

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7955		2. DELIVERY ORDER NO. N6523618F3104		3. EFFECTIVE DATE 2018 Jul 25		4. PURCH REQUEST NO. 1300617160-0001		5. PRIORITY Unrated			
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 Daniel S Woppert/N65236 843-218-5974			CODE N65236		7. ADMINISTERED BY DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666			CODE S5111A		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)	
9. CONTRACTOR SYSTEMS TECHNOLOGY FORUM, LIMITED 150 Riverside Parkway, Suite 309 Fredericksburg VA 22406-1094			CODE 3GWG8		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE	Reference your _____ furnish the following on terms specified herein.									
		ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									

SYSTEMS TECHNOLOGY FORUM, LIMITED				Emily Morris Contracts Manager			
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:							

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE  
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
	See Schedule				
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA
BY: /s/Todd A Rollins					25. TOTAL \$6,571,397.55
					26. DIFFERENCES
					07/25/2018 CONTRACTING/ORDERING OFFICER

27a. QUANTITY IN COLUMN 20 HAS BEEN

INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:
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b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS
			PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
f. TELEPHONE			g. E-MAIL ADDRESS				
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.			31. PAYMENT		35. BILL OF LADING NO.		
a. DATE			COMPLETE				
			PARTIAL				
b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

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## **GENERAL INFORMATION**

**Description: Surface and Fleet Readiness Sub-Portfolio Installation Technical and Logistic Support Services**

**Terms: CPFF/Level of Effort (LOE)**

**PER THE SOLICITATION THIS TASK ORDER INCLUDES THE REQUIREMENTS/FUNDING FOR C4I FLEET READINESS SUPPORT \*\*ONLY\*\* - C4I SURFACE SUPPORT IS LOCATED ON TASK ORDER N65236-18-F-3064 \*\*ONLY\*\*.**

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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
7001	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
7002	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
7003	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
7004	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
7005	R425	Task 5 - Base Year - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (WCF)	1.0	LO			\$5,683,438.95
700501	R425	(WCF)					
7006	R425	Task 6 - Base Year - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)	1.0	LO			\$188,635.56
7007	R425	Task 7 - Base Year - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)	1.0	LO			\$130,171.91
7008	R425	Task 8 - Base Year - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)	1.0	LO			\$341,413.01

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7009		Not Separately Priced - Contract Data Requirements List (CDRLs) for the Base Year.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7102	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7103	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7104	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7105	R425	Task 5 - Option Year 01 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$5,800,070.76
7106	R425	Task 6 - Option Year 01 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$192,408.27
7107	R425	Task 7 - Option Year 01 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$132,775.35
7108	R425	Task 8 - Option Year 01 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$348,241.28

For Cost Type / NSP Items

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7109		Not Separately Priced - Contract Data Requirements List (CDRLs) for Option Year 01.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7202	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7203	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7204	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7205	R425	Task 5 - Option Year 02 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$7,182,426.92
7206	R425	Task 6 - Option Year 02 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$196,256.44
7207	R425	Task 7 - Option Year 02 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$135,430.86

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7208	R425	Task 8 - Option Year 02 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$355,206.09

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7209		Not Separately Priced - Contract Data Requirements List (CDRLs) for Option Year 02.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7302	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7303	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7304	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00
7305	R425	Task 5 - Option Year 03 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$8,078,222.89
7306	R425	Task 6 - Option Year 03 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type -	1.0	LO			\$200,181.57

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		TBD)					
		Option					
7307	R425	Task 7 - Option Year 03 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)	1.0	LO			\$138,139.47
		Option					
7308	R425	Task 8 - Option Year 03 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)	1.0	LO			\$362,310.22
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7309		Not Separately Priced - Contract Data Requirements List (CDRLs) for Option Year 03.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7401	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
		Option					
7402	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
		Option					
7403	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
		Option					
7404	R425	Per the solicitation, all C4I Surface support is located on separate Task Order N65236-18-F-3064. (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00
		Option					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7405	R425	Task 5 - Option Year 04 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$8,243,979.86
7406	R425	Task 6 - Option Year 04 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$204,185.20
7407	R425	Task 7 - Option Year 04 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$140,902.27
7408	R425	Task 8 - Option Year 04 - Support services in accordance with the Performance Work Statement (PWS) found in Section C. (Fund Type - TBD)  Option	1.0	LO			\$369,556.42

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7409		Not Separately Priced - Contract Data Requirements List (CDRLs) for Option Year 04.	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
9001	R425	ODCs - Base Year - COST ONLY (WCF)	1.0	LO	\$227,738.12		
900101	R425	(WCF)					
9101	R425	ODCs - Option Year 01 - COST ONLY (Fund Type - TBD)  Option	1.0	LO	\$232,186.87		
9201	R425	ODCs - Option Year 02 - COST ONLY (Fund Type - TBD)  Option	1.0	LO	\$236,724.60		
9301	R425	ODCs - Option Year 03 - COST ONLY (Fund Type - TBD)  Option	1.0	LO	\$241,032.50		
9401	R425	ODCs - Option Year 04 - COST ONLY (Fund Type - TBD)	1.0	LO	\$246,049.14		



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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			

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

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

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

Year	CLIN	Fixed Fee Hours	Fee per Direct Labor Hour
Base Year (Funding 5)	7005		
Base Year (Funding 6)	7006		
Base Year (Funding 7)	7007		
Base Year (Funding 8)	7008		
Option Year 01 (Funding 5)	7105		
Option Year 01 (Funding 6)	7106		
Option Year 01 (Funding 7)	7107		
Option Year 01 (Funding 8)	7108		
Option Year 02 (Funding 5)	7205		
Option Year 02 (Funding 6)	7206		
Option Year 02 (Funding 7)	7207		
Option Year 02 (Funding 8)	7208		
Option Year 03 (Funding 5)	7305		
Option Year 03 (Funding 6)	7306		
Option Year 03 (Funding 7)	7307		
Option Year 03 (Funding 8)	7308		
Option Year 04 (Funding 5)	7405		
Option Year 04 (Funding 6)	7406		
Option Year 04 (Funding 7)	7407		
Option Year 04 (Funding 8)	7408		

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT

Work under this performance-based task order will be performed IAW the following Performance Work Statement (PWS):

**SHORT TITLE:** Surface and Fleet Readiness Sub-Portfolio Installation Technical and Logistic Support Services

#### 1.0 PURPOSE

##### 1.1 BACKGROUND

As part of the Space and Naval Warfare Systems Center (SPAWAR) Atlantic mission in supporting the warfighter, the Surface Sub-Portfolio and the Fleet Readiness Sub-Portfolio under the Fleet C4I and Readiness Department is responsible for cost, schedule, and performance for various aspects of engineering, testing, integration, and installation of Command, Control, Communications, Computers and Intelligence (C4I) systems aboard U.S. Navy, U.S. Army, and foreign military surface platforms. It is also responsible for shore installations at U.S. Navy Commands. SPAWAR maintains strategic partnerships with the leadership of each of our customers to include the U.S. Navy Fleet Readiness Directorate, Program Executive Office (PEO) for C4I PMW 740, PMW 750, PMW 760, PMW 770, and Naval Sea Systems Command (NAVSEA).

##### 1.2 SCOPE

1.2.1 The Surface and Fleet Readiness Sub-tasking on this task order (TO) supports installation technical, engineering, and logistic support services across multiple Sub-Portfolios. The scope of this effort will include on site representative support / zone integrator services, alteration installation team manager technical support for both surface and shore platforms, shore modernization Installation Management Office and Regional Shore Installation Management (RSIM) support, systems engineering support and the corresponding logistics support.

1.2.2 This TO is funded with multiple appropriations as delineated on specified contract line item numbers (CLINs). The TO period of performance spans one (1) base year and if exercised four (4) option years.

1.2.3 The contractor and/or its subcontractors shall work alongside other contractors supporting the Department of Navy to accomplish the requirements outlined in this PWS. Contractors outside this TO will not direct this TO contractor and/or their subcontractors in any manner. Also, this TO contractor and/or their subcontractors shall not direct the work of other outside contractors in any manner.

NOTE: Work will not be performed in Afghanistan.

#### 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

All work shall be accomplished using the best commercial practices and current acceptable industry standards. IAW Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. The following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable.

##### 2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.		Command Operating Guide
b.		Program Operations Guide
c.	SPAWARINST 4720.1B	SPAWAR MODERNIZATION AND INSTALLATION POLICY
d.	NAVSEA TECH SPEC 9090-310G	ALTERATIONS TO SHIPS ACCOMPLISHED BY ALTERATION INSTALLATION TEAMS
e.	COMUSFLTFORCOMINST 4790.3	Joint Fleet Maintenance Manual (JFMM)

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f.	COMUSFLTFORCOM / COMPACFLT 4720.3 (Series)	Commander, U.S. Fleet Forces Command / Commander U.S. Pacific Fleet - (C5ISR) Modernization Policy
g.	NAVSEA S9AA-AB-GOS-010(Series)	General Specification for Overhaul of Surface Ships, Including the AEGIS Supplement
h.	NAVSEA SL720-AA-MAN-030	Navy Modernization Process Management Operations Manual (NMP-MOM) – <a href="https://www.nde.navy.mil/">https://www.nde.navy.mil/</a>
i.		NAVSEA Standard Items – <a href="http://www.sermc.surfor.navy.mil/ssrac1/standard.htm">http://www.sermc.surfor.navy.mil/ssrac1/standard.htm</a>
j.	DOD-STD-2003 (NAVY)	Electrical Plant Installation Standard Methods for Surface Ships and Submarines
k.	MIL-STD-1689	Fabrication, Welding and Inspection of Ships Structures
l.	MIL-STD-2042	Fiber Optic Cable Topology Installation STD Methods for Naval Ships
m.	OPNAVINST 4700.7 (Series)	Maintenance Policy for U.S. Navy Ships
n.	OPNAVINST 4790.4E	Ships' Maintenance and Material Management (3-M) System Policy
o.	SPAWARINST 3090.1	C4ISR System Criteria for Shipboard Topside Integration
p.	OPNAVINST 5100.19	Navy Safety and Occupational Health (SOH)
q.	MA-RMCINST 4790.3	Mid-Atlantic Regional Maintenance and Modernization Coordination Office, Structure, Policies, and Procedures
r.	NAVFAC P307	Management of Weight Handling Equipment
s.	NAVFACINST 11200.33D	Procedures for Conducting Weight Handling Audits, Validations, and Third Party Certifications, of 22 January 1997
t.	SECNAVINST 5239.3B	Department of the Navy Information Assurance Policy, of 17 June 2009
u.	SECNAV M-5510.36	DON Information Security Program Manual, of 30 June 2006
v.		Chief of Naval Operations /United States Marine Corps IA Pub-5239-22/Sep2008 Information Assurance Protected Distribution System (PDJ) Publication
w.	SPAWAR 4110.1	HAZARDOUS MATERIALS CONTROL AND MANAGEMENT FOR THE SPACE AND NAVAL WARFARE SYSTEMS COMMAND HEADQUARTERS AND FIELD ACTIVITIES
x.		DoD Guidebook for Contract Property Administration (April 2012)
y.	DoD 4160.21-M	Defense Materiel Disposition Manual
z.	DoD 4160.21-M-I	Defense Demilitarization Manual
aa	SPAWAR Instruction 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
bb		SPAWAR Shore Installation Process Handbook (V4.0) dated November 12, 2014
cc	SPAWAR M-3090-2A	Fleet Readiness Certification Board (FRCB) Handbook
dd	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14

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ee	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
ff	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
gg	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
hh	SPAWARSYSCENLANTINST 12910.1A	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
ii	COMUSFLTFORCOM/COMPACFLTINST 6320.3A	Commander US Fleet Forces Command/Commander US Pacific Fleet Instruction, Medical Screening For US Govt Civilian Employees, Contractor Personnel, and Guests prior to embarking Fleet Units, of 7 May 13

## 2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. The most current version of the all references shall be utilized.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
c.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
d.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
e.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), 20 Dec 10
f.	DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
g.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, 27 Apr 12
h.	DoDI 8320.04	DoD Instruction – Item Unique Identification (IUID) Standards for Tangible Personal Property, 3 Sep 15
i.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
j.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
k.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
l.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
m.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
n.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
o.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
p.	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

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	Document Number	Title
q.	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>
r.	N/A	SSC Atlantic OCONUS Travel Guide portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide</a>

## 2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. 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.

See Attachment 6 for a list of all pertinent acronyms.

## 3.0 PERFORMANCE REQUIREMENTS

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

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

### 3.1 The description of work in section 3.2 is applicable to each Subtask and CLIN within the Subtask.

#### 3.1.1 SubTask 1 – BASE YEAR

<b>SPL</b>	<b>CLINS (Labor &amp; ODCs)</b>	<b>TASK ORDER EXEC YEAR</b>	<b>RESOURCE SPONSOR</b>	<b>APPRN</b>	<b>POP START</b>	<b>POP END</b>	<b>PWS Para.</b>
Surface	7001/9001	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3
Surface	7002/9001	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
Surface	7003/9001	BASE	NAVSEA	NWCF	TBD	12 MTHS	3.2, 3.3
Surface	7004/9001	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7005/9001	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7006/9001	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
FRD	70079001	BASE	SPAWAR HQ	OPN	TBD	12 MTHS	3.2, 3.3
FRD	7008/9001	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3

3.1.2 SubTask 2 – OPTION YEAR ONE

<u>SPL</u>	<u>CLINS</u>	<u>TASK ORDER EXEC YEAR</u>	<u>RESOURCE SPONSOR</u>	<u>APPRN</u>	<u>POP START</u>	<u>POP END</u>	<u>PWS Para.</u>
Surface	7101/9101	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3
Surface	7102/9101	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
Surface	7103/9101	BASE	NAVSEA	NWCF	TBD	12 MTHS	3.2, 3.3
Surface	7104/9101	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7105/9101	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7106/9101	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
FRD	7107/9101	BASE	SPAWAR HQ	OPN	TBD	12 MTHS	3.2, 3.3
FRD	7108/9101	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3

3.1.3 SubTask 3 – OPTION YEAR TWO

<u>SPL</u>	<u>CLINS</u>	<u>TASK ORDER EXEC YEAR</u>	<u>RESOURCE SPONSOR</u>	<u>APPRN</u>	<u>POP START</u>	<u>POP END</u>	<u>PWS Para.</u>
Surface	7201/9201	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3
Surface	7202/9201	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
Surface	7203/9201	BASE	NAVSEA	NWCF	TBD	12 MTHS	3.2, 3.3
Surface	7204/9201	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7205/9201	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7206/9201	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
FRD	7207/9201	BASE	SPAWAR HQ	OPN	TBD	12 MTHS	3.2, 3.3
FRD	7208/9201	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3

3.1.4 SubTask 3 – OPTION YEAR THREE

<u>SPL</u>	<u>CLINS</u>	<u>TASK ORDER EXEC YEAR</u>	<u>RESOURCE SPONSOR</u>	<u>APPRN</u>	<u>POP START</u>	<u>POP END</u>	<u>PWS Para.</u>
Surface	7301/9301	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3
Surface	7302/9301	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
Surface	7303/9301	BASE	NAVSEA	NWCF	TBD	12 MTHS	3.2, 3.3
Surface	7304/9301	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7305/9301	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7306/9301	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
FRD	7307/9301	BASE	SPAWAR HQ	OPN	TBD	12 MTHS	3.2, 3.3
FRD	7308/9301	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3

3.1.5 SubTask 4 – OPTION YEAR FOUR

<u>SPL</u>	<u>CLINS</u>	<u>TASK ORDER EXEC YEAR</u>	<u>RESOURCE SPONSOR</u>	<u>APPRN</u>	<u>POP START</u>	<u>POP END</u>	<u>PWS Para.</u>
Surface	7401/9401	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3
Surface	7402/9401	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
Surface	7403/9401	BASE	NAVSEA	NWCF	TBD	12 MTHS	3.2, 3.3
Surface	7404/9401	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7405/9401	BASE	SVC	NWCF	TBD	12 MTHS	3.2, 3.3
FRD	7406/9401	BASE	NAVSEA	OMN	TBD	12 MTHS	3.2, 3.3
FRD	7407/9401	BASE	SPAWAR HQ	OPN	TBD	12 MTHS	3.2, 3.3
FRD	7408/9401	BASE	NAVSEA	SCN	TBD	12 MTHS	3.2, 3.3

### 3.2 Surface and Fleet Readiness Installation Technical and Logistic Support Services

#### Funding:

3.2.1 Project Management – The Contractor shall execute a kickoff meeting with SPAWAR and conduct quarterly program reviews with the Contracting Officer's Representative (COR), Sub-Portfolio Leads and other project leads to provide task order updates.

3.2.1.1 Quarterly Program reviews shall provide projections and updates to the Government on items such as staffing, financial status by CLIN/SLIN, risks and issues.

#### 3.2.2 Onsite Representative (OSR)/Zone Integrator

In a programmatic support capacity, the contractor shall provide onsite representative / zone integrator services under the guidance of the COR.

3.2.2.1 The contractor shall serve as additional support capacity between the onsite waterfront management between the Government, private sector shipyards, prime contractors, sub-contractors and SUPSHIP personnel. This support shall include:

a. The contractor shall review and provide analysis to the Government on the input to the alteration installation team (AIT) provided C4I shipboard systems installation and testing schedules. The contractor shall perform any onsite technical support to include system/network/security tests or certifications during all phases of ship production, availability and trials.

b. The contractor shall support the SUPSHIP Government Furnished Equipment (GFE) managers to ensure on time delivery of GFE/Government Furnished Information (GFI) systems and proper receipt, stowage, installation, care, and protection of systems

c. The contractor shall communicate with all levels of technical support and management personnel (Government and Industry) to resolve conflicts that may arise.

d. The contractor shall review and provide input to schedules provided by the AIT as they pertain to C4I/EXCOMM (exterior communication) systems, ensuring accuracy and cost effective resource management for all C4I/EXCOMM associated tasks on board assigned ships.

e. The contractor shall coordinate review of Government/Shipyard production test procedures or proposed design changes.

f. The contractor shall manage and witness all system operational verification test (SOVTs) based on the AIT provided test schedule and maintain SOVT library for each hull.

g. The contractor shall support the SUPSHIP INSURV (Board of Inspection and Survey) Deck Lead(s) as required. Duties shall include: coordinate demonstrations of C4I Systems to INSURV during trials; scheduling and coordination of AIT's to demonstrate the respective systems; review of contractor prepared "One Sheet" demonstrations for each system; develop documentation and support the correction of C4I trial cards.

h. The contractor shall monitor the AIT delivery of the Government Furnished Information (GFI) for installation of GFE systems.

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- i. The contractor shall support multiple shipboard certifications: Protective Distribution System (PDS); National Policy on the control of compromising emissions (TEMPEST) (both Visual and Instrumented); TACAN Certification; Aviation Certification (AVCERT); Global Maritime Distress and Safety System (GMDSS)/Safety of Life at Sea (SOLAS) Certification, Interim Authorization to Test (IATT)/Interim Authorization to Operate (IATO), etc.
- j. The contractor shall support SUPSHIP in the witnessing of contractor stage testing.
- k. The contractor shall support SUPSHIP with C4I Space Security Certification Requirements.
- l. The contractor shall support Crew Move Aboard, *i.e.* pier side connectivity, remaining SOVT/Stage testing; trial card closure, etc.
- m. The contractor shall support C4I Working Group and test meetings.
- n. The contractor shall coordinate and schedule Optical Alignment and Blockage Surveys (OABS) for selected C4I systems based on contractor provided test and production schedule.
- o. The contractor shall coordinate Very Important Persons (VIP) visits/briefs related to C4I systems.
- p. The contractor shall coordinate Joint Personnel Adjudication System (JPAS) requests and Austal Safety and Security Training for C4I SOVT, training and test teams.
- q. The contractor shall support SUPSHIP and the AIT in the preparation of various testing support to include: Cryptographic requirements (both hardware and keymat); satellite access requests; Internet Protocol (IP) services requests; coordinating Shipboard Electronics Systems Evaluation Facility (SESEF) support; obtaining frequency allocations/permissions; obtaining Tactical Air Navigation System (TACAN) identifiers for each hull.
- r. The contractor shall execute logistical duties to include: management of Installation and Check-Out (INCO), shipping of defective parts back to vendor, receipt of repair parts from vendor.
- s. The contractor shall provide daily monitoring and situational awareness for installation and testing progression.
- t. The contractor shall develop and provide a daily report to the onsite government representative.
- u. The contractor shall execute and maintain Red-Line Ships Installation Drawings (SIDs).
- v. The contractor shall provide liaison and support in the resolution of installation related issues.
- w. The contractor shall support preliminary quality assurance (QA) inspections IAW government provided procedures.
- x. The contractor shall witness quality and testing efforts as well as material and receipt inspections.
- y. The contractor shall provide logistics team with support of material kitting, shipping and receiving functions.

3.2.3 Fleet Readiness Directorate (FRD) Installation Office (FIO) and Surface Sub-portfolio Alteration Installation Team Manager (AITM) and Onsite Installation Coordinator (OSIC) Support

In support of PMW 120, 130, 150, 160, 170, 750, 760, and 790 for Design Management and Integrations (DMI), the contractor shall provide technical support and configuration management (CM) for various afloat and ashore C4SI systems to include Consolidated Afloat Networks and Enterprise Services (CANES), Integrated Shipboard Network System (ISNS), Computer Network Defense (CND), Navy Multi-band Terminal (NMT), CENTRIXS, Ship's Signal Exploitation Equipment (SSEE), Automated Digital Network System (ADNS), Commercial Broadband Satellite Program (CBSP), Distributed Common Ground System-Navy (DCGS-N), Global Command and Control System – Maritime (GCCS-M), Telephony and other systems as required.

Specifically, the contractor shall:

- a. The contractor shall provide technical and management coordination support with Planning Yards, NAVSEA, Naval Network Warfare Command (NNWC), other DOD organizations and other SPAWAR activities, scheduling activities, and AIT.
- b. The contractor shall review and provide feedback on the drawings and installation during the production, review and redlining of preliminary and final Engineering Drawing Packages (EDPs), consisting of



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Installation Control Drawings (ICD) and Ship Installation Drawings (SIDS). Provide/review redline mark-ups of EDPs.

- c. The contractor shall support scheduling, tracking and follow-up reporting. Additionally, the contractor shall evaluate that all equipment and materials required for the installations ensuring that all requirements and MIL-Standards are met.
- d. The contractor shall provide Installation-related coordination and Technical Support for SSCLANT Code 42000 AITMs and OSICs. The Contractor shall provide the level of effort required to support the AIT Manager in performing pre-install site surveys to verify that configuration and design information in existing SHIPALT Installation drawings (SIDS) provided by various Planning Yards reflects the actual configuration on the applicable ship and sound system design information.
- e. The contractor shall conduct ship checks in association with the development of design installation drawings.
- f. The contractor shall adjudicate discrepancies between the installation drawings and the actual configuration when situations warrant. Interface with the various Planning Yard representatives and aid the AIT Manager in developing Liaison Action Reports (LARs) for corrective actions.
- g. The contractor shall develop all necessary support services requirements for AIT installations performed in Industrial ship yards.
- h. The contractor shall review and validate, via Navy Data Environment (NDE) and SPIDER, the PEO C4I Platform Manager and Installation Managers recommendations to the Letter of Authorization (LOAs) / Advance Planning Letters (APLs), and maintain/update the LOA database fields within SPIDER work plan.
- i. The contractor shall provide fleet customer interface support.
- j. The contractor shall monitor schedules, identify possible conflicts or problems, and make recommendations for meeting milestone dates.
- k. The contractor shall develop Integration Plan of Action and Milestone (POA&M) for East Coast Installations.
  - l. The contractor shall review all designated East Coast and various West Coast ships equipment configuration records ensuring information is correct in Configuration Data Manager Database – Open Architecture (CDMD-OA).
  - m. The contractor shall review installation information in CDMD-OA, NDE, IMOTracker, and SPIDER, and pull data for installation planning, ensuring Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) Installation maturity.
  - n. The contractor shall provide support in the installation oversight to include the kitting, material procurement in direct support of production installation requirements.
  - o. The contractor shall be familiar with the following databases: CDMD-OA, NDE, IMO, IMOTracker, Navy Tool for Interoperability and Risk Assessment (NTIRA), and SPIDER.
  - p. The contractor shall support the development, status and presentation of the AIT Installation Briefing Books. Assist with checkin and checkout at various Regional Maintenance & Modernization Coordination Office (RMMCO) Offices for the purpose of completing the RMMCO requirements prior to production start and again at completion of installations. The contractor shall support the AIT with the RMMCO gatekeeper requirements, as required. The contractor shall review all installation completion documentation to ensure quality and completeness.
  - q. The contractor shall provide support with ordering, tracking, issuing and/or directing for shipment Government Furnished Material (GFM) in support of the subject system installations. The contractor shall track the GFM inventory and report to the AIT Manager so proper levels of inventory can be maintained to support the various installations, in accordance with the installation schedule.
  - r. The contractor shall interface with the various SPAWAR PMW Offices for the purpose of supporting in maintaining various databases that reflect installations performed and SOVTs completed. The contractor shall interface with In-Service Engineering Activity (ISEA) personnel on the east and west coasts for the purpose of supporting the AIT Manager in monitoring changes in ILS products, SOVT testing procedures and revisions that occur in the Installation Control Drawings (ICD)/Installation Requirements Drawings (IRD).
  - s. The contractor shall provide support in coordinating the turnover of installation-related Integrated Logistics Support materials

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to the ship.

t. Support with planning and monitoring the execution of installations.

### 3.2.4 Shore Modernization Fleet Installation Office (FIO) and Regional Shore Installation Management (RSIM) Support

The contractor shall provide support to include equipment/system studies, analyses, and reports, program and/or project planning, task analysis and requirements support. The Contractor shall provide key management support and analysis for responsibilities assigned by Fleet Readiness Directorate (FRD), SPAWARSYSCOM 4.2, PEO C4I and EIS, and PMW 790, to SPAWARSYSCEN Atlantic Fleet Readiness Directorate Installation Management Office (FIO) including: planning, funding, execution, coordination, oversight, reporting and monitoring quality, compliance and performance involving all C4ISR systems installations for SPAWAR. Efforts will be in support of shore C4ISR hardware and software installations by SPAWARSYSCEN and its contractors. Tasking requires knowledge of established principles, practices and policy requirements for C4ISR ashore installations and significant knowledge of PEO and Command installation databases.

- a. The contractor shall support the developing, preparing, and reviewing of program/project planning documents, project/equipment and material cost, manpower projections, delivery/completion schedules, programs objectives, data deliverables and program/project performance.
- b. The contractor shall manage work plan progress from initial Fielding Plan to Task Completion; provide Fleet Readiness Certification Board (FRCB) documentation review and tracking from submission through approval; identify consolidated tasking opportunities
- c. The contractor shall provide task schedule and financial reports utilizing data extracted from IMOtracker and SPIDER
- d. The contractor shall participate in analyzing, planning, organizing, scheduling, coordinating and monitoring quality, compliance and performance involving all C4ISR system shore installation projects
- e. The contractor shall provide an evaluation of installation efforts against standardized command installation practices and policies.
- f. The contractor shall develop operational documentation applicable to the preparation of management presentations, projects and/or briefings.
- g. The contractor shall provide training and promote compliance with the SPAWAR Shore Installation Process Handbook to all areas of the command. Curriculum includes sections on Fleet Readiness Certification Board (FRCB) Process, SPAWAR Shore Installation Process Handbook (SIPH), and FIO Business Policies and Processes.
- h. The contractor shall review Cost Spend Plans and conduct cost adjudication meetings between PMW and SSC Technical Departments
- i. The contractor shall participate in various events including C4I Shore Conferences, RSIM working Groups, PEO Status meetings, SPAWAR Installation Process Compliance reviews, weekly customer meetings, and PMW Program Management Reviews.

### 3.2.5 Logistics and Management Support Services

- a. The contractor shall adhere to the policies and instructions for material management as specified in the reference section PWS Para 3.1.
- b. The contractor shall provide support personnel to fulfill the following roles in accordance with BLDG 1648, the Test and Integration Facility (TIF) Material Management SOP is documented in the Program Operations Guide:
  - a. Material Management Technician
    - i. The contractor shall support the processing and tracking of government-owned discrepant material from determination through repair and or replacement as applicable; Notifies the responsible COR of equipment damaged transport by Code 4.3 ILS and submits claim when applicable. The contractor shall liaise with Project Leads and CM keeping them aware of material arrivals, departures and storage status. The contractor shall keep building 1648 and specified material warehouse locations in compliance with SPAWARINST 4440.12. Including: (1) Maintaining material inventory in Bldg 1648 in CMPRO; (2) Identifying items for long term storage and (3) Conducting periodic inventory material in the Production Support Area that is in Short Term Storage with Code 4.3.2 personnel. (Annual, spot, clo
  - b. Material Deficiency Reporting (4.3.3.1)
    - i. The contractor shall process material discrepancy reports from initiation through closure including the transfer of equipment from on project to another with applicable.
  - c. Material Configuration Management Analyst

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i. The contractor shall interface with CM Pro and perform all CM Pro functions. Specifically, CM Analyst is responsible for coordinating the movement of materials between short term storage and the Lab Spaces; pack out coordination; issuing CM Pro Work Orders; issuing Material Request Forms (MRFs) and Transportation Movement Requests (TM) for scheduling deliveries; updating CM Pro data records; notifying the material management logisticians of equipment in a damaged condition; conducting receiving verification on POR systems and issuing Material Receiving Reports (MR) for collecting Pre-Installation Testing and Checkout (PITCO) test documents received with Program of Record (POR) equipment and posting to the project library file.

d. Material Coordination

i. The contractor shall support in staging material and equipment for production; kitting material and components; delivering requested material to lab spaces; moving material as instructed in assigned MRF; coordinating the movement of materials between short term storage and lab Spaces; pack out coordination; forwarding received Technical Manuals to applicable ILS Lead; notifying the Material Management (MM) Lead of equipment received in a damaged condition.

e. Material Handling and Shipping and Receiving

i. The contractor shall process shipments and receipts at building 1648 or other warehouse buildings per applicable SPAWAR instructions; proper and safe loading and unloading of trucks; safe handling, packaging and packing of materials for shipment; proper storage of materials and equipment to prevent damage and deterioration; conducts periodic inventory audits per Code 4.3.2 direction and for processing inventory changes to ensure inventory counts are maintained correct.

- c. The contractor shall complete all DD-1149s and DD-1348s for material movement and disposal as required in support of the facilities and AIT managers as assigned, IAW with the DoD Guidebook for Contract Property Administration dated April 2012, DoD 4160.21-M, the Defense Materiel Disposition Manual, DoD 4160.21-M-I, the Defense Demilitarization Manual and SPAWAR Instruction 4440.12, Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory.

3.2.6 Hardware and IT Equipment Support --

The contractor shall provide trouble shooting and resolution support. The support will augment help desks already provided by NMCI and SSC-LANT. Support shall include applying operating system images to new and existing computer systems.

- a. The contractor shall identify material and hardware for replacement.
- b. The contractor shall conduct research to recommend suitable replacement/improvement equipment and material.
- c. The contractor shall maintain minor property inventory and make it ready for Minor Property tagging.
- d. The contractor shall support personnel in the set-up and installation of peripheral data system equipment.

3.3 Systems Engineering Support

3.3.1 Design & Systems Engineering Single Point of Contact

3.3.1.1 The contractor shall assist in the development and review of C4ISR Technical Data Packages for accuracy and identify potential problems or risks to the project. (ND-1)

3.3.1.2 The contractor shall provide support and input, and assist with coordination of effective communication and visibility between initiatives where interdependencies are critical. (ND-2)

3.3.1.3 The contractor shall provide remediation services as required, within its capabilities, for identified C4I systems. (ND-2)

3.3.1.4 The contractor shall provide support in the area of development as required in administrative, logistics, performance, and technical meetings.

3.3.1.5 The Contractor shall track, review, and provide comments on all documents, configuration changes, and baseline data capture associated with the specified platform hull specific Baseline configurations. (ND-3)

3.3.1.6 The Contractor shall provide engineering support to include design, design reviews, technical engineering studies and reports, design validation, requirements development and validation.

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- 3.3.1.7 The Contractor shall validate hardware and software baselines for each hull configuration.
- 3.3.1.8 The Contractor shall attend design and validation related meetings, reviews, and planning meetings.
- 3.3.1.9 The Contractor shall provide support for baseline configuration management reviews as required to maintain baseline configuration documentation.
- 3.3.1.10 The contractor shall participate in the design, development, improvement and maintenance of the specific platforms baseline documentation regarding technical design, Functional Interface Diagrams (FID), One Line Diagrams, as-built drawings, configuration changes and proposed changes to the baselines. (ND-3)
- 3.3.1.11 The Contractor shall assist with performance of validation efforts to ensure systems have been correctly installed to standards and specifications.
- 3.3.1.12 Output from the platform Configuration Control Board frequently drives emergent changes that require updates to drawing packages within 15 days of the date of the meeting. The contractor must be able to review, create, and/or update up to 600 pages of engineering drawings within a 15 day cycle time in order to maintain production schedules at the shipyards so as not to incur additional cost to the government. It is anticipated that this activity will be performed at least three times a year. (ND-4)
- 3.3.2 Review existing vessel class C4ISR configurations and monitor emergent system requirements and solutions.
- 3.3.3 Assist in the design of required upgrades using best engineering practices, military and industry standards necessary to meet this tasking.
- 3.3.3 Participate in design reviews necessary to meet this tasking, and provide technical data information to support this effort to include both government and contractor Engineering Design Reviews.
- 3.3.4 Assist or develop Engineering Change Process (ECP) and Modification Work Order (MWO)'s and supporting documents in accordance with references.
- 3.3.5 Review, develop, and/or provide recommendations for government developed technical data packages to include all Computer Aided Design (CAD) based installation drawings and Interface Control Documentation.
- 3.3.6 Complete or participate in site visits and ship checks.
- 3.3.7 Develop and maintain ship installation drawings (SIDs) in accordance with NAVSEA standards.
- 3.3.8 Develop Master Equipment List (MEL)/Bill of Material (BOM).
- 3.3.9 Maintain design configurations.
- 3.3.10 Provide drafting services as required.
- 3.3.11 Review, develop, and/or provide recommendations for test and training procedures for all new and affected C4ISR equipment.
- 3.3.12 Provide engineering review of New Equipment Training (NET).
- 3.3.13 The contractor shall support the building, production, fabrication, testing, evaluation and operation of prototypes as required to demonstrate suitability of system/component design.
- 3.3.14 The contractor shall develop necessary test documentation, plans, change requests, specifications and reports to ensure that system development addresses all requirements.
- 3.3.15 The contractor shall perform engineering disciplines for the development of new and existing C4ISR systems, development of significant alterations to existing systems, integration and interface of existing equipment into different

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applications or platforms to support the warfighter.

### 3.4 TASK ORDER ADMINISTRATION

In accordance with the basic contract PWS and the requirements of this task order PWS, the contractor shall develop and submit documentation (see Contract Data Requirements List (CDRL) under Para 12.1.1) as required for TO administration.

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

When applicable, 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 Department of Defense Instruction (DoDI) 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the Navy Marine Corps Intranet (NMCI) environment where available.

4.1.4 Work with government personnel to ensure compliance with all current Navy Information Technology (IT) & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.5 Follow SECNAVINST 5239.3B dated 17 June 2009 & DoDI 8510.01 dated 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

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

### 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) dated 22 Feb 12, contractors that are authorized to use Government supply sources per FAR 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 (see Defense Federal Acquisition Regulation (DFARS) 208.74) and government-wide SmartBuy program (see DoD memo dated 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program.

#### 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.

### 4.3 SECTION 508 COMPLIANCE

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

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in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

## 5.0 CONTRACT ADMINISTRATION

Contract administration is required for all TOs; it provides the government a means for contract management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the government's requirements are met, delivered on schedule, and performed within budget.

### 5.1 CONTRACT LIAISON

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

### 5.2 CONTRACT MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) modification. The contractor shall be responsible for providing any required support documentation in a timely manner so as not to affect the performance/support required under this TO. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO modification.

#### 5.2.1 Contract Administration Documentation

Various types of contract administration documents are required throughout the life of the TO. The contractor shall provide the following documentation, unless otherwise specified:

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

The contractor shall develop a Task Order Status Reports (CDRL A001) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

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

(b) Weekly TOSR – the contractor shall develop and submit a weekly TO Status Report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report is required on the first Friday following the first full week after the TO award date. The contractor shall ensure the initial report includes a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex TOs requires an updated Earned Value Management report. Unless otherwise noted, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system
3. Updates to the POA&M and narratives to explain any variances
4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

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

1. Percentage of work completed
2. Percentage of funds expended

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

#### 5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A004) and submit it no later than 15 days before the TO completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.2.1.3 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's Procedures, Guidance and Instructions (PGI) 239.7102-3 have promulgated that contractor personnel shall have documented current cybersecurity certification status within their TO. The contractor shall develop, maintain, and submit a CSWF Report (CDRL A002) monthly. IAW clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a Cybersecurity Workforce (CSWF) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in the CSWF CDRL, 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. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

#### 5.2.1.4 Contractor Manpower Reporting

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

##### (a) 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 TO for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

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

The contractor shall completely fill-in all required data fields using the following web address: <https://www.ecmra.mil/>.

Reporting inputs consists of labor hours executed during the TO period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <https://www.ecmra.mil/>.

#### 5.2.1.5 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government web-based system for electronic invoicing, receipt, and acceptance. In accordance with DFARS 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A008) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.2.1.6 Labor Rate Limitation Notification

The contractor shall monitor the following labor rates as part of the monthly TO status report (see TOSR CDRL Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively will be included in the TO Quality Assurance Surveillance Plan (QASP).

- (a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$182.00/hour and the

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individual's rate was not disclosed in pre-award of the TO, the contractor shall send notice and rationale (CDRL A009) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 200 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs "divided by" total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs "divided by" total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 20%, the contractor shall send notice and rationale (CDRL A009) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 20% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

#### 5.2.1.7 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. 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 A009) 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 TO QASP, Attachment 8.

#### 5.2.1.8 Limitation of Subcontracting

FAR 52.219-14, limitation of subcontracting is applicable for TOs that have been wholly or partially set aside for small business or 8(a) concerns. The contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A011) 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.

### 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this TO does not require Earned Value Management (EVM) implementation due to the majority of efforts on this TO is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon TO award, the prime contractor shall have and maintain a quality assurance process that meets TO requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after TO award, the contractor shall provide to the government a copy of its QASP and any other quality related documents (CDRL A007) as applicable. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this TO may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation no later than (NLT) 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. The contractor shall ensure their quality system meets the following key criteria:

- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical product and process variations
- Establish mechanisms for feedback of field product performance



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- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures for continuous process improvement

## 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

### 6.2.1 General

The contractor shall have processes in place that coincide with the government's quality management processes. The contractor shall use best industry practices including, when applicable, International Organization for Standardization(ISO)/International Electrotechnical Commission (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 event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically Department of Defense Directive (DoDD) 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SPAWARSSYSCEN Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SPAWARSSYSCEN Atlantic that are currently, or in the process of, being assessed under the SSC Engineering Process Office (EPO) CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

### 6.2.2 Navy Shipboard/Submarine work

The quality of all services provided under this TO will conform to high standards, such as ISO 9001 in the relevant profession, trade or field of endeavor. Upon award, the Prime contractor shall have in place, an existing Government approved quality system by the NAVSEA Quality Programs and Certification Office (04XQ office) for shipboard and submarine work pursuant to NAVSEA Technical Specification 9090-310. The documented quality assurance system will be used to ensure that the end product of each task conforms to TO requirements whether produced by the Contractor or provided by approved subcontractors or vendors. The quality assurance system will provide for control over all phases of the various types of tasks, from initial manning and material ordering to completion of final tasking, before offering to the government for acceptance as specified in this TO's Performance Work Statement (PWS). The contractor shall ensure all services are rendered accordingly to the documented quality system, and personnel are directly supervised by individuals qualified in the relevant profession or trade.

## 6.3 QUALITY ASSURANCE

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

## 6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A007) includes any of the following as applicable:

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

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

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## 6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the TO's QASP and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A005) submitted 10 days after TO award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A006) submitted monthly.

## 7.0 DOCUMENTATION AND DELIVERABLES

### 7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

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

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Task Order Status Report (TOSR)	5.2.1.1, 8.1.2, 11.2.5.1, 11.2.5.2	MTHLY	30 Days after task order (DATO) and monthly on the 10th	Unclassified
A002	Cyber Security Workforce (CSWF) Report	5.2.1.3, 8.1.2	MTHLY	30 DATO and monthly on the 10th	Unclassified
A003	Reserved				
A004	Task Order Closeout Report	5.2.1.2, 11.5	One time with revisions (ONE/R)	NLT 30 days after completion date	Unclassified
A005	Cost and Schedule Milestone Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO	Unclassified
A006	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and on the 10 <sup>th</sup>	Unclassified
A007	Quality Assurance Documentation	6.1, 6.4	ASREQ	Within 24 hrs from request	Unclassified
A008	Invoice Support Documentation	5.2.1.5	ASREQ	Within 24 hrs from request	Unclassified
A009	Limitation Notification & Rationale	5.2.1.6(a), 5.2.1.6(b), 5.2.1.7	ASREQ	Within 24 hrs from request	Unclassified
A010	Contract Work Breakdown Structure (CWBS)	15.1	ONE/R	NLT 60 DATO	Unclassified
A011	Limitation of Subcontracting Report (LSR)	5.2.1.8	QRTLY	NLT 105 DATO and every third month on the 10th	Unclassified
A012	OCONUS Deployment Reports	13.4	ASREQ	NLT 7 DATO	Unclassified
ND-1	Review of C4ISR Technical Data Packages	3.3.1.1	ASREQ	Within 15 days from request	Unclassified

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
ND-2	Engineering Support for C4I Integration	3.3.1.2, 3.3.1.3	ASREQ	Within 15 days from request	Unclassified
ND-3	Engineering Change Documentation	3.3.1.5, 3.3.1.10	ASREQ	Within 15 days from request	Unclassified
ND-4	As-Built Drawing Packages	3.3.1.12	ASREQ	Within 15 days from request	Unclassified

## 7.2 ELECTRONIC FORMAT

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

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	2-D Drawings/ Graphics/Schematics (new data products)	Vector (CGM/SVG)
f.	2-D Drawings/ Graphics/Schematics (existing data products)	Raster (CALs Type I, TIFF/BMP, JPEG, PNG)
g.	Scheduling	Microsoft Project
h.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio

## 7.3 INFORMATION SYSTEM

### 7.3.1 Electronic Communication

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

### 7.3.2 Information Security

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

#### 7.3.2.1 Safeguards

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

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

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(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 Assistant Secretary of Defense for Networks and Information Integration (ASD-NII)/Department of Defense Chief Information Officer (DOD-CIO) Memorandum, “Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage.” The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

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

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

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

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

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

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

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

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

### 7.3.2.2 Compliance

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

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

In accordance with the DoD Contract Security Classification Specification, DD Form 254, classified work is performed under this

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TO. The contractor shall have at the time of TO award and prior to commencement of classified work, a TOP SECRET facility clearance (FCL). The initial DD-254 issued is limited to TOP SECRET.

The following PWS task(s) requires access to classified information up to the level of TOP SECRET/SCI: 3.2 and 3.3. U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and/or 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.

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this TO. The FSO is key management personnel who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this TO. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on this TO. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A001). FSO shall also update and track data in the Cyber Security Workforce (CSWF) (CDRL A002).

### 8.2 PERSONNEL

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

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

#### 8.2.1 Personnel Clearance

The majority of personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). Some of the personnel associated with this task order will require personnel to possess higher clearance levels such as TOP SECRET with SSBI. At the Government's request, on a case-by case basis, Top Secret (TS) clearances that consist of a Single Scope Background Investigation (SSBI) are eligible for access to Sensitive Compartmented Information (SCI). These programs/tasks require contractor personnel having the appropriate clearances required for access to classified data. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the Department of Defense Consolidated Adjudications Facility (DoD CAF) and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied to the TO level. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

#### 8.2.2 Access Control of Contractor Personnel

##### 8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory

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and quality evaluation, work performed within government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the government facility/installation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

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

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

#### 8.2.2.2 Identification and Disclosure Requirements

Pursuant to DFARS 211.106, Contractors shall take all means necessary to not represent themselves as government employees. All Contractor personnel shall follow the identification and disclosure requirement as specified in local clause 5252.237-9602.

In addition, contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

#### 8.2.2.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some TO personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the TO COR. The contractor's appointed Security Officer shall track all personnel holding local government badges at TO 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 Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

- (a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC is based on the following four criteria:
1. Eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
  2. Verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
  3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) 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 National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSCEN Atlantic

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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 Public Key Infrastructure (PKI). A hardware solution and software (*e.g.*, ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates 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 TO's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSSYSCEN Atlantic Information Assurance Management (IAM) 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 SPAWARSSYSCEN Atlantic IAM 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 SPAWARSSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM 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

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

#### 8.2.3 IT Position Categories

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

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

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

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication 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 SPAWARSSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

8.2.3.1 IT-I Level (Privileged) - Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer

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

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

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

#### 8.2.4 Security Training

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

#### 8.2.5 Disclosure of Information

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

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

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

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

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

#### 8.3.1 Local and Internal OPSEC Requirement

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



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### 8.3.2 OPSEC Training

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

### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

### 8.3.4 Classified Contracts

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

## 8.4 DATA HANDLING AND USER CONTROLS

### 8.4.1 Data Handling

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

### 8.4.2 Effective Use of Controls

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

## 9.0 GOVERNMENT FACILITIES

Government facilities (*i.e.*, office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SSC Atlantic in Charleston, SC; and Norfolk, VA. Further, all government supplied computers are to remain onsite and not be taken from the government facilities. Work under this order will be performed during normal working hours when practical. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.*

## 10.0 CONTRACTOR FACILITIES

This task order requires close liaison with the government. Therefore, the contractor shall establish a local facility within a fifty (50)-mile radius of SPAWARSYSCEN Atlantic in Charleston, SC or St Julien's Creek, VA. The contractor's facility is not necessary for the exclusive use of this task order and can be utilized on a shared basis. The contractor's local facility shall include sufficient physical security to protect government assets. The contractor's facility shall meet location requirements to perform work requirements within 30 days after TO award.

## 11.0 CONTRACT PROPERTY ADMINISTRATION

GFP Clause		PWS Ref Para
52.245-1	Government Property (Apr 2012)	3.4.2.3, 11.1.2, 11.2.1, 11.2.5,
52.245-9	Use and Charges (Apr 2012)	11.1.2
252.211-7007	Reporting of Government-Furnished Property (Aug 2012)	3.4.2.2(c), 11 2.1, 11.2.4, 11.2.4.1

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252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property (Apr 2012)	11.2.4
252.245-7002	Reporting Loss of Government Property (Apr 2012)	11.4
252.245-7003	Contractor Property Management System Administration (Apr 2012)	11.2.1
252.245-7004	Reporting, Reutilization, and Disposal (Mar 2015)	11.5

## 11.1 PROPERTY TYPES

Contract property is either intangible (*i.e.*, intellectual property and software IAW FAR Part 27) or tangible (*i.e.*, government property IAW FAR Part 45). 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 (PA) to ensure their property management system is acceptable. This contract will have the following property in support of the tasking requirements in PWS Para 3.0.

### 11.1.1 Intangible Property – Intellectual/Software

#### 11.1.1.1 Government Furnished Information (GFI)

Intellectual property includes GFI which includes manuals, drawings, and test data that is provided to contractor for performance of a contract. Depending on information contained in a document, the contractor shall comply with additional controls for access and distribution (*e.g.*, technical specifications, maps, buildings designs, schedules, etc.).

GFI will be utilized on this TO. Unless otherwise specified, the contractor shall limit all GFI distribution and inventory reports to a need-to-know basis and ensure all GFI is returned at completion of the TO. The following table lists GFI that will be provided to the contractor after TO award.

Item #	Description	GFI Estimated Delivery Date
1	Technical Manuals	As required
2	Drawings	As required

### 11.1.2 Tangible Property – Government Property (GP)

As defined in FAR Part 45, Government Property (GP) is property owned or leased by the Government which includes material, equipment, special tooling, special test equipment, and real property. Government property used on TO includes both Government-furnished property (GFP) but does not include intellectual property (such as, GFI) and software.

#### 11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a TO. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification.

IAW DFARS PGI 245.103-70, furnishing Government Property on this TO is authorized. The contractor shall utilize Government property IAW FAR 52.245-1 and 52.245-9. The contractor shall have the means to provide an effective and efficient stewardship of Government property.

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for their intended purpose, durable, nonexpendable, and needed for the performance of a TO. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. GFE items to be provided on this TO are identified on the Consolidated Government Furnished Property form, Attachment 9.

(b) No Government-Furnished Material (GFM) is provided on this TO.

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(c) No Special Test Equipment (STE) is provided on this TO.

(d) No Special Tooling (ST) is provided on this TO.

11.1.2.2 Contractor-acquired Property (CAP)  
No CAP is to be utilized on this task order.

## 11.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

### 11.2.1 Contractor Property Management System

Pursuant to FAR 52.245-1 and DFARS 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 (KO) and contract government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR 52.245-1 and include the required data elements in DFARS 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 252.211-7007.

### 11.2.2 Government Property Administrator

In accordance with FAR 42.201, the contract property administrator under this contract is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

### 11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any GFP without possessing proper contractual authority; *i.e.*; item specifically is identified as GFP on the GFP Attachment. The contractor shall use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (an application within WAWF) to receipt property transfer and automatically update the GFP Repository in the Item Unique Identification (IUID) Registry.

Note: In accordance with local management specifications, the contractor shall ensure transfer of property occurs with proper paperwork; *e.g.*, Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

### 11.2.4 GFP Tagging, Labeling or Marking

Pursuant to DFARS clause 252.245-7001, contractor shall tag, label, or mark all serially managed GFP items not previously tag, labeled, or marked. This does not refer specifically to an IUID tag, label or mark.

### 11.2.5 Government Property Records

Pursuant to FAR 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP. The contractor shall ensure GFP records contain the data elements as described in FAR 52.245-1 and that GFP records also contain the data elements specified in DFARS 252.211-7007.

11.2.5.1 For GFP only, the contractor shall ensure that all GFP designated as Special Tooling (ST) and/or Special Test Equipment (STE) are identified as such in the Contractor's Property Management System. The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records. The contractor shall forward the GFP inventory to SPAWARSCEN Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly TO status report (CDRL A001).

11.2.5.2 For NMCI assets that are assigned to a contractor and removed from a government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized government personnel. Although NMCI assets are not currently tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this TO. For reporting purposes, the contractor shall include a copy of the NMCI asset list (separate from the GFP inventory list) in the TO status report (CDRL A001).

11.2.5.3 For all GFP items including laptops (required to be identified on the applicable Consolidated Government Furnished Property form) removed from a government facility, the contractor employee shall possess at all times a government signed copy of the DD1149 specifying contract and applicable TO number, company name, model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession IAW applicable company internal procedures.

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### 11.3 GOVERNMENT PROPERTY TRANSFERRING ACCOUNTABILITY

GFP cannot be transferred between TOs unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected TOs stating exactly where the property is being transferred to and from, respectively. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one task order to another. The contractor shall ensure transfer documentation specify the type, quantity and acquisition cost of each item being transferred.

### 11.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

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

### 11.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

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

Pursuant to DFARS 252.245-7004, when disposition instructions are not stipulated in the TO or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP. The contractor shall submit the list to the COR and KO, via the activity Property Administrator, at which time disposition instructions will be provided by the government.

When GFP is provided, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A004). At the time of the Contractor's regular annual inventory, the Contractor shall provide the KO, 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.

### 11.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

Non-compliance with the TO's Government Property terms and conditions will negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

## 12.0 SAFETY ISSUES

### 12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this TO. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

#### 12.1.1 Performance at government facilities

The 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 contracting officer.

### 12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this TO and the equipment must be in satisfactory working order. Personal safety equipment includes, but not be limited to -- 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

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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 TRAVEL

#### 13.1 LOCATIONS

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

##### 13.1.1 SPAWAR HQ – SCN FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
4	1	5/4	San Diego, CA	Pascagoula, MS
4	1	5/4	San Diego, CA	Washington, DC
3	2	5/4	Mobile, AL	Charleston, SC
3	2	5/4	San Diego, CA	Charleston, SC
3	2	5/4	Marinette, WI	Charleston, SC
4	2	5/4	Mayport, FL	Charleston, SC
1	2	5/4	Charleston, SC	Marinette, WI
2	4	5/4	Charleston, SC	Mobile, AL
2	1	5/4	Pascagoula, MS	Charleston, SC
2	1	5/4	Pascagoula, MS	San Diego, CA

##### 13.1.2 SPAWAR HQ – OMN FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	2	5/4	Charleston, SC	Marinette, WI
2	4	5/4	Charleston, SC	Mobile, AL
2	1	5/4	Pascagoula, MS	Charleston, SC
2	1	5/4	Pascagoula, MS	San Diego, CA

##### 13.1.3 SPAWAR HQ – NWCF FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
4	1	5/4	San Diego, CA	Washington, DC
3	2	5/4	Mobile, AL	Charleston, SC
3	2	5/4	San Diego, CA	Charleston, SC
3	2	5/4	Marinette, WI	Charleston, SC

##### 13.1.4 SERVICE CENTER – NWCF FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

No Travel Requirement

##### 13.1.5 SERVICE CENTER – NWCF FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
3	3	5/4	Norfolk, VA	San Diego, CA
3	3	5/4	Norfolk, VA	Mayport, FL
1	2	10/9	Norfolk, VA	Gaeta, Italy
2	2	5/4	Norfolk, VA	Pascagoula, MS
1	2	10/9	Norfolk, VA	Rota, Spain
1	2	10/9	Norfolk, VA	Rijeka, Croatia
3	3	5/4	Norfolk, VA	Washington, DC
3	3	5/4	Norfolk, VA	Charleston, SC
1	2	10/9	Norfolk, VA	Warsaw, Poland
3	2	5/4	Norfolk, VA	Bath, ME

### 13.1.6 SPAWAR HQ - OMN FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Norfolk, VA	San Diego, CA
1	1	5/4	Norfolk, VA	Washington, DC
1	1	5/4	Norfolk, VA	Charleston, SC

### 13.1.7 SPAWAR HQ – OPN (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
2	1	5/4	Norfolk, VA	Charleston, SC

### 13.1.8 SPAWAR HQ – SCN FUNDING (CLINs 9001, 9101, 9201, 9301, and 9401)

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

# Trips	# People	# Days/Nights	From (Location)	To (Location)
2	2	5/4	Norfolk, VA	Pascagoula, MS
1	1	5/4	Norfolk, VA	Washington, DC
1	1	5/4	Norfolk, VA	Charleston, SC
1	1	5/4	Norfolk, VA	Mobile, AL
3	2	5/4	Norfolk, VA	Bath, ME
2	1	5/4	Norfolk, VA	Marinette, WI

## 13.2 PERSONNEL MEDICAL REQUIREMENTS

### 13.2.1 Medical Screening for Fleet Support

Pursuant to COMUSFLTFORCOM/COMPACFLTINST 6320.3A of 7 May 13, all contractor personnel (including subcontractors) embarking as members of the crew or as guest onboard a U.S. Naval vessels shall have current medical and dental screening and timely paperwork submitted as specified in the instructions. Those personnel with a significant chronic disease or condition that requires frequent medical monitoring and/or treatment shall not be allowed to embark aboard any U.S. Naval vessel.

### 13.2.2 OCONUS Immunization Requirements

As specified in each task order, the contractor shall be required to travel to locations outside the Contiguous limits of the United States (OCONUS) both shore and afloat. Contractor employees who deploy to locations that require immunizations shall do so pursuant to DoDI 6205.4, Department of the Navy (DON), and SPAWARSYSCENLANTINST 12910.1A.

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### 13.3 LETTER OF AUTHORIZATION

Some travel will require a Letter of Authorization (LOA). As noted in DFARS PGI 225.7402-3(e), a LOA is necessary to enable a contractor employee to process through a deployment processing center; to travel to, from, and within a theater of operations; and to identify any additional authorizations and privileges. Applicable to the task order, the contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs are required to be signed/approved by the SPOT registered Contracting/Ordering Officer for the TO.

Note for travel to Iraq: The only acceptable LOAs for work performed in Iraq are in support of Office of Security Cooperation - Iraq (OSC-I) or the Dept. of State (DoS). Support in reference to U.S. Forces Iraq (USF-I) is no longer valid beyond Dec 2011.

### 13.4 SPECIFIED MISSION DESTINATIONS

As specified in each task order, the contractor shall be required to travel to locations designated as Specified Mission Destinations which are listed in the latest SPAWARSCEN Atlantic OCONUS Travel Guide portal (latest link to be provided at task order award). Pursuant to DoDI 3020.41 and SPAWARSCENLANTINST 12910.1A, work to be performed at Specified Mission Destinations is subject to all relevant contract clauses, as well as the requirements set forth in the aforementioned guide. The contractor shall be able to meet all clause and guide requirements 35 days prior to travel within the applicable specified destinations. When deployment to a Specified Mission Destination is required, the contractor shall be responsible for processing applicable deployment packages for its personnel in accordance with the SPAWARSCEN Atlantic OCONUS Travel Guide portal. Note: The portal is NOT the authoritative source, as it is only a guide. The contractor shall be responsible to know and understand travel requirements as identified by the Combatant Command (COCOM) and applicable country. Commencing no later than seven (7) days after task order award requiring travel to specified mission destination(s), the contractor shall submit all required OCONUS Deployment Documentation and Package (CDRL A012) to the task order technical POC and/or Command Travel/Deployment Coordinator.

### 14.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is Robert Cervi, 42110 who can be reached at phone (757) 541-5078; e-mail: [robert.cervi@navy.mil](mailto:robert.cervi@navy.mil).

### 15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

Transportation of equipment and/or material is applicable for the noted GFP.

### 16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the QASP, Attachment 8.

### 17.0 OTHER CONDITIONS/REQUIREMENTS

#### 17.1 PERSONNEL QUALIFICATION SPECIFICATIONS

As specified in Clause 5252.237-9600, the minimum personnel qualifications for each labor category are identified. However, for this task order the Technicians performing tasks outlined in paragraphs 3.2.4 shall have a valid fork lift license.

#### 17.2 CYBERSECURITY WORKFORCE DESIGNATION

Cybersecurity (also known as Information Assurance (IA)) includes tasks which the contractor shall protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

#### 17.3 OVERTIME HOURS

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Work under this delivery order will be done during normal working hours when practical; however, due to support requirements, availability of downtime, etc., hours in excess of 40 hours per week may be required for the completion of this task.

#### 17.4 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

Contractors shall submit a completed "Conflict of Interest and Non-Disclosure Statement" form, Attachment 10, for every employee working on the TO and appropriate corporate officer on behalf of the corporation.

The Contractor shall appoint an officer within the Company who is authorized to bind the Company to the terms of the signed non-disclosure agreements executed by each employee or subcontractor. The officer of the Company shall also sign each non-disclosure agreement.

As a condition to receiving access to the data, the Contractor shall meet the following criteria:

- (a) Prior to having access to proprietary data, obtain the agreement of the applicable person or entity to permit access by the Contractor to such data.
- (b) Use the data solely for the purpose of performing duties under this TO.
- (c) Not discuss with, disclose, release, reproduce or otherwise provide or make available the data, or any portion thereof, to any employee of the contractor unless and until each person has executed a copy of the individual non-disclosure agreement.
- (d) Not discuss with, disclose, release, reproduce or otherwise provide or make available the data, or any portion thereof, to any non-government person or entity (including, but not limited to any subcontractor, joint venture, affiliate, successor or assignee of the contractor), unless the KO (and any contractor claiming the data is proprietary) have given prior written approval, and the person receiving the data has executed an individual non-disclosure agreement.
- (e) Establish safeguards to protect such data or software from unauthorized use or disclosure.
- (f) Indoctrinate its personnel who will have access to the data as to the restrictions under which access is granted. Any other use, disclosure, release or reproduction is unauthorized and may result in substantial criminal, civil and/or administrative penalties to the contractor or to the individual who violates this special contract requirement or non-disclosure agreement.
- (g) Appropriate restrictive legends will be included by the Contractor on any copies and reproductions made of all or any part of the data and any data that is derived from, based upon, incorporate, include or refer to the data. When the Contractor's need for such data ends, the data shall be returned promptly (within ten (10) business days) to the appropriate government program personnel. However, the obligation not to discuss, disclose, release, reproduce or otherwise provide or make available such data, or any portion thereof, shall continue, even after completion of this TO. Any actual or suspected unauthorized use, disclosure, release, or reproduction of such data or violation of this agreement, of which the company or any employee is or may become aware, will be reported promptly (within one (1) business day) to the contractor's program manager, who will inform the KO within five (5) business days of receiving the report.

#### 17.5 CONTRACTOR OTHER DIRECT COSTS

- a. Work under this order may require Shipping Charges, as well as Testing and Calibration Support Services.
- b. Contractor shall be required to visit ships, labs, and warehouses as needed to provide support and must be able to communicate during these times. Contractor shall also provide telephone support after normal business hours as needed to troubleshoot installation problems as they arise. Therefore, service for cellular communications will be provided by the contractor and be reimbursed by the government. Upon completion of the delivery order with no follow on tasking, the phone will be retained and paid for by the contractor.

#### 17.6 FUNDING ALLOCATION

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



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#### 17.7 OTHER CONDITIONS

The contractor shall be prepared to work with other industry partners in order to accomplish the requirement. The contractor may be required to complete items such as a Proprietary Data Protection Agreement (PDPA) with other industry partners in order to successfully accomplish the mission.

*[END OF PWS]*

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

- a. Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.
- b. The Government shall be able to review resumes of contractor personnel when applicable.
- c. If the Contracting 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 shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in task orders. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contracting Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.
- e. When determining if educational and experience requirements are acceptable, the following criteria are applicable:
  1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.
  2. Bachelor's of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).
  3. Reserved
  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. 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).
  6. 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/>).
  7. 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.
  8. 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.

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9. The following lists the applicable task order labor categories with their corresponding minimum personnel qualifications:

Personnel Qualifications/List of Key Personnel: *See Attachment 7*

(End of clause)

5252.237-9601 KEY PERSONNEL (VARIATION)

(a) The offeror agrees to assign to this contract those key personnel listed in paragraph (d) below. Within 15 days after contract award, the contractor shall submit a Project Manager's résumé for consideration and any other key labor category résumés required for immediate performance. If applicable, the contractor shall submit resumes for all required labor categories which are required for the task order. After approval, the individuals will be added to a key personnel list, paragraph (d), which will be maintained by the contractor and supplied in the monthly TO Status Report. No substitutions will be made except in accordance with this clause.

(b) The offeror agrees that during the first 90 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 90-day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. The contractor shall provide any substitution requests in accordance with paragraph (c) below.

(c) All requests for approval of substitutions under this contract must be in writing and a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this contract must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel:

#	Name	Labor Category	Effective Date
1	Name_1	Project Manager	
2	Name_2	Subject Matter Expert (SME)	5
3	Name_3	Engineer/Scientist	4
4	Name_4	Management Analyst	3
5	Name_5	Technical Analyst	3
6	Name_6	Logistician	4

Key Personnel shall be tracked and maintained by the contractor in the Staffing Plan which is part of the monthly Contract Status Report and Task Order Status Report.

(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage. The contractor's ability to manage, provide, and/or maintain sufficient key personnel will be evaluated in the annual government Contractor Performance Assessment Report (CPAR) rating.

(f) To request personnel be added to a labor category, the offeror shall employ the procedures outlined in paragraph (c) above.

(End of clause)

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## **SECTION D PACKAGING AND MARKING**

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the COR.

### **CLAUSES INCORPORATED BY REFERENCE**

#### **REFERENCE CLAUSE TITLE & DATE**

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:

7001	7/25/2018 - 7/23/2019
7002	7/25/2018 - 7/23/2019
7003	7/25/2018 - 7/23/2019
7004	7/25/2018 - 7/23/2019
7005	7/25/2018 - 7/23/2019
7006	7/25/2018 - 7/23/2019
7007	7/25/2018 - 7/23/2019
7008	7/25/2018 - 7/23/2019
9001	7/25/2018 - 7/23/2019

### CLIN - DELIVERIES OR PERFORMANCE

Base Year: Date of award through 23 July 2019.

Option Periods: Date of Option Exercise through twelve (12) months thereafter.

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

### CLAUSES INCORPORATED BY REFERENCE

52.242-15 Stop-Work Order AUG 1989

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

## SECTION G CONTRACT ADMINISTRATION DATA

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

PGI Matrix:

Contract/Order Payment Clause	Type of Payment Request	Supply	Service	Construction	Payment Office Allocation Method
52.212-4 (Alt I), Contract Terms and Conditions—Commercial Items 52.216-7, Allowable Cost and Payment 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts	Cost Voucher	N/A	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.
52.232-1, Payments	Navy Shipbuilding Invoice (Fixed Price)	N/A	N/A	N/A	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; 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	Invoice	N/A	N/A	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.
52.232-5, Payments Under Fixed-Price Construction Contracts	Construction Payment Invoice	N/A	N/A	N/A	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.
52.232-16, Progress Payments	Progress Payment*	N/A	N/A	N/A	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; 52.232-30, Installment Payments for Commercial Items	Commercial Item Financing*	N/A	N/A	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).
52.232-32, Performance-Based Payments	Performance-Based Payments*	N/A	N/A	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*	N/A	N/A	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).

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

When submitting a request for payment, the Contractor shall--

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

**252.232-7006 Wide Area WorkFlow Payment Instructions.**

WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

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

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

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

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

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

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

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

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

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

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

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

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

\_\_ Cost Voucher \_\_\_\_\_

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

\_\_ N65236 \_\_\_\_\_

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

Routing Data Table

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



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Issue By DoDAAC	N65236
Admin DoDAAC	N65236
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	HAA47B
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.

\_\_\_\_ Robert Cervi, 757-541-5078, [robert.cervi@navy.mil](mailto:robert.cervi@navy.mil)

(g) *WAWF point of contact.*

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

\_\_\_\_ LaVerne Brown, 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.

(End of clause)

**5252.201-9201 Designation of Contracting officer's Representative (Mar 2006)**

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

CONTRACTING OFFICER REPRESENTATIVE

Name: Robert Cervi

Code: 42210

Address: Building 181, St. Julien's Creek, VA

Phone Number: 757-541-5078

Email: [robert.cervi@navy.mil](mailto:robert.cervi@navy.mil)

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(b) It is emphasized that **only** the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government. When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

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

This is a **Cost Plus Fixed-Fee, Level of Effort (Labor) and Cost (ODCs)** task order.

**5252.232-9206 SEGREGATION OF COSTS (DEC 2003)**

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task, or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G, Accounting Data. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electron Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA

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

(2) to the Procuring Contracting Officer.

Accounting Data

SLINID	PR Number	Amount
700501	130061716000002	5683438.94
LLA :		
AA 97X4930 NH3S 257 77777 0 050120 2F 000000 A00004489091		
Standard Number: FIO SC		
NWA #: 400000013903-4005		
900101	130061716000003	152632.09
LLA :		
AA 97X4930 NH3S 257 77777 0 050120 2F 000000 A00004489091		
Standard Number: FIO SC		
NWA #: 400000013903-4005		

BASE Funding 5836071.03  
Cumulative Funding 5836071.03

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

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

(a) A contractor picture badge may be issued to contractor personnel by SPAWARSYSCEN Atlantic 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 task order authorizes performance at SPAWARSYSCEN 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 SPAWARSYSCEN Atlantic a list of all unreturned badges with a written explanation of any missing badges.

(End of clause)

### 5252.209-9205 ORGANIZATIONAL CONFLICT OF INTEREST (DEC 2004)

(a) Definition.

“Support Services” includes, but is not limited to, program management support services, preparing program budget submissions, business financial reporting or accounting services or, advisory and assistance services including consultant services.

(b) The Contracting Officer has determined that potentially significant organizational conflicts of interest may arise due to the nature of the work the Contractor will perform under this contract that may preclude the Contractor from being awarded future SPAWAR contracts in a related area. Whereas the Contractor has agreed to undertake this contract to provide “support services”, subject to paragraph (d), it is agreed that the Contractor shall be ineligible to act as a prime contractor, consultant, or subcontractor to any prime contractor or subcontractor at any tier who is to supply the services, system or major components thereof for any project where the Contractor has provided or is providing support as described in FAR 9.505-1 through 9.505-4. The Contracting Officer may make a determination to allow a company to participate in an acquisition subject to the submission of an acceptable mitigation plan in accordance with paragraph (d) and (e) below. This determination may not be appealed.

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

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

(d) These restrictions shall apply to [Contracting Officer insert the company name upon award of the contract]. This clause shall remain in effect for twelve (12) months after completion of this contract.

(e) The Contractor shall apply this clause to any subcontractors or consultants, who have access to information,

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

(End of clause)

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

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

#### **5252.216-9122 LEVEL OF EFFORT (DEC 2000)**

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this task order for the base and all available options shall be *633,544.0* 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 contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately *1,970.15* 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 Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct

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labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

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

Fee Reduction = Fee (Required LOE - Expended LOE)

Required LOE

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan.

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

(End of Text)

**5252.227-9207 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION  
(APRIL 2010)**

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(a) Definition.

“Confidential Business Information,” (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such Information secret, and (2) the Information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

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

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

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

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

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such Information. SPAWAR will permit the limited release of Information under paragraphs (c)(1) and (c)(2) only under the following conditions:

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

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

(3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;

(4) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,

(5) Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

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(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

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

(End of clause)

**5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006) -- ALTERNATE II (SEPT 2001)**

(a) Contractor Request and Government Approval of Travel

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

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

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

(b) General

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

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

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

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

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the

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straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

(1) The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's 60 home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

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

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

(d) Transportation

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

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

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

(5) When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the



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building or other place where the employee regularly reports for work.

(ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

(iii) "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

(c) has four or more wheels or is a motorcycle or moped.

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

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

(iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles (18 + 18 - 14 = 22).*

EXAMPLE 2: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

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

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

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

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

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

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

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting*

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distance (70 miles). The employee is reimbursed for 50 miles (35 + 50 + 25 + 10 - 70 = 50).

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

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

(End of Clause)

**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:

ESTIMATED

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	PERIOD OF PERFORMANCE
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(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.

**\*To be updated as-applicable.**

(End of Text)

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

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

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

(c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices,

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separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

**5252.242-9518 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 (DoD Deviation 99-O0002). The frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the DoD CPARS Policy Guide that is available at: <http://www.cpars.csd.disa.mil/cparsmain.html>

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

## SECTION I CONTRACT CLAUSES

### REFERENCE CLAUSE TITLE & DATE

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)

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

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

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

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

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

### 52.222-42 -- 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
Computer Operator I (SCA 14041)	GS-4
Drafter/CAD Operator II (SCA 30062)	GS-4
Drafter/CAD Operator III (SCA 30063)	GS-5
Electronics Technician Maintenance II (SCA 23182)	WG-9
Secretary III (SCA 01313)	GS-6
Supply Technician (Code: 01410)	GS-7

(End of Clause)

### 252.211-7003 ITEM UNIQUE IDENTIFICATION AND VALUATION (MAR 2016)

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

“Automatic identification device” means a device, such as a reader or interrogator, used to retrieve data encoded on machine-readable media.

“Concatenated unique item identifier” means—

(1) For items that are serialized within the enterprise identifier, the linking together of the unique identifier data elements in order of the issuing agency code, enterprise identifier, and unique serial number within the enterprise

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identifier; or

(2) For items that are serialized within the original part, lot, or batch number, the linking together of the unique identifier data elements in order of the issuing agency code; enterprise identifier; original part, lot, or batch number; and serial number within the original part, lot, or batch number.

“Data matrix” means a two-dimensional matrix symbology, which is made up of square or, in some cases, round modules arranged within a perimeter finder pattern and uses the Error Checking and Correction 200 (ECC200) specification found within International Standards Organization (ISO)/International Electrotechnical Commission (IEC) 16022.

“Data qualifier” means a specified character (or string of characters) that immediately precedes a data field that defines the general category or intended use of the data that follows.

“DoD recognized unique identification equivalent” means a unique identification method that is in commercial use and has been recognized by DoD. All DoD recognized unique identification equivalents are listed at

[http://www.acq.osd.mil/dpap/pdi/uid/iuid\\_equivalents.html](http://www.acq.osd.mil/dpap/pdi/uid/iuid_equivalents.html)

“DoD item unique identification” means a system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items. For items that are serialized within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier and a unique serial number. For items that are serialized within the part, lot, or batch number within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier; the original part, lot, or batch number; and the serial number.

“Enterprise” means the entity (e.g., a manufacturer or vendor) responsible for assigning unique item identifiers to items.

“Enterprise identifier” means a code that is uniquely assigned to an enterprise by an issuing agency. “Government’s unit acquisition cost” means—

(1) For fixed-price type line, subline, or exhibit line items, the unit price identified in the contract at the time of delivery;

(2) For cost-type or undefinitized line, subline, or exhibit line items, the Contractor’s estimated fully burdened unit cost to the Government at the time of delivery; and

(3) For items produced under a time-and-materials contract, the Contractor’s estimated fully burdened unit cost to the Government at the time of delivery.

“Issuing agency” means an organization responsible for assigning a globally unique identifier to an enterprise, as indicated in the Register of Issuing Agency Codes for ISO/IEC 15459, located at [http://www.aimglobal.org/?Reg\\_Authority15459](http://www.aimglobal.org/?Reg_Authority15459).

“Issuing agency code” means a code that designates the registration (or controlling) authority for the enterprise identifier.

“Item” means a single hardware article or a single unit formed by a grouping of subassemblies, components, or constituent parts.

“Lot or batch number” means an identifying number assigned by the enterprise to a designated group of items, usually referred to as either a lot or a batch, all of which were manufactured under identical conditions.

“Machine-readable” means an automatic identification technology media, such as bar codes, contact memory buttons, radio frequency identification, or optical memory cards.

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“Original part number” means a combination of numbers or letters assigned by the enterprise at item creation to a class of items with the same form, fit, function, and interface.

“Parent item” means the item assembly, intermediate component, or subassembly that has an embedded item with a unique item identifier or DoD recognized unique identification equivalent.

“Serial number within the enterprise identifier” means a combination of numbers, letters, or symbols assigned by the enterprise to an item that provides for the differentiation of that item from any other like and unlike item and is never used again within the enterprise.

“Serial number within the part, lot, or batch number” means a combination of numbers or letters assigned by the enterprise to an item that provides for the differentiation of that item from any other like item within a part, lot, or batch number assignment.

“Serialization within the enterprise identifier” means each item produced is assigned a serial number that is unique among all the tangible items produced by the enterprise and is never used again. The enterprise is responsible for ensuring unique serialization within the enterprise identifier.

“Serialization within the part, lot, or batch number” means each item of a particular part, lot, or batch number is assigned a unique serial number within that part, lot, or batch number assignment. The enterprise is responsible for ensuring unique serialization within the part, lot, or batch number within the enterprise identifier.

“Type designation” means a combination of letters and numerals assigned by the Government to a major end item, assembly or subassembly, as appropriate, to provide a convenient means of differentiating between items having the same basic name and to indicate modifications and changes thereto.

“Unique item identifier” means a set of data elements marked on items that is globally unique and unambiguous. The term includes a concatenated unique item identifier or a DoD recognized unique identification equivalent.

“Unique item identifier type” means a designator to indicate which method of uniquely identifying a part has been used. The current list of accepted unique item identifier types is maintained at [/uid/uii\\_types.htmlhttp://www.acq.osd.mil/dpap/pdi.](http://www.acq.osd.mil/dpap/pdi/uid/uii_types.html)

(b) The Contractor shall deliver all items under a contract line, subline, or exhibit line item.

(c) *Unique item identifier.*

(1) The Contractor shall provide a unique item identifier for the following:

(i) Delivered items for which the Government’s unit acquisition cost is \$5,000 or more, except for the following line items:

Contract Line, Subline, or

Exhibit Line Item Number Item Description

(ii) Items for which the Government’s unit acquisition cost is less than \$5,000 that are identified in the Schedule or the following table:

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Contract Line, Subline, or

Exhibit Line Item Number Item Description

(If items are identified in the Schedule, insert “See Schedule” in this table.)

(iii) Subassemblies, components, and parts embedded within delivered items, items with warranty requirements, DoD serially managed reparables and DoD serially managed nonreparables as specified in Attachment Number \_\_\_\_\_.

(iv) Any item of special tooling or special test equipment as defined in FAR 2.101 that have been designated for preservation and storage for a Major Defense Acquisition Program as specified in Attachment Number \_\_\_\_\_.

(v) Any item not included in (i), (ii), (iii), or (iv) for which the contractor creates and marks a unique item identifier for traceability.

(2) The unique item identifier assignment and its component data element combination shall not be duplicated on any other item marked or registered in the DoD Item Unique Identification Registry by the contractor.

(3) The unique item identifier component data elements shall be marked on an item using two dimensional data matrix symbology that complies with ISO/IEC International Standard 16022, Information technology – International symbology specification – Data matrix; ECC200 data matrix specification.

(4) *Data syntax and semantics of unique item identifiers.* The Contractor shall ensure that—

(i) The data elements (except issuing agency code) of the unique item identifier are encoded within the data matrix symbol that is marked on the item using one of the following three types of data qualifiers, as determined by the Contractor:

(A) Application Identifiers (AIs) (Format Indicator 05 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology – EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(B) Data Identifiers (DIs) (Format Indicator 06 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology – EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(C) Text Element Identifiers (TEIs) (Format Indicator 12 of ISO/IEC International Standard 15434), in accordance with the Air Transport Association Common Support Data Dictionary; and

(ii) The encoded data elements of the unique item identifier conform to the transfer structure, syntax, and coding of messages and data formats specified for Format Indicators 05, 06, and 12 in ISO/IEC International Standard 15434, Information Technology – Transfer Syntax for High Capacity Automatic Data Capture Media.

(5) *Unique item identifier.*

(i) The Contractor shall—

(A) Determine whether to—

(1) Serialize within the enterprise identifier;

(2) Serialize within the part, lot, or batch number; or

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- (3) Use a DoD recognized unique identification equivalent (e.g. Vehicle Identification Number); and
- (B) Place the data elements of the unique item identifier (enterprise identifier; serial number; DoD recognized unique identification equivalent; and for serialization within the part, lot, or batch number only: original part, lot, or batch number) on items requiring marking by paragraph (c)(1) of this clause, based on the criteria provided in MIL-STD-130, Identification Marking of U.S. Military Property, latest version;
- (C) Label shipments, storage containers and packages that contain uniquely identified items in accordance with the requirements of MIL-STD-129, Military Marking for Shipment and Storage, latest version; and
- (D) Verify that the marks on items and labels on shipments, storage containers, and packages are machine readable and conform to the applicable standards. The contractor shall use an automatic identification technology device for this verification that has been programmed to the requirements of Appendix A, MIL-STD-130, latest version.
- (ii) The issuing agency code—
- (A) Shall not be placed on the item; and
- (B) Shall be derived from the data qualifier for the enterprise identifier.
- (d) For each item that requires item unique identification under paragraph (c)(1)(i), (ii), or (iv) of this clause or when item unique identification is provided under paragraph (c)(1)(v), in addition to the information provided as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the Contractor shall report at the time of delivery, as part of the Material Inspection and Receiving Report, the following information:
- (1) Unique item identifier.
  - (2) Unique item identifier type.
  - (3) Issuing agency code (if concatenated unique item identifier is used).
  - (4) Enterprise identifier (if concatenated unique item identifier is used).
  - (5) Original part number (if there is serialization within the original part number).
  - (6) Lot or batch number (if there is serialization within the lot or batch number).
  - (7) Current part number (optional and only if not the same as the original part number).
  - (8) Current part number effective date (optional and only if current part number is used).
  - (9) Serial number (if concatenated unique item identifier is used).
  - (10) Government's unit acquisition cost.
  - (11) Unit of measure.
  - (12) Type designation of the item as specified in the contract schedule, if any.
  - (13) Whether the item is an item of Special Tooling or Special Test Equipment.
  - (14) Whether the item is covered by a warranty.
- (e) For embedded subassemblies, components, and parts that require DoD item unique identification under paragraph (c)(1)(iii) of this clause or when item unique identification is provided under paragraph (c)(1)(v), the



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Contractor shall report as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the following information:

- (1) Unique item identifier of the parent item under paragraph (c)(1) of this clause that contains the embedded subassembly, component, or part.

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- (2) Unique item identifier of the embedded subassembly, component, or part.
- (3) Unique item identifier type.\*\*
- (4) Issuing agency code (if concatenated unique item identifier is used).\*\*
- (5) Enterprise identifier (if concatenated unique item identifier is used).\*\*
- (6) Original part number (if there is serialization within the original part number).\*\*
- (7) Lot or batch number (if there is serialization within the lot or batch number).\*\*
- (8) Current part number (optional and only if not the same as the original part number).\*\*
- (9) Current part number effective date (optional and only if current part number is used).\*\*
- (10) Serial number (if concatenated unique item identifier is used).\*\*
- (11) Description.

\*\* Once per item.

(f) The Contractor shall submit the information required by paragraphs (d) and (e) of this clause as follows:

(1) End items shall be reported using the receiving report capability in Wide Area WorkFlow (WAWF) in accordance with the clause at 252.232-7003. If WAWF is not required by this contract, and the contractor is not using WAWF, follow the procedures at <http://dodprocurementtoolbox.com/site/uidregistry/>.

(2) Embedded items shall be reported by one of the following methods—

(i) Use of the embedded items capability in WAWF;

(ii) Direct data submission to the IUID Registry following the procedures and formats at <http://dodprocurementtoolbox.com/site/uidregistry/>; or

(iii) Via WAWF as a deliverable attachment for exhibit line item number (*fill in*) for Embedded Items, Contract Data Requirements List, DD Form 1423.\_\_\_\_, Unique Item Identifier Report

(g) *Subcontracts* If the Contractor acquires by subcontract, any item(s) for which item unique identification is required in accordance with paragraph (c)(1) of this clause, the Contractor shall include this clause, including this paragraph (g), in the applicable subcontract(s), including subcontracts for commercial items.

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## **SECTION J LIST OF ATTACHMENTS**

Quality Assurance Surveillance Plan

Government Furnished Property

Contractor Non Disclosure Agreement

Exhibit A - CDRL A001 - 1 of 4

Exhibit A - CDRL A001 - 2 of 4

Exhibit A - CDRL A001 - 3 of 4

Exhibit A - CDRL A001 - 4 of 4

Exhibit A - CDRL A002 - 1 of 2

Exhibit A - CDRL A002 - 2 of 2

Exhibit A - CDRL A003 - 1 of 2

Exhibit A - CDRL A003 - 2 of 2

Exhibit A - CDRL A004

Exhibit A - CDRL A005

Exhibit A - CDRL A006

Exhibit A - CDRL A007

Exhibit A - CDRL A008

Exhibit A - CDRL A009

Exhibit A - CDRL A010

Exhibit A - CDRL A011

Exhibit A - CDRL A012

Acronym List

Personnel Qualifications

DD 254

COR Nomination