINEERING, SUSTAINMENT AND TECHNICAL SUPPORT**

#### **1.0 PURPOSE**

The purpose of this Task Order (TO) is to provide contractor support to the Space and Naval Warfare Systems Center Atlantic (SSC Atlantic) Joint Satellite Communications (SATCOM) and Defense Information Systems Agency (DISA) Gateway Integrated Product Team (IPT) who provides comprehensive engineering, In-service Engineering Activity (ISEA) and programmatic support for in-service and emerging Secure Voice Systems and Services for the Mobile User Objective System (MUOS) Voice Gateway (MVG) component of the DISA Teleport program.

#### **1.1 SCOPE**

This PWS covers systems engineering, sustainment, technical, and management support services to the DISA Teleport Program Office for Space and Naval Warfare Systems Center Atlantic (SSC Atlantic). This support encompasses engineering analysis and recommendations for technical logistical and life cycle support for the MVG System.

##### **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.

The table below identifies the type of funding associated with each CLIN:

CLIN 1	Operations and Maintenance Funds (O&M)
CLIN 2	Procurement Funds (PROC)

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## 1.2 BACKGROUND

The MVG System is a component of the DISA Teleport program which provides the capability to decrypt/encrypt the secure MUOS to non-secure Defense Switched Network (DSN) calls and forward the call to non-secure DSN end user. It leverages existing T1 connections between the MUOS Switching Facilities (SF) and Department of Defense (DoD) Teleport sites. Cybersecurity requirements are commensurate with the system's Mission Assurance Category II (MAC II) and Confidentiality Level (Sensitive).

The MVG consists of the MUOS DSN Voice Gateway (MDVG) and the MUOS SECRET Voice Gateway (MSVG). The MDVG component provides a terminating point for Unclassified Secure Communications Interoperability Protocol (SCIP)-encrypted communications and allows the MUOS Functional Terminal (MFT) operator to dial a second number to connect to the DISA Enterprise Voice over IP (EVoIP), which then allows connection to non-SCIP compatible DSN users, MUOS Legacy Gateway Component (MLGC)-connected Legacy UHF SATCOM users, or to a conference. The MUOS user dials the MDVG that then presents secure secondary dial options via an automated announcement for the MUOS user.

All MVG equipment resides within the DoD Teleport, one at Wahiawa, Hawaii, and one at Northwest, Virginia. The MVG will have connections to the DISN services via the Teleport's infrastructure as well as an interface with the MUOS via the MUOS DSN Gateway Shout SS7 interface. Also, the MVG will have conference servers located within the Teleport racks that will interface to the DISA EVoIP/Enterprise Classified Voice over IP (ECVoIP). Additionally, DISA CONUS Tactical Mission Manager (TMM) at Scott Air Force Base has a remote access to the MVG in order to remotely manage and control equipment.

Below are some of MVG's major external interfaces:

- DoD Teleports – The Teleports provide payload control and the capability to connect to DSN subscribers.
- DISA EVoIP/ECVoIP – The MVG will use the DISA EVoIP/ECVoIP for interconnection and transport, access to the MLGC-connected Legacy UHF SATCOM users and access to the DISA DSN Gateway.
- DSN Users – The MVG will connect SCIP and non-SCIP capable DSN users to MUOS operators.
- MUOS GTS – Manages allocation of radio resources; provides communications services, terminal authentication, routing, switching and mobility support.
- MFTs – Provides MUOS operators point-to-point, point-to-network, and group access (conference) to the MUOS constellation.
- MLGC – connected Legacy UHF SATCOM users for Unclassified and SECRET conferencing and P2P calls.



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- NetOps – DISA NetOps Center (DNC) interface for remote Management and Control (M&C) of MVG devices connected to the DISA EVoIP/ECVoIP.

MVG consists of the below major components:

- CISCO 3945 - Provide control and telephony functionality for User mission needs.
- REDCOM HDX- Converts SS7/T1 to E1 signaling and provides an IP trunk for MUOS to DSCD direct calls.
- ECTOCRYPTM Black- Provides the capabilities to encrypt and decrypt Type 1 SCIP encryption.
- CISCO C220 Meeting Place Server- Provides conferencing capabilities.
- Symmetricom XLi- Provides timing for the TDM connections.

SSC Atlantic currently has a secure voice lab supporting MVG (and other programs) at the St. Julien's Creek Annex location. JSEC at Aberdeen Proving Ground, MD also has a lab in support of the MVG system. SSC Atlantic requires engineering, sustainment and technical support services at both of these facilities and at travel locations identified in this PWS.

## 2.0 PLACE(S) OF PERFORMANCE

The contractor shall provide support at the following location:

- a. SSC Atlantic, St Julien's Creek Annex, Portsmouth, VA
- b. Joint Satellite Engineering Center, Aberdeen Proving Ground, MD
- c. Contractor facilities

## 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 SSC Atlantic, St. Julien's Creek Annex, Portsmouth, VA and/or Joint Satellite Engineering Center, Aberdeen Proving Ground, MD.

### 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.

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## 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 PROGRAM MANAGEMENT (CLINS 1 & 2) UNCLASS

The contractor shall provide programmatic support related to this TO for DISA MVG engineering, sustainment and technical support. For program management activities, the contractor shall charge the appropriate CLIN based on the specific work being managed as identified in paragraphs 3.2 – 3.3.

The contractor shall provide oversight of assigned onsite and offsite personnel that support this Contract. The contractor shall provide program management (PM) support to assist the government in managing the task orders, attending meetings, generating agendas and minutes, generating briefing materials and tracking action items may be required. Other support may require contractor recommendation of tactics, and procedures given their past expert opinion or using analysis of actual outcomes. Program support may require significant coordination, attendance and participation at various meetings with sponsors, other government agencies, and/or other contractors and these meetings may include the requirement to travel to attend any meeting that cannot be attended remotely, and present technical recommendations. The contractor shall develop, maintain, and distribute PM reports which shall provide the government with sufficient information for PM planning, management, and risk analysis. The information required in the PM reports shall include the following: Cost and Schedule Milestone Plan (CDRL A001).

### 3.2 ENGINEERING SUPPORT FOR MAJOR SYSTEM MODIFICATION AND NEW SYSTEM COMPONENTS (CLIN 2)

NOTE: Base year includes a system modification to include end-of-life replacement for the Meeting Place system component, therefore, additional labor hours are anticipated for base year.

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The contractor shall provide engineering and technical support in the design, development and implementation of major MVG system modifications and new system components. The contractor shall:

3.2.1 Develop and update designated engineering design documents such as Installation Design Plans (IDP) (CDRL A003), Installation Control Drawings (ICDs), Capability Development Documents, Base Electronic System Engineering Plans (BESEP), and prepare technical presentations with current information. (CDRL A002).

3.2.2 Draft or review and provide comments and recommendations on specifications, technical reports, and other similar documents for completeness, accuracy, adherence to good engineering practices and compliance with documentation standards. (CDRL A004)

3.2.3 Provide comments and recommendations on BESEPs and Installation Control Drawings (ICDs).

3.2.4 Conduct technical analyses of engineering and installation documentation such as design packages, site prep and installation plans, etc., pertinent to the design, installation and checkout of communication systems.

3.2.5 Draft or analyze/review master test plans and system specific test plans/ procedures to determine that test planning meets test requirements and that program schedule, test resources, and performance objectives are achievable. (CDRL A005)

3.2.6 Evaluate developmental and operational testing, analyze test results, and provide recommendations as to whether the communication system, subsystem and/or equipment meets stated requirements.

3.2.7 Conduct and evaluate user's acceptance test.

3.2.8 Review Engineering Change Proposals to the cited system/subsystem/equipment and ascertain the feasibility and impact to MVG operability.

3.2.9 Identify and assess the applicability of new technologies and open architectures for

MVG systems requirements, feasibility of integration/ implementation, and technical and management impacts to ongoing US and Allied Government programs. Examples of evolving technologies include mobile communication technologies, advanced digital networking, integrated network management, voice compression techniques, signal/image processing, optical networking, Voice over Internet Protocol (VoIP), and Information Security (INFOSEC) systems.

3.2.10 Provide engineering and technical support in the preparation and maintenance of configuration management plans and support, attend configuration management meetings, conferences and boards.

3.2.11 Develop drawing packages using and revising existing packages to the maximum extent. The contractor shall develop, validate and update drawing packages, drawing trees (interrelationship of engineering drawings and associated lists), "As-Built" drawings, and block diagrams (schematic and functional, including all interfaces) using computer aided design software compatible with existing formats.

3.2.12 Evaluate and review proposed software solutions for communication and information systems and their implementation of industry-based standards and protocols.

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3.2.13 Develop complete architectural development models including Operational Views (OV), All Views (AV), System Views (SV) and Technical Standards (TV) as it would pertain to secure voice systems and functionality.

3.2.14 Provide support and expertise in drafting Initial Capabilities Documents (ICD), Capability Development Documents (CDD) and Concept of Operations (CONOPS) in accordance with Joint Capabilities Integration and Development System (JCIDS) process standards. (CDRL A017)

3.2.15 The contractor shall analyze user requirements and preparation of specifications, technical concepts, performance standards and design criteria.

3.2.16 The contractor shall provide engineering planning that reflects consideration of the total project to include design, life-cycle cost, possible life-cycle cost reductions, system/equipment, software, procedures and personnel.

3.2.17 Prepare studies, investigations, evaluations, and trade-off analysis to determine relative benefits to be gained by implementing technological innovations.

3.2.18 Develop the engineering design (CDRL A002) and documentation for new or modified systems based on requirements analyses, risks assessments, site investigations, cost estimates, and provide cost analysis reports which evaluate the relative cost and performance benefits of alternative approaches. (CDRL A006)

### 3.3 IN-SERVICE ENGINEERING ACTIVITY (ISEA) SUPPORT (CLIN 1)

NOTE: Base year includes a system modification to include end-of-life replacement for the Meeting Place system component, therefore, additional labor hours are anticipated for base year.

The contractor shall provide engineering and technical support for MVG system sustainment. The contractor shall conduct engineering activities in paragraphs 3.2.1 – 3.2.18 as part of ISEA support.

#### 3.3.1 Technical Assistance for Fielded Products and Systems (MVG)

The contractor shall provide technical and distant support for all MVG system nodes. Contractor Technical Subject Matter Expertise (SME) shall be provided via common distance support and Help Desk methods IAW SPAWARINST 4792.1B.

The contractor shall monitor and maintain the interoperability of all interfaces within and external to the system (hardware and software), including the necessary supporting equipment, facilities, and other systems and equipment that are or will be present in the operational environment.

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The contractor shall conduct engineering validations or investigations of system performance, systems integration, systems interoperability, and problems with fielded systems and recommend alternative solutions.

### 3.3.1.1 Help Desk and Technical Support Normal Working Hours (MVG)

The contractor shall provide technical assistance and troubleshooting routines via Secure/Non-Secure telephone, Secure/Non-Secure email, and other communication methods necessary to guide the fleet customer to problem isolation or resolution. In the event that distance support (D/S) is unable to correct the problem, the contractor shall notify the Contracting Officer Representative (COR) with recommendations for additional support required. The contractor shall provide manning support for Trouble Desk telephone queries during normal business hours. Failure analysis and identification trends shall be included in the monthly equipment/SME support report. The contractor shall provide a Daily Status Report (DSR) at the close of each day via e-mail to the COR. (CDRLs A004, A015)

### 3.3.1.2 On-site Technical Assistance Support (MVG)

The contractor shall provide on-site technical assistance for system resolution, fault analysis, testing and/or repair equipment to restore the units to operational status. When notified by the COR, the contractor shall be prepared to commence travel for onsite assistance within 48 hours of notification. The contractor shall provide personnel that are technically knowledgeable and capable of analyzing MVG specific system problems and implementing corrective actions without direct assistance or support from SSC Atlantic personnel if and when required. The contractor shall also collect additional information for SSC Atlantic to include: design, operation and equipment conditions, training and skill levels of site operators, and engineering change status. The contractor shall report all findings, analysis results and corrective action taken associated with technical assistance Trip Report (CDRL A007) and provide to SSC Atlantic. The contractor shall provide a Daily Status Report (DSR) at the close of each day via e-mail to the COR.

### 3.3.1.3 Cybersecurity Vulnerability Management (MVG)

The contractor shall provide Cybersecurity vulnerability management for MVG components. The contractor shall download the Cybersecurity updates (patches) from the DoD Patch Repository, apply the vulnerability updates to applicable MVG components, and test the component in the lab environment to validate functionality after incorporating those updates. Upon validation that the security patches are successfully installed without compromising system functionality, the contractor shall implement those updates at MVG fielded site systems.

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### 3.3.2 Integrated Logistics Support (ILS) Sustainment (MUOS Voice Gateway MVG)

The contractor shall provide ILS sustainment support to ensure that proper and updated ILS documentation and certifications are maintained for fielded equipment and systems. The contractor shall provide support to update and maintain logistics documentation. Documentation will include as:

- User Logistic Support Summary (ULSS)
- Standard Operating Procedures (SOPs)
- Quick Reference Guides (QRGs)
- Installation Control Drawings (ICDs)
- MVG Technical Manual
- MVG Troubleshooting Manual
- MVG Warranty tracking spreadsheet

## **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.

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

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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 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services supporting Navy programs and projects shall ensure they recommend or procure items from approved sources in accordance with the latest DoN and DoD policies.

##### 4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA), contractors that are authorized to use Government supply sources per FAR Subpart 51.101 shall verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program as prescribed in DFARS Subpart 208.74 and Government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program. The contractor shall purchase the following software and/or software licenses:

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

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

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#### 4.2.3 Cybersecurity/Computer Security Requirements

The contractor shall ensure that all products recommended and/or procured that impact cybersecurity or Information Assurance (IA) shall be selected from the National Information Assurance Partnership (NIAP) Validated Products List. The contractor shall ensure the products chosen are based on the appropriate Evaluated Assurance Level (EAL) for the network involved, and are utilized in accordance with latest Defense Information Systems Agency (DISA) policy at time of order. The contractor shall store all product information and have it available for government review at any time.

#### 4.3 RESERVED

#### 4.4 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 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 SSC 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:

##### 4.4.1 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



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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 a minimum of 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.)

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

- Webserver Administrators
- Testers
- Database Administrators

#### 4.4.3 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).

### 4.5 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

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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.

#### 4.5.1 Cyber IT and Cybersecurity Personnel

4.5.1.1 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.

4.5.1.2 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).

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

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

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 Chief Information Officer (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.

#### 4.5.3 Cybersecurity Workforce (CSWF) Report

In accordance with DFARS clause 252.239-7001 and DoD 8570.01-M, the contractor shall identify

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cybersecurity personnel, also known as CSWF and Cyber IT workforce personnel. The contractor shall develop, maintain, and submit a monthly CSWF Report (CDRL A008) identifying CSWF individuals who are IA trained and certified. Utilizing the format provided in CDRL A008 Attachment 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 SSC Atlantic Information Systems Security Manager (ISSM).

#### 4.5.4 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 (Note1)	IA Level/Position (Note2)	IA Duty Hours		
				Primary (≥25 hrs)	Additional (15-24 hrs)	Embedded (1-14 hrs)
SME 3 (Senior Network Engineer)	(1)	IAT	Level 1			X
SME 5 (Senior Telecommunication Specialist)	(2)	IAT	Level 1			X

## 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

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

## 5.2 CONTRACTOR LIAISON

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

## 5.3 CONTRACTOR MONITORING AND MAINTENANCE

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

### 5.3.1 Task order Administration & Documentation

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

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

The contractor shall develop a Task Order Status Reports (CDRL A009) 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 A009 Attachment 1 of Exhibit A), Personnel Listing (CDRL A009 Attachment 2 of Exhibit A), and Government-furnished property (GFP) Template (CDRL A009 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

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#### 5.3.1.2 Task Order Closeout Report

The contractor shall develop a task order closeout report (CDRL A010) and submit it no later than 15 days before the task order completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

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

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

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

The contractor shall completely fill-in all required data fields using the following web address: <https://www.ecmra.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 [dod.ecmra.support.desk@mail.mil](mailto:dod.ecmra.support.desk@mail.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 A011) 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

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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 A009 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 \$182.00/hour and the individual’s rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A012) 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 A012) 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, 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 A012) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order QASP.

#### 5.3.1.7 Limitation of Subcontracting

Limitation of subcontracting is applicable for task orders that have been wholly or partially set aside for small business or 8(a) concerns. For service task orders, the prime contractor shall perform at least 50% of the total contract labor cost and if applicable, on each subsequent task orders. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with FAR requirements, the contractor shall develop and submit a

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Limitation of Subcontracting Report (LSR) (CDRL A013) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50% at the task order level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the task order is not complete how the prime contractor intends to rectify the deficiency.

#### 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 A001) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A014) 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 cost of the task order (base plus all options) does not exceeding \$20M. In lieu of an EVM system, the contractor shall develop and maintain, a Task Order Status Report (CDRL A009) 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:

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<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Reference Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification (up to S/TS or Unclassified)</b>
A001	Cost and Schedule Milestone Plan	3.1, 5.4	1TIME with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of Govt review	Unclassified
A008	Cybersecurity Workforce (CSWF) Report	4.5.3, 8.1.2, 8.2.3.1	MTHLY	30 days after task order award (DATO) and monthly on the 10th	Unclassified
A009	Task Order Status Report (TOSR)	5.3.1.1, 5.3.1.5, 5.5, 8.1.2, 8.2.3.1, 10.2.1	MTHLY	30 DATO and monthly on the 10th	Unclassified
A010	Contract/ Task Order Closeout Report	5.3.1.2, 10.3.7	1TIME	NLT 15 days before completion date	Unclassified
A011	Invoice Support Documentation (ISD)	5.3.1.4	ASREQ	Within 24 hours of request	Unclassified
A012	Limitation Notification & Rationale	5.3.1.5, 5.3.1.6	ASREQ	Within 24 hours of occurrence	Unclassified
A013	Limitation to Subcontracting Report	5.3.1.7	QRTLY	NLT 105 DATO and every third month on the 10th	Unclassified
A014	CPARS Draft Approval Document (CDAD)	5.4	MTHLY	30 DATO and monthly on the 10th	Unclassified
A016	OCONUS Deployment Document	11.2.1	1TIME	NLT 30 days prior to travel	Unclassified

6.1.2 Technical CDRL



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

<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Reference Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification (up to S/TS or Unclassified)</b>
A002	Engineering Design Documents, General	3.2.1, 3.2.18	ASREQ	NLT 15 working days after request	Unclassified
A003	Installation/As-built Drawings	3.2.1	ASREQ	NLT 15 work days after notification	Unclassified
A004	Technical Report/ Studies	3.2.2, 3.3.1.1	ASREQ	NLT 10 work days of completion of event	Unclassified
A005	Test Plan	3.2.5	ASREQ	NLT 30 work days after request	Unclassified
A006	Cost Analysis Report	3.2.18	ASREQ	NLT 30 days after request	Unclassified
A007	Technical Activity Report/ Trip Report	3.3.1.2	ASREQ	NLT 5 work days of completion of trip	Unclassified
A015	Inventory Tracking Report	3.3.1.1, 10.2.1, 10.3.4	MTHLY	10th of each month	Unclassified
A017	Revisions/Updates to Existing Acquisition Government Documents	3.2.14	ASREQ	Within 10 working days of notification from Government	Unclassified

6.2 RESERVED

6.3 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

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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 SSC Atlantic corporate standard software configuration as specified below. Contractor shall conform to SSC 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.*

	<b>Deliverable</b>	<b>Software to be used</b>
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	Scheduling	Microsoft Project
f.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio

#### 6.4 INFORMATION SYSTEM

##### 6.4.1 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.

##### 6.4.2 Information Security

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on 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).

##### 6.4.2.1 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:

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

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(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.

#### 6.4.2.2 Compliance

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

## 7.0 QUALITY

### 7.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality system that meets contract and task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have an adequately documented quality system which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system, which includes an internal auditing system. The contractor shall make their quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial

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disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan or quality system, and development of quality related documents. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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

## 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.

### 7.2.2 Navy Shore work

The contractor shall ensure the quality of all services provided under this task order conforms to high standards, such as ISO 9001 in the relevant profession, trade or field of endeavor. Within 30 days of award, the prime contractor shall have in place, an existing Government approved QMS by the project Quality representative.

## 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

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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 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, access MVG system components, and work within restricted areas unescorted. Access to SCI is limited to U.S. Government Facilities or other U.S. Government sponsored SCI Facilities (SCIFs) authorized on the DD254. The contractor shall not generate any SCI deliverables.

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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	3.2, 3.3
None required	3.1

### 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 Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A009), and if applicable, updating and tracking data in the CSWF Report (CDRL A008).

## 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 (NISPO), 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 SSC 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 SSC 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 SSC Atlantic facilities, projects, and/or

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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). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the 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 SSC Atlantic security regulations. The contractor shall immediately report any security violation to the SSC Atlantic Security Management Office, the COR, and Government Project Manager.

8.2.1.1 The following labor categories do not require a minimum personnel clearance (PCL):

<b>Labor Category</b>	<b>Required Minimum Personnel Security Clearance (PCL)</b>
Program Manager	None required
All other labor categories	SECRET

### 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 SSC 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.



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(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: SSC Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SSC 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.

#### 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

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access to multiple non-DoD federally controlled facilities on behalf of the SSC 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 SSC 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 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 SSC 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 SSC 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 <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC 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\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

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

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All SSC Atlantic contractor personnel requiring or possessing a Government badge and/or CAC for facility and/or IT access shall have a SSC 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 SSC 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 COMSPAWARSYSCOM Code 80330 mandatory training webpage: <https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training>. Contractors without access to the SPAWAR webpage shall coordinate with the COR concerning mandatory training as listed on the training webpage.

8.2.3.1 The contractor shall be responsible for verifying applicable personnel 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 SSC Atlantic badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; CSWF certifications; etc. The contractor shall report individual contractor personnel training status by completing and updating the monthly task order status report (TOSR) Staffing Plan (CDRL A009 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 A008).

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

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DoDD 5205.02E and SPAWARINST 3432.1, SSC Atlantic's OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual and SPAWARINST 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 develop their own internal OPSEC program specific to the task order and based on SSC Atlantic OPSEC requirements. At a minimum, the contractor's program shall identify the current SSC Atlantic site OPSEC Officer/Coordinator.

### 8.3.2 OPSEC Training

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

### 8.3.3 SSC Atlantic OPSEC Program

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

### 8.3.4 Classified Contracts

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

## 8.4 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

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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 utilized on this task order. Any applicable document (PWS Para 16.0) not available online, the Government will provide document as GFI listed in the table below. The contractor shall inventory all GFI by tracking distribution and location and provide a GFI inventory to the Government. The contractor shall use the GFI provided to support this task order only – use of GFI document(s) to support other projects beyond this task order is not allowed. Unless otherwise specified, all GFI will be provided by the Government by the estimated delivery date listed in the table below, and the contractor shall return all GFI to the Government at completion of the task order. If a contractor requires additional GFI other than what is listed, the contractor shall submit a request to the COR within 30 days after task order award.

Item #	Description	GFI Estimated Delivery Date
1	MVG Warranty Tracking Spreadsheet	3 days prior to start of task
2	Standard Operating Procedures (SOPs)	3 days prior to start of task
3	Quick Reference Guides	3 days prior to start of task
4	Installation Control Drawings (ICDs)	3 days prior to start of task
5	MVG Technical Manual	3 days prior to start of task
6	MVG Troubleshooting Manual	3 days prior to start of task
7	MVG Cybersecurity Documentation	3 days prior to start of task

## 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.

Government property includes both GFP and CAP, but does not include intellectual property and

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software. The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator to ensure their property management system is acceptable.

## 10.1 GOVERNMENT-FURNISHED PROPERTY (GFP)

As defined in FAR Part 45, GFP is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes spares and property furnished for repair, maintenance, overhaul, or modification. GFP includes Government-furnished equipment (GFE), Government-furnished material (GFM), Special Tooling (ST) and Special Test Equipment (STE).

Utilizing GFP on this task order is authorized in accordance with DFARS requirements. The contractor shall meet applicable FAR requirements for the use and charges of GFP. The contractor shall have the means to provide an effective and efficient stewardship of Government property. NOTE: The contractor shall only receive items listed in the Consolidated GFP form and shall only take possession of items not in excess of the maximum promised quantity identified in the GFP form. If additional items or increased quantities are required, a modification to the task order is needed which includes a revised GFP form being uploaded to Electronic Document Access (EDA) system. The following types of GFP are applicable on this task order:

### 10.1.1 Government-Furnished Equipment

GFE is Property, Plant and Equipment (PP&E) provided to the contractor. It consists of tangible items that are functionally complete for their intended purpose, durable, non-expendable, and needed for the performance of a contract. It is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. It does not include material, real property, special test equipment or special tooling. GFE will be provided to the contractor as identified on the Consolidated GFP form, Attachment 6.

### 10.1.2 Government-Furnished Material

GFM will not be provided on this task order.

### 10.1.3 Special Test Equipment

STE will not be provided on this task order.

### 10.1.4 Special Tooling

ST will not be provided on this task order.

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## 10.2 CONTRACTOR-ACQUIRED PROPERTY (CAP)

As defined in FAR Part 45, CAP is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title but has not yet performed receipt and acceptance. CAP consists of Contractor-acquired equipment (CAE), Contractor-acquired material (CAM), ST, and STE.

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

Item #	Description, CAP	Part #	Unit/Issue	Quantity
1	Misc cables		Lot	1
2	Misc connectors		Lot	1

### 10.2.1 Equipment and Material Procurement

The contractor shall research specified CAP as utilized within the task parameters. To ensure fair and reasonable pricing under this cost reimbursable line item, the contractor shall ensure acquisition selection factors include price, availability, reliability, and supportability within current supply system. The contractor shall keep source selection records and make it available for government review as needed. Prior to items being purchased, the contractor shall obtain COR concurrence. The contractor shall provide all support data and cost estimates necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate accounting system to track all items and the delivery status per task order and per item. After receipt, the contractor shall have an adequate property management system to track the item location per task order per item. All items procured by the contractor shall be utilized or staged at the contractor's facility transported by the contractor to the installation, integrated or consumed in a system, or returned to the government at the completion of the task order. The contractor shall be responsible for identifying monthly and cumulative CAP procurements in the TOSR (CDRL A009). At any time outside the monthly reporting cycle, the contractor shall be capable of generating a CAP inventory tracking report(s) (CDRL A015) of items procured, received, and delivered as applicable. Contractor shall recommend and procure items that conform to the following applicable product validation, identification, and tracking requirements.

10.2.1.1 Product Validation – The contractor shall certify that it purchases supplies from authorized resellers and/or distributors. The contractor shall warrant that the products are new, in their original box. The contractor shall obtain all manufacturer products submitted in task order offers from authentic manufacturers or through legal distribution channels only, in accordance with all applicable laws and policies at the time of purchase. The contractor shall provide the Government with a copy of the End User license agreement, and shall warrant that all manufacturer software is licensed originally to

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Government as the original licensee authorized to use the manufacturer software. The contractor shall track the licensing information and have it available for government review.

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

10.2.1.3 Electronic Parts – In order to mitigate use of counterfeit and/or defective electronic parts, the contractor shall ensure all acquired electronic parts comply with the notification, inspection, testing, and authentication requirements in accordance with DFARS clauses 252.246-7007 and DFAR clause 252.246-7008 specific to for electronic parts.

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

### 10.3 GOVERNMENT PROPERTY MANAGEMENT

#### 10.3.1 Contractor Property Management System

Pursuant to FAR clause 52.245-1 and DFARS clause 252.245-7003, the contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the Contracting Officer and task order Government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1 and include the required data elements in DFARS clause 252.211-7007. The contractor shall ensure GFP in the possession of a subcontractor shall also be reported using the required data elements cited in DFARS clause 252.211-7007.

#### 10.3.2 Government Property Administrator

As allowed by FAR Subpart 42.201, the contract property administrator under this contract is, unless otherwise designated, the Defense Contract Management Agency (DCMA). The contractor shall work with the Contracting Officer appointed PA to ensure compliance with the contract's property requirements in accordance with DoDI 4161.02 and the Guidebook for Contract Property Administration. For contractors without an approved property management system, the contractor shall



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contact the appointed PA within 30 days of contract award, and provide a copy of their property management procedures with the names of appropriate points of contact.

### 10.3.3 GFP Transfer between Government and Contractor

Contractors shall not take receipt or transfer custody of any GFP without possessing proper contractual authority; i.e.; GFP items must be specified on a Consolidated GFP form which is tied to one specific contract or task order. The contractor shall perform GFP reporting as required by DFARS clause 252.211-7007. The primary and preferred means of reporting is via electronic transfer transaction in Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), an application within WAWF, which will automatically transmit the GFP custody information to the GFP Repository within the Item Unique Identification (IUID) Registry. For non-serially managed GFP items, the contractor shall only report the initial receipt. For serially-managed GFP items, the contractor shall report all subsequent transactions affecting GFP custody. In order to perform electronic transaction reporting in iRAPT, the contractor shall register for iRAPT access and obtain the Contractor Property Shipper and Contractor Property Receiver roles.

Note: As a backup process to the electronic tracking, SSC Atlantic property management specifies use of Requisition and Invoice/Shipping Document (DD1149) and/or COMSEC Material Report (SF153) to validate actual transfer of property physically occurred. The contractor shall ensure all received and returned items are documented with proper paperwork.

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### 10.3.4 CAP Inventory and Warranty Tracking

The contractor shall create and maintain internal records of all Government property accountable to the task order, including GFP and CAP. In accordance with DFARS clause 252.246-7006, the contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report which are subject to review and delivery as requested (CDRL A015). At a minimum, the report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for Government review, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields.

### 10.3.5 Government Property Transferring Accountability

GFP cannot be transferred between contracts or task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts and/or task orders. Unlike GFP, CAP cannot be transferred. If CAP is required to be utilized on a contract or task order other than the one that funded its acquisition, it must be delivered to the Government. Once received and accepted by the Government, it can be provided as GFP on the same or another contract.

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### 10.3.6 Government Property Lost or Damaged Items

Contractor shall promptly report to the COR and Contracting Officer all lost and/or damaged Government property. The requirements and procedures for reporting lost Government Property are specified in DFARS clause 252.245-7002.

### 10.3.7 Government Property Inventory Disposition

When disposition instructions for GFP are contained in the accountable task order or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Contracting Officer, via the activity Property Administrator.

Pursuant to DFARS clause 252.245-7004, when disposition instructions are not stipulated in the task order or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. The contractor shall submit the list to the COR and PCO, via the activity Property Administrator, at which time disposition instructions will be provided by the Government. Note: If any Government property is slated for demilitarization, mutilation, or destruction by the contractor, the event shall be witnessed and verified by the COR or the designated Government personnel.

The contractor shall include a final inventory reporting list in the task order Closeout Report (CDRL A010). At the time of the contractor's regular annual inventory, the contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the Government Property Administrator.

### 10.3.9 Government Property Performance Evaluation

Non-compliance with Government Property terms and conditions will negatively affect the contractor's annual CPARS rating.

## 10.4 TRANSPORTATION OF EQUIPMENT/MATERIAL (CLIN 1 ONLY)

Transportation of Equipment/Material will be on an as needed basis not to exceed \$600 per year. These costs may be incurred to ship replacement parts provided by the Government for shipment in the event that on-site analysis of a failure requires a spare from existing Government inventory to be provided.

## 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 COR concurrence. Although estimated trips are listed, the contractor shall be prepared to travel to any of the following alternative sites: Stuttgart, GE. Travel to foreign countries outside of the continental United States (OCONUS) is required. The applicable countries include the following: Germany, Hawaii. 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.

CLIN 1 (Note: Travel Requirements anticipated to be the same for each Option – pricing should include below trips for each Option period)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
2	2	13/12	Norfolk, VA	Wahiawa, HI
2	2	5/4	Norfolk, VA	Charleston, SC
1	2	5/4	Norfolk, VA	O'Fallon, IL
2	2	5/4	Norfolk, VA	Aberdeen Proving Grounds, MD
1	2	5/4	Aberdeen Proving Grounds, MD	Norfolk, VA

CLIN 2: (Note: Travel Requirements anticipated to be the same for each Option – pricing should include below trips for each Option period)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	13/12	Norfolk, VA	Wahiawa, HI
2	2	5/4	Norfolk, VA	Charleston, SC
1	2	5/4	Norfolk, VA	O'Fallon, IL
2	2	5/4	Norfolk, VA	Aberdeen Proving Grounds, MD
1	2	5/4	Aberdeen Proving Grounds, MD	Norfolk, VA

## 11.2 OCONUS TRAVEL REQUIREMENTS

Pursuant to SPAWARSCENLANTINST 12910.1B, DoDI 3020.41, and the latest DoD Foreign Clearance Guide requirements, the contractor shall travel outside the continental United States

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(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 A016) to the COR or task order technical POC and SSC Atlantic Deployment Manager no later than 30 days prior to travel. For all OCONUS travel, the contractor shall submit an official OCONUS Travel Form (SPAWARSYSCENLANT 12990/12) and shall ensure all OCONUS travel has an approved Aircraft and Personnel Automated Clearance System (APACS) request. The task order COR will provide a blank travel form after task order award.

#### 11.2.2 OCONUS Immunization Requirements

Pursuant to DoDI 6205.4, SPAWARSYSCENLANTINST 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

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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 SUBCONTRACTING REQUIREMENTS

### 13.1 APPROVED SUBCONTRACTORS

In accordance with FAR clause 52.244-2, prior to a prime contractor utilizing a subcontractor, the subcontractor is required to be approved by the Contracting Officer at the basic contract. As a team member, the subcontractor may be proposed on any upcoming task order competition but is not automatically approved for use on any pre-existing task order. After task order award, the prime contractor shall submit a written request to the Contracting Officer requesting approval to add any new subcontractors.

## 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 1.

## 15.0 OTHER CONDITIONS/REQUIREMENTS

### 15.1 EXTENDED WORK WEEK

Due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, extended work week (EWW) may be required for professional (i.e., salaried) employees. EWW is allowable in accordance with the identified labor categories and estimated labor

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hours specified in the Government pricing model. Prior to EWW being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates.

## 15.2 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

The contractor shall sign a NDA to access certain sensitive project information on an as required basis.

## 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 (AND DEFINITIONS)

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

### 16.1 REQUIRED DOCUMENTS

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

	<b>Document Number</b>	<b>Title</b>
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87 (and subsequent revisions)
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12

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	<b>Document Number</b>	<b>Title</b>
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 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN dtd 22 Dec 09

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	<b>Document Number</b>	<b>Title</b>
q.	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
r.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
s.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
t.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
u.	SPAWARINST 4440.12A	Space and Naval Warfare Instruction – Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), and Inventory
v.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
w.	SPAWARSYSCENLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
x.	SPAWARSYSCENLANTINST 12910.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Government and Contractor Personnel Outside the Continental Unlisted States dtd 23 Aug 16
y.	COMUSFLTFORCOM/COMPACFLTINST 6320.3A	Commander US Fleet Forces Command/Commander US Pacific Fleet Instruction, Medical Screening For US Govt Civilian Employees, Contractor Personnel, and Guests prior to embarking Fleet Units dtd 7 May 13
z.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) - Navy
aa.	Privacy Act of 1974	United States federal law, Pub.L. 93-579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a



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## 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.

	<b>Document Number</b>	<b>Title</b>
a.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
b.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
c.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
d.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS) dtd 20 Dec 10
e.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property dtd 27 Apr 12
f.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
g.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
h.	N/A	Guidebook for Contract Property Administration dtd Dec 2014
i.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
j.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
k.	ISO/IEC/IEEE 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
l.	IEEE Std 12207-2008	Institute of Electrical and Electronics Engineers – Systems and Software Engineering, Software Life Cycle Processes
m.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
n.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors,

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	Document Number	Title
		August 2013
o.	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
p.	N/A	SSC 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>
q.	N/A	COMSPAWARSYSCOM Code 80330 mandatory training webpage – <a href="https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training">https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training</a>
r.	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.

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

- a. Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and

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shall be fully capable of performing in an efficient, reliable, and professional manner.

- b. The Government will review résumés of contractor personnel.
- 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 specified in task/delivery orders. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.
- e. For educational and experience requirements, 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. When not specified, higher education above a labor category's minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a MS degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.
  4. Technology degrees do not qualify as Engineering or Physical Science Degrees.
  5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.

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6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).
7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).
8. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1. This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.
9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification.

The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications:

<b>Labor Category</b>	<b>Location</b>
1. Program Manager	Contractor Site
2. Engineer/ Scientist 5	Government Site
3. Logistician 3	Government Site
4. Subject Matter Expert (SME) 5	Government Site
5. Subject Matter Expert (SME) 3	Government Site
6. Drafter/CAD Operator 3	Contractor Site

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### **1. Program Manager (CLINS 1 and 2)**

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

**Experience:** Fifteen (15) years of technical experience in support of Command, Control, Communications, Computers and/or Intelligence (C4I) projects, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager in C4I projects. Note: Experience may be concurrent. Knowledge of

Federal Acquisition Regulation (FAR) and Department of Defense (DoD) procurement policies and procedures.

### **2. Engineer/Scientist 5 – Senior Systems Engineer (CLINS 1 and 2)**

**Education:** Technical Training in "Systems Engineering".

**Experience:** Ten (10) years of experience in "Systems Engineering for Secure Voice and VoIP Networks", to include: Requirements Development, Architecture Development, Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Recognized as an expert in "Secure Voice and VoIP Systems Engineering". Note: Experience may be concurrent.

### **3. Logistician 3 (CLINS 1 and 2)**

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

**Experience:** Six (6) years of experience in defense life-cycle (acquisition) logistics support (or 8 years if not DAWIA Level 1 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Four (4) years of experience in support of C4ISR systems. Note: Experience may be concurrent.

### **4. Subject Matter Expert (SME) 5 – Senior Communications Specialist (CLINS 1 and 2)**

**Education:** Technical Training in "Secure Voice and VoIP Networks".

**Experience:** Eighteen (18) years of hands-on experience with "Specific Projects", to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in "Secure Voice and Satellite Communications"

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**5. Subject Matter Expert (SME) 3 – Senior Network Engineer (CLINS 1 and 2)**

**Education:** Technical Training in "Network Engineering".

**Experience:** Twelve (12) years of hands-on experience with "Secure Voice Systems", to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in "Secure Voice and VoIP Engineering".

**6. Drafter/CAD Operator 3 - Design Draftsman (CLINS 1 and 2)**

**Education:** Technical Training and experience in "AUTOCAD".

**Experience:** Twelve (12) years of hands-on drafting experience with "Secure Voice or similar C4I systems." Recognized expert who has demonstrated industry and public design draftsman skills in "Secure Voice or similar C4I systems."

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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

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
<b>COST CLIN</b>				
7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government
7400	Destination	Government	Destination	Government
7401	Destination	Government	Destination	Government
<b>ODC CLIN</b>				
9000	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government
9301	Destination	Government	Destination	Government
9400	Destination	Government	Destination	Government
9401	Destination	Government	Destination	Government

## 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	6/15/2018 - 6/14/2019
7001	6/15/2018 - 6/14/2019
9000	6/15/2018 - 6/14/2019
9001	6/15/2018 - 6/14/2019

### CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance for the services described herein is as follows:

Base Year:

CLIN 7000: Date of Task Order Award through One Year thereafter.

CLIN 7001: Date of Task Order Award through One Year thereafter.

CLIN 9000: Date of Task Order Award through One Year thereafter.

CLIN 9001: Date of Task Order Award through One Year thereafter.

Option Year 1:

CLIN 7100: If exercised, period will begin after CLIN 7000 is complete and ends 365 days after CLIN 7100 is exercised.

CLIN 7101: If exercised, period will begin after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.

CLIN 9100: If exercised, period will begin after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.

CLIN 9101: If exercised, period will begin after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.

Option Year 2:

CLIN 7200: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7200 is exercised.

CLIN 7201: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7201 is exercised.

CLIN 9200: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7200 is exercised.

CLIN 9201: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7201 is exercised.

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Option Year 3:

CLIN 7300: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7300 is exercised.

CLIN 7301: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7301 is exercised.

CLIN 9300: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7300 is exercised.

CLIN 9301: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7301 is exercised.

Option Year 4:

CLIN 7400: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7400 is exercised.

CLIN 7401: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7401 is exercised.

CLIN 9400: If exercised, period will begin after CLIN 7100 is complete and ends 365 days after CLIN 7400 is exercised.

CLIN 9401: If exercised, period will begin after CLIN 7101 is complete and ends 365 days after CLIN 7401 is exercised.

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".

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## SECTION G CONTRACT ADMINISTRATION DATA

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

### G-TXT-01 Designation of Contracting Officer's Representative (FEB 2018)

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

#### CONTRACTING OFFICER REPRESENTATIVE

Contracting Officer Representative:

Matthew C. Whitley

[matthew.c.whitley@navy.mil](mailto:matthew.c.whitley@navy.mil)

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government.

When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

(End of text)

### G-TXT-04 TYPE OF CONTRACT (FEB 2018)

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

(End of text)

### G-TXT-07 PAYMENT INSTRUCTION (PGI 204.7108)

The payment office shall allocate and record the amounts paid to the accounting classification citations in the contract using the table below based on the type of payment request submitted (see DFARS 252.232-7006) and the type of effort:

Contract/Order Payment Clause	Type of Payment Request	Payment Office			Allocation Method
		Supply	Service	Construction	
52.212-4 (Alt I), Contract Terms and Conditions —Commercial Items	Cost Voucher	X	X	N/A	Line item specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of

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52.216-7, Allowable  
Cost and Payment

funding currently unliquidated for  
each ACRN on the deliverable line  
or deliverable subline item for  
which payment is requested.

52.232-7, Payments  
under Time-and-  
Materials and  
Labor-Hour  
Contracts

52.232-1, Payments Navy Shipbuilding X N/A N/A  
Invoice (Fixed  
Price)

Line Item specific by fiscal year.  
If there is more than one ACRN  
within a deliverable line or  
deliverable subline item, the funds  
will be allocated using the oldest  
funds. In the event of a deliverable  
line or deliverable subline item  
with two ACRNs with the same  
fiscal year, those amounts will be  
prorated to the available  
unliquidated funds for that year.

52.232-1, Payments; Invoice X X N/A

Line Item Specific proration. If  
there is more than one ACRN  
within a deliverable line or  
deliverable subline item, the funds  
will be allocated in the same  
proportion as the amount of  
funding currently unliquidated for  
each ACRN on the deliverable line  
or deliverable subline item for  
which payment is requested.

52.232-2, Payments  
under Fixed-Price  
Research and  
Development  
Contracts;

52.232-3, Payments  
under Personal  
Services Contracts;

52.232-4, Payments  
under  
Transportation  
Contracts and  
Transportation-  
Related Services  
Contracts; and

52.232-6, Payments  
under  
Communication  
Service Contracts  
with Common  
Carriers

52.232-5, Payments Construction N/A N/A X  
Under Fixed-Price Payment Invoice  
Construction  
Contracts

Line Item specific by fiscal year.  
If there is more than one ACRN  
within a deliverable line or  
deliverable subline item, the funds  
will be allocated using the oldest  
funds. In the event of a deliverable  
line or deliverable subline item

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52.232-16, Progress Payments	Progress Payment*	X	X	N/A	with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year. Contract-wide proration. Funds shall be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN. Progress Payments are considered contract level financing, and the “contract price” shall reflect the fixed price portion of the contract per FAR 32.501-3.
52.232-29, Terms for Financing of Purchases of Commercial Items;	Commercial Item Financing*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
52.232-30, Installment Payments for Commercial Items					
52.232-32, Performance-Based Payments	Performance-Based Payments*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
252.232-7002, Progress Payments for Foreign Military Sales Acquisitions	Progress Payment*	X	X	N/A	Allocate costs among line items and countries in a manner acceptable to the Administrative Contracting Officer.

\*Liquidation of Financing Payments. Liquidation will be applied by the payment office against those ACRNs which are identified by the payment instructions for the delivery payment and in keeping with the liquidation provision of the applicable contract financing clause (i.e., progress payment, performance-based payment, or commercial item financing).

(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.

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**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 Central Contractor Registration at <https://www.acquisition.gov>; and

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

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

**CPFF/COST CLINs - Cost Voucher**

**FFP CLINs – Invoice 2-in-1**

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

**N65236**

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

**Routing Data Table**

Field Name in WAWF	Data to be entered in WAWF
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Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S5111A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N65236
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	S5111A
Other DoDAAC(s)	N/A

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

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

Contracting Officer Representative:

Matthew C. Whitley

[matthew.c.whitley@navy.mil](mailto:matthew.c.whitley@navy.mil)

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(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.

Laverne Brown

Administrative Specialist

1 Innovation Drive, Bldg. 3147

North Charleston, SC 29410-4200

Phone: (843) 218-5926

[Laverne.brown@navy.mil](mailto:Laverne.brown@navy.mil)

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

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

This is a performance based Cost-Plus-Fixed-Fee (Level of Effort), Firm Fixed Price, and Cost task order

**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:

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
7000	\$266,901.07	\$15,280.38	15 June 2018 - 14 June 2019
9000	17,818.55	0	15 June 2018 - 14 June 2019
7001	\$132,272.01	\$7,936.32	15 June 2018 - 14 June 2019
9001	\$33,459.52	\$0	15 June 2018 - 14 June 2019

(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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**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 clause 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports, one copy of each invoice or voucher will be provided, at the time of submission to DCAA

(1) to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and

(2) to the Procuring Contracting Officer.

Accounting Data

SLINID	PR Number	Amount
700001	130067542900003	282181.45
LLA :		
AA 9780100 4300 P81 20361 0 K LBA3 0 IE 257 5 DIEMR8N018 S12137		
Standard Number: DIEMR8N018		
ACRN: AA		
PR#: 1300675429		
Funds Expiration: Sep 30, 2018		
DOC#: DIEMR8N018		
NWA: 100001367623 0101		
900001	130067542900003	17818.55
LLA :		
AA 9780100 4300 P81 20361 0 K LBA3 0 IE 257 5 DIEMR8N018 S12137		
Standard Number: DIEMR8N018		
ACRN: AA		
PR#: 1300675429		
Funds Expiration: Sep 30, 2018		
DOC#: DIEMR8N018		
NWA: 100001367623 010		
BASE Funding 300000.00		
Cumulative Funding 300000.00		
MOD P00001		
700101	130072771800001	140208.33
LLA :		
AB 9780300 4300 P81 20361 0 K LBB1 0 IE 314 0 DIEMR8N019 S12137		
Standard Number: DIEMR8N019		
100001367622 1101		
900101	130072771800002	33459.52
LLA :		
AB 9780300 4300 P81 20361 0 K LBB1 0 IE 314 0 DIEMR8N019 S12137		
Standard Number: DIEMR8N019		
100001367622 1101		

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MOD P00001 Funding 173667.85  
Cumulative Funding 473667.85

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 52.229-10 State of New Mexico Gross Receipts and Compensating Tax (Apr 2003)

(a) Within thirty (30) days after award of this task order, the Contractor shall advise the State of New Mexico of this task order by registering with the State of New Mexico, Taxation and Revenue Department, Revenue Division, pursuant to the Tax Administration Act of the State of New Mexico and shall identify the contract/task order number.

(b) The Contractor shall pay the New Mexico gross receipts taxes, pursuant to the Gross Receipts and Compensating Tax Act of New Mexico, assessed against the contract fee and costs paid for performance of this task order, or of any part or portion thereof, within the State of New Mexico. The allowability of any gross receipts taxes or local option taxes lawfully paid to the State of New Mexico by the Contractor or its subcontractors will be determined in accordance with the Allowable Cost and Payment clause of the basic contract except as provided in paragraph (d) of this clause.

(c) The Contractor shall submit applications for Nontaxable Transaction Certificates, Form CSR-3C, to the:

State of New Mexico Taxation and Revenue Dept.

Revenue Division

PO Box 630

Santa Fe, New Mexico 87509

When the Type 15 Nontaxable Transaction Certificate is issued by the Revenue Division, the Contractor shall use these certificates strictly in accordance with this task order, and the agreement between the U.S. Department of the Navy and the New Mexico Taxation and Revenue Department.

(d) The Contractor shall provide Type 15 Nontaxable Transaction Certificates to each vendor in New Mexico selling tangible personal property to the Contractor for use in the performance of this task order. Failure to provide a Type 15 Nontaxable Transaction Certificate to vendors will result in the vendor's liability for the gross receipt taxes and those taxes, which are then passed on to the Contractor, shall not be reimbursable as an allowable cost by the Government.

(e) The Contractor shall pay the New Mexico compensating user tax for any tangible personal property which is purchased pursuant to a Nontaxable Transaction Certificate if such property is not used for Federal purposes.

(f) Out-of-state purchase of tangible personal property by the Contractor which would be otherwise subject to compensation tax shall be governed by the principles of this clause. Accordingly, compensating tax shall be due from the contractor only if such property is not used for Federal purposes.

(g) The U.S. Department of the Navy may receive information regarding the Contractor from the Revenue Division of the New Mexico Taxation and Revenue Department and, at the discretion of the U.S. Department of the Navy, may participate in any matters or proceedings pertaining to this clause or the above-mentioned Agreement. This shall not preclude the Contractor from having its own representative nor does it obligate the U.S. Department of the Navy to represent its Contractor.

(h) The Contractor agrees to insert the substance of this clause, including this paragraph (h), in each subcontract which meets the criteria in [29.401-4\(b\)\(1\)](#) through (3) of the Federal Acquisition Regulation, 48 CFR Part 29.

(i) Paragraphs (a) through (h) of this clause shall be null and void should the Agreement referred to in paragraph (c) of this clause be terminated; provided, however, that such termination shall not nullify obligations already incurred prior to the date of termination.

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(End of clause)

#### **H-TXT-01 CONTRACTOR PICTURE BADGE (FEB 2018)**

(a) A contractor picture badge may be issued to contractor personnel by the *SPAWARSSYSCEN 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 *SPAWARSSYSCEN Atlantic* prior to completion of the picture badge request.

(b) *The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.*

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

(End of text)

#### **H-TXT-07 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (FEB 2018)**

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.

(End of text)

#### **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 task order. The total level of effort for the performance of this task order shall be 835,355 total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

b. Of the total man-hours of direct labor set forth above, it is estimated that 0 man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

c. Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order 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 task order shall be expended at an average rate of approximately 5,354.84 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

e. If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the

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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 task order 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 TaskOrder 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 task order, the Task Order Contracting Officer, at its sole discretion, shall either

(i) reduce the fee of this task order as follows:

or

(ii) subject to the provisions of the clause of the basic 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 task order.

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 task order. 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 task order, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this task order 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 task order 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

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

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

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

## **H-TXT-17 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION -**

### **ALTERNATE I**

(a) Definition.

"Confidential Business Information," (Information) as used in this task order, 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 task order. 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 task order, 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 text.

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

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

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

(3) To contractors and subcontractors, and their employees tasked with assisting SPAWAR in technical and administrative support services for the SPAWAR Small Business Innovation Research (SBIR) program, including monitoring task order 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 of the SPAWAR SBIR program or effort.

(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:

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

(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 task order 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 task order 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 text.

(f) The contractor agrees to include, and require inclusion of, this text in all subcontracts at any tier that requires the furnishing of Information.

(End of text)

#### **H-TXT-25 CONTRACTOR IDENTIFICATION (FEB 2018)**

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

(b) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this task order.

(c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

(End of text)

#### **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: <http://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-

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by-order basis [] or total contract/agreement basis []



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## SECTION I CONTRACT CLAUSES

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

### 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
Drafter/CAD Operator III (30063)	\$20.60

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## **SECTION J LIST OF ATTACHMENTS**

Exhibit A CDRLs

Attachment\_1\_DD254\_AWARD

Attachment\_2\_QASP

Attachment\_3\_WD\_-\_Norfolk,\_VA