

2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 22-Aug-2018	4. REQUISITION/PURCHASE REQ. NO. 1300727136	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL)	CODE N65236	7. ADMINISTERED BY (If other than Item 6) DCMA Manassas	CODE S2404A

P.O. BOX 190022 North Charleston SC 29419-9022 elizabeth.norris@navy.mil 843-218-3578	14501 George Carter Way, 2nd Floor Chantilly VA 20151 SCD: C
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BCF Solutions, Inc. 2300 Ninth St. S, Suite 200 Arlington VA 22204-2346	9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-15-D-8104 / N6523617F3143 10B. DATED (SEE ITEM 13) 27-Sep-2017
CAGE CODE 3QQC0      FACILITY CODE	[X]

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

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

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

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) 52.323-22 Limitation of Funds

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Elizabeth Norris, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Elizabeth Norris (Signature of Contracting Officer)	22-Aug-2018

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 2 of 2	FINAL
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## GENERAL INFORMATION

The purpose of this modification is to exercise the option year and add incremental funds... Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$925,681.92 by \$471,000.00 to \$1,396,681.92.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
710001	Fund Type - TBD	0.00	453,726.22	453,726.22
910001	Fund Type - TBD	0.00	17,273.78	17,273.78

The total value of the order is hereby increased from \$925,681.92 by \$942,841.74 to \$1,868,523.66.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7100	0.00	908,263.24	908,263.24
7101	0.00	0.00	0.00
9100	0.00	34,578.50	34,578.50
9101	0.00	0.00	0.00

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 1 of 34	FINAL
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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	AD26	Base Year - Funding Source One (Fund Type - TBD)	1.0	LO	\$849,484.06	\$42,474.20	\$891,958.26
700001	AD26	Incremental Funding ACRN: AA PR#: 1300630217 Funds Expiration: 09/27/2018 DOC#: N0003917PR02106 (Fund Type - TBD)					
700002	AD26	Incremental Funding ACRN: AB PR#: 1300676184 Funds Expiration: 09/26/18 DOC#: N6523618PR00087 (Fund Type - TBD)					
7001	AD26	Base Year - Funding Source Two (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7002		Not Separately Priced CDRL CLIN	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	AD26	Option Year 1 - Funding Source One (Fund Type - TBD)	1.0	LO	\$865,012.61	\$43,250.63	\$908,263.24
710001	AD26	ACRN: AC COST CODE: A00004605553 CIN: 130072713600001 (Fund Type - TBD)					
7101	AD26	Option Year 1 - Funding Source Two (Fund Type - TBD)	1.0	LO	\$0.00	\$0.00	\$0.00

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7102		Not Separately Priced CDRL CLIN	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 2 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	AD26	Option Year 2 - Funding Source One (Fund Type - TBD)  Option	1.0	LO	\$875,726.65	\$43,786.33	\$919,512.98
7201	AD26	Option Year 2 - Funding Source Two (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7202		Not Separately Priced CDRL CLIN	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	AD26	Option Year 3 - Funding Source One (Fund Type - TBD)  Option	1.0	LO	\$883,953.34	\$44,197.67	\$928,151.01
7301	AD26	Option Year 3 - Funding Source 2 (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7302		Not Separately Priced CDRL CLIN	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	AD26	Option Year 4 - Funding Source One (Fund Type - TBD)  Option	1.0	LO	\$879,225.49	\$43,961.27	\$923,186.76
7401	AD26	Option Year 4 - Funding Source Two (Fund Type - TBD)  Option	1.0	LO	\$0.00	\$0.00	\$0.00

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 3 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7402		Not Separately Priced CDRL CLIN	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	AD26	ODC For CLIN 7000 (Fund Type - TBD)	1.0	LO	\$33,723.66
900001	AD26	Incremental Funding ACRN: AA PR#: 1300630217 Funds Expiration: 09/27/2018 DOC#: N0003917PR02106 (Fund Type - TBD)			
900002	AD26	Incremental Funding ACRN: AB PR#: 1300676184 Funds Expiration: 09/26/18 DOC#: N6523618PR00087 (Fund Type - TBD)			
9001	AD26	ODC for CLIN 7001 (Fund Type - TBD)	1.0	LO	\$0.00
9100	AD26	ODC for CLIN 7100 (Fund Type - TBD)	1.0	LO	\$34,578.50
910001	AD26	ACRN: AC COST CODE: A00004605553 CIN: 130072713600001 (Fund Type - TBD)			
9101	AD26	ODC for CLIN 7101 (Fund Type - TBD)	1.0	LO	\$0.00
9200	AD26	ODC for CLIN 7200 (Fund Type - TBD) Option	1.0	LO	\$35,456.74
9201	AD26	ODC for CLIN 7201 (Fund Type - TBD) Option	1.0	LO	\$0.00
9300	AD26	ODC for CLIN 7300 (Fund Type - TBD) Option	1.0	LO	\$36,353.75
9301	AD26	ODC for CLIN 7301 (Fund Type - TBD) Option	1.0	LO	\$0.00
9400	AD26	ODC for CLIN 7400 (Fund Type - TBD) Option	1.0	LO	\$37,277.06
9401	AD26	ODC for CLIN 7401 (Fund Type - TBD) Option	1.0	LO	\$0.00

**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
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CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 4 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

				<b>Hour</b>
Base Year Funding Source #1	7000	\$32,471.00	10,128	\$3.21
Base Year Funding Source #2	7001	\$10,003.20	3,840	\$2.61
Option Year 1 Funding Source #1	7100	\$33,043.91	10,128	\$3.26
Option Year 1 Funding Source #2	7101	\$10,206.72	3,840	\$2.66
Option Year 2 Funding Source #1	7200	\$33,454.81	10,128	\$3.30
Option Year 2 Funding Source #2	7201	\$10,331.52	3,840	\$2.69
Option Year 3 Funding Source #1	7300	\$33,795.11	10,128	\$3.34
Option Year 3 Funding Source #2	7301	\$10,402.56	3,840	\$2.71
Option Year 4 Funding Source #1	7400	\$33,806.40	10,128	\$3.34
Option Year 4 Funding Source #2	7401	\$10,154.88	3,840	\$2.64

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 5 of 34	FINAL
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

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

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

**SHORT TITLE:** PM/FM Support for PEO-EIS Portfolio

#### 1.0 PURPOSE

Provide Program Management services in support of information systems consolidation and data center sustainment operations at Space and Naval Systems Center Atlantic (SSC Atlantic).

#### 1.1 BACKGROUND

SPAWAR was designated by the Assistant Secretary of the Navy for Research, Development, and Acquisition as the Navy's Data Center Consolidation (DCC) execution agent and technical authority. The Data Center Applications and Optimization (DCAO) Integrated Product Team (IPT) is responsible for consolidating multiple Navy Data Systems into the approved Navy Enterprise Data Centers (NEDCs) located in SPAWAR LANT Charleston, SC and New Orleans, LA or the Cloud Infrastructure. N2/N6 and Other Customer Funded (OCF) eligible data systems are identified for transition by DCAO Directorate at SPAWAR Headquarters in San Diego CA. Future work could also include data systems from multiple DOD Agencies. The DCAO IPT is also responsible for management oversight of the sustainment operations for the Millington Data Center in Millington, TN. The Data Center Hosting Services (DCHS) IPT provide infrastructure hosting and sustainment services to support Department of the Navy (DON) strategic and operational objectives. We currently offer three infrastructure hosting platforms – two Navy Enterprise Data Centers (CHAS and NOLA), C2E Lab, and Commercial Sustainment – providing scalable service offerings to over 226 unique systems across multiple ECH IIs to maximize benefits at the service subscriber level and across the Department of the Navy. Commercial Cloud Hosting sustainment support is also provided on behalf of DCAO for systems across the DON and other component services - enabling and managing Commercial Cloud Environments for the DON DDICIO. Work defined in this Task Order supports program management for the DCAO and DCHS IPTs operating under the PEO-EIS Portfolio at SSC Atlantic.

#### 1.2 SCOPE

Work under this level-of-effort (LOE) Task Order consists of that effort required to provide program management support to the DCAO/DCHS IPTs that continue to grow and evolve. The DCAO/DCHS IPTs currently support over 120 DoD customers, house over 250 systems, employ over 260 personnel, and occupy 7 geographically-separated locations. The contractor shall be responsible for program support, program support documentation, project controls, financial management and analysis, strategic planning and communications, programmatic support, business process reengineering and process improvement.

#### 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. The applicable references and standards invoked will vary within individual tasks and will be specifically called-out in each task order. In accordance with 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. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the task order.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 6 of 34	FINAL
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## 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. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
g.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
h.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
i.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
j.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
k.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
l.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
m.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
n.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09

## 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. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
b.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
c.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
d.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
e.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes



CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 7 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

	Document Number	Title
a.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
f.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
g.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
h.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
i.	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
j.	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>

### 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.

### 3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that will be required throughout the Task Order life. The contractor shall provide necessary resources and knowledge to support the listed tasks. Specific objectives will be dependent on the basic contract and the task order (TO) written against the basic contract. 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 4720.1A – SPAWAR Modernization and Installation Policy, all contract installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) 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. RELEVANT EXPERIENCE

##### 3.1.1 Programs and Initiatives

The contractor shall have expertise supporting and complying with DoN and DoD enterprise initiatives. Such programs and initiatives include, at a minimum:

- a. Business Objects
- b. Risk Exchange
- c. Intelink and other SSC LANT Sharepoint sites

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 8 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

### 3.2 PROGRAM MANAGEMENT

#### 3.2.1 Program Support

At each stage of the DoD project life cycle, the contractor shall provide in-depth analysis of internal business and operations processes, develop methods for process improvement, and provide explicit recommendations to IPT leadership. The contractor shall also track Data Center procurements per the requirements traceability matrix and report to IPT leadership on acquisition status. In order to provide these process improvement recommendations and acquisition status reports, the contractor, at a minimum, shall:

- Coordinate and facilitate the execution of weekly operations, engineering, and project transition meetings that include current project status, outstanding action items and current and future requirements
- Gather detailed project status updates and consolidate information for presentation
- Create meeting agendas and accomplish follow-up meeting minutes
- Track current and new tasking and action items to completion

The contractor shall work closely with the government project managers supporting the needs of the program at the sponsor level. As cited in this task order; coordination of meetings, preparing budget drills, developing agenda items, attending at high-level meetings, generating minutes, tracking action items and submitting reports will be required (CDRL A001).

#### 3.2.2 Program Support Documentation

The contractor shall develop and draft various program management (PM) documents (CDRL A001). At a minimum, the following documents are typical PM deliverables that the contractor shall have knowledge writing:

- Statement of Work or Performance Work Statement
- Cost Estimation
- Meeting Agenda and Minutes
- Plans of Action and Milestone
- Work Breakdown Structure (WBS)
- Various Program Acquisition related documents: Mission Needs Statement (MNS), Capability Production Documentation (CPD), Operational Requirements Document (ORD), Project Management Plans (PMP), etc.

### 3.3 PROJECT CONTROLS

- 3.3.1 The contractor shall employ Department of Defense (DoD) and Industry Standard program management and control methodologies, as required, in order to support the GOVT in developing, executing and managing scope, schedule, cost, risk, and performance of the IPTs (CDRL A001).
- 3.3.2 The contractor shall work with the IPT Business Finance Managers (BFMs) to produce objective measures of performance that will be yielded from cost and schedule analyses, balanced scorecard, risk analysis and activity-based costing to assist the IPTs in making program, cost and schedule decisions for their projects.
- 3.3.3 The contractor shall utilize the IPTs and Projects task books to develop program schedules or Integrated Master Schedule (IMSS) in accordance with the Plan Of Action and Milestones (POA&M); analyze all sources of project funding; establish and validate baseline cost and schedule estimates to determine planned value, actual costs and earned value for the IPTs, as required; analyze cost and schedule performance; calculate cost and schedule variances; track deliverable status; and, determine and report estimates to complete or otherwise forecast cost and schedule performance (CDRL A001).
- 3.3.4 The contractor shall identify appropriate monitoring, feedback and process control mechanisms to measure the effectiveness of actions and tasks in achieving the mission, vision, goals and objectives of the IPTs (CDRLA 001).

### 3.4 FINANCIAL MANAGEMENT AND ANALYSIS

- 3.4.1 The contractor shall use project controls methodologies to provide the IPTs and Project Leads with the most accurate and complete information to facilitate optimal budget utilization.
- 3.4.2 The contractor shall monitor cost and schedule performance and report finding to the IPTs and Project Leads to support sound financial decisions (CDRL A001).
- 3.4.3 The contractor shall provide historical and current data to support project-level cost estimates for future IPTs and projects planning (CDRL A001).

### 3.5 STRATEGIC PLANNING AND COMMUNICATIONS

- 3.5.1 For each stage of the DoD project life cycle (not including access to specific acquisition documentation), the contractor shall provide in-depth analysis of internal business and operations processes, develop methods for process improvement, and provide explicit recommendations to IPT leadership. (CDRL A001) The contractor shall support the IPTs and Project Leads with resource planning to determine necessary personnel and funding levels for future project growth and strategic goals.
- 3.5.2 The contractor shall support the IPTs and Project Leads to develop strategy papers and briefs to facilitate communication to internal and external stakeholders in order to achieve the mission, vision, goals and objectives of the IPTs (CDRL A001).
- 3.5.3 The contractor shall identify and implement appropriate feedback mechanisms and associated processes to collect, analyze and respond to feedback for the IPTs and projects (CDRL A001).

### 3.6 PROGRAMMATIC SUPPORT

- 3.6.1 The contractor shall assess issues and requirements raised by regulations and guidance documents and their impact to the project cost, schedule and scope baseline.
- 3.6.2 The contractor shall ensure that all pertinent data and documentation required for business operations are obtained, analyzed, maintained and made available to all disciplines identified by the IPTs and Projects Leads (CDRL A001).

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 9 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

- 3.6.3 The contractor shall assist in the development of presentation materials to be used in briefings, meetings, lectures and speeches for new, existing and follow-on work (CDRL A001).
- 3.6.4 The contractor shall attend and participate in weekly GOVT led project-related meetings and reviews and provide meeting minutes and reports as required (CDRL A001).
- 3.6.5 The contractor shall prepare draft agendas, status reports, meeting minutes, trip reports, attendance lists, action item lists, and recommendations in support of program and design reviews, as required (CDRL A001).
- 3.6.6 The contractor shall prepare or compile reference information packages for ready access in support of meeting attendance, action item and deficiency resolution (CDRL A001).

### 3.7 BUSINESS PROCESS RE-ENGINEERING AND PROCESS IMPROVEMENT

- 3.7.1 The contractor shall evaluate the IPTs business practices and processes both individually and holistically (CDRL A001).
- 3.7.2 The contractor shall evaluate factors such as suitability and effectiveness of both organizational structure and information technology support systems for existing and proposed processes.
- 3.7.3 The contractor shall also evaluate interfaces between processes so that the departments' management and business operations are studied and improved in an end-to-end fashion.
- 3.7.4 The contractor shall provide technical assistance and support during the startup phase of the process and make changes and corrections as necessary to effect successful implementation.
- 3.7.5 The contractor shall use industry standard frameworks: Information Technology Infrastructure Library (ITIL), DoD frameworks as proposed by DISA Information Technology Service Management (ITSM) and Lean Six Sigma tools for defining and improving processes.

### 3.8 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 CDRLs below) 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 RDT&E network.
- 4.1.2 Follow 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 NMCI environment where available.
- 4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).
- 4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 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)-DON.

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

## 5.0 TASK ORDER ADMINISTRATION

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

### 5.1 TASK ORDER LIAISON

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 10 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

## 5.2 TASK ORDER 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. 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. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

### 5.2.1 Task Order Administration Documentation

Various types of TO administration documents are required throughout the life of the task order. At a minimum, 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 A002) 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 (Attachment 1) and Personnel Listing (Attachment 2) necessary for additional data collection as applicable.

#### 5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A003) 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 Contractor Manpower Reporting

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

##### (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 task order 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:// doncmra.nmci.navy.mil/](https://doncmra.nmci.navy.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 <http://www.ecrma.mil/>.

#### 5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 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 A005) 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.

#### 5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service TO (not applicable for Simplified Acquisition Procedures (SAP) contracts or TOs that are wholly fix-priced), the contractors shall monitor the following labor rates as part of the monthly TO status report (see CSR/TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. *NOTE: TOs that are wholly firm-fixed price are*

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 11 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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 \$165.00/hour and the individual’s rate was not disclosed in pre-award of the basic contract (or TO for IDIQ contracts), the contractor shall send notice and rationale (CDRL A006) 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 500 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 15%, the contractor shall send notice and rationale (CDRL A006) 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 15% 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.

#### 5.2.1.6 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 A006) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order Quality Assurance Surveillance Plan (QASP).

#### 5.2.1.7 Limitation of Subcontracting

In accordance with 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. When providing services, the prime contractor shall perform at least 50% of the total contract labor cost and if applicable, on each subsequent TO. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with clause 52.219-14, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A007) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor’s total labor cost is under 50% at the TO level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the TO is not complete how the prime contractor intends to rectify the deficiency.

### 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this TO does not require Earned Value Management (EVM) implementation due to cost of contract (base plus all options) not exceeding \$20M. In lieu of EVM, the contractor shall develop and maintain, a Task Order Funds Status Report (CDRL A008) to help track cost expenditures against performance.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality assurance process that meets task order 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 task order award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A009) as applicable to the TO. 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 task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial 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. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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

### 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 12 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in 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 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 SPAWARSYSCEN 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 SPAWARSYSCEN Atlantic that are currently, or in the process of, being assessed under the SSC 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.

6.3 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 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.

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract’s Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A010) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A011) 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 task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic task order. 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	Technical Analysis Reports, General	3.2.2, 3.3.1, 3.3.3, 3.3.4, 3.4.2, 3.4.3, 3.5.1, 3.5.2, 3.5.3, 3.6.2, 3.6.3,	ASREQ	Within 24 hrs from request	

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 13 of 34	FINAL
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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
		3.6.4, 3.6.5, 3.6.6, 3.7.1			Secret
A002	Task Order Status Report	5.2.1.1, 8.1.2	MTHLY	30 Days after TO award (DATO) and monthly on the 10th	Unclassified
A003	Contract/Task Order Closeout Report	5.2.1.2,	1TIME	NLT 15 days before completion date	Unclassified
A004	Contractor's Manpower Report	5.2.1.3	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct	Unclassified
A005	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hrs from request	Unclassified
A006	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	ASREQ	Within 24 hrs from occurrence	Unclassified
A007	Limitations on Subcontracting Report	5.2.1.7	TRI-MTHLY	NLT 100 DATO and every third month on the 10th	Unclassified
A008	Task Order Funds Status Report (TOFSR)	5.3	MTHLY	15 <sup>th</sup> of Each Month	Unclassified
A009	Quality Assurance Plan	6.1	1 TIME	30 Days after TO award	Unclassified
A010	Cost and Milestones Schedule Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of GOVT review	Unclassified
A011	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 15 <sup>th</sup>	Unclassified

## 7.2 ELECTRONIC FORMAT

At a minimum, the contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. The contractor shall provide all data in an editable format compatible with SPAWARSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSYSCEN Atlantic corporate standards within 30 days of task order 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
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
g.	Scheduling	Microsoft Project

## 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 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 task order, and privileged task order information (e.g., program schedules, task order-related tracking).

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 14 of 34	FINAL
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### 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 Clause 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.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- (i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:
  1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
  3. Prompt application of security-relevant software patches, service packs, and hot fixes.
- (j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).
- (k) Report loss or unauthorized disclosure of information in accordance with task order 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

All work performed under this contract including any subsequent task orders, if applicable, is "unclassified." A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, exist. Pursuant to DoDM 5200.01 – Volume 4, Controlled Unclassified Information, the contractor shall safeguard any sensitive government information.

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government



CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 15 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

facility/installation and/or access to information technology systems under this contract. 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 task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on task order. 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 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 (NISPO), SECNAVINST 5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the 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 order.

### 8.2.2 Access Control of Contractor Personnel

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

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

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPO) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN 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: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN 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 task order 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 contract COR. The contractor's appointed Security Officer, shall track all personnel holding local government badges at the 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

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 16 of 34	FINAL
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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 SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.
  4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC will have a 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 SPAWARSYSCEN 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 SPAWARSYSCEN 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 SPAWARSYSCEN 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 SPAWARSYSCEN Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SPAWARSYSCEN 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 task order award throughout task order completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. Contractor’s Security Officer shall ensure all contractor employees whose services are no longer required on task order 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.

#### 8.2.4 Security Training

Regardless of the task order security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, 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 Clause 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 (Clause 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 contract termination depending on the severity of the disclosure. Upon discovery of a PII breach,

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 17 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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 task order personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information.

#### 8.3.1 Local and Internal OPSEC Requirement

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

#### 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 task order work, discuss the Critical Information applicable in the task order, and review OPSEC requirements if working at a government facility. 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 task orders.

#### 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.

### 8.4 DATA HANDLING AND USER CONTROLS

#### 8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this task order 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 task order related information processed, stored or transmitted on the contractor’s and Government’s computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. In compliance with Para 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

All Contractor personnel with supplied government facilities shall be located at SPAWARSYSCEN Atlantic in New Orleans, LA and Marine Corps Information Technology Center in Kansas City, MO.

### 10.0 CONTRACTOR FACILITIES

The contractor’s facility location shall not present a hardship to complete work required on task order. The contractor shall have real-time communication available at time of award. The majority of the work will be conducted at contractor facilities near SPAWAR Atlantic, Charleston, SC but the DCHS IPT also requires local full time support at SSC Atlantic, New Orleans, LA as well as the Marine Corps Information Technology Center in Kansas City, MO.

### 11.0 TASK ORDER PROPERTY ADMINISTRATION

No government property will be provided or acquired on this task order. NMCI laptops, identified in Paragraph 9 are not considered GOVT furnished property and therefor have no accountability requirements by the contractor.

### 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

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 18 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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 this task order. 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

In addition to complying to clause 5252.223-9200 Occupational Safety and Health Requirements, 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.

**13.0 TRAVEL**

13.1 LOCATIONS

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

PM SUPPORT – DCHS IPT (CLIN 1001)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
2	2	5/4	Charleston, SC	New Orleans, LA
2	2	5/4	Charleston, SC	Kansas City, MO
2	2	5/4	Charleston, SC	Millington, TN
2	2	5/4	Charleston, SC	San Diego, CA

PM SUPPORT – DCAO IPT (CLIN 1002)

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	1	5/4	Charleston, SC	New Orleans, LA
1	1	5/4	Charleston, SC	Millington, TN
1	1	5/4	Charleston, SC	San Diego, CA

**14.0 COR DESIGNATION**

The Contracting Officer Representative (COR) for this task order is **Paul Cooper, 63500** who can be reached at phone **(843) 218-2598**, e-mail: [paul.cooper@navy.mil](mailto:paul.cooper@navy.mil).

**15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL**

No transportation of equipment/material is required by the contractor on this task order.

**16.0 ACCEPTANCE PLAN**

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 01.

**17.0 OTHER CONDITIONS/REQUIREMENTS**

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 19 of 34	FINAL
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#### 17.1 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.

. Post award, it has been determined by the GOVT that only 1 CLIN per year will be required on this Task Order. All funding will come from one source.

#### **LIST OF ATTACHMENTS**

Attachment 1 – Quality Assurance Surveillance Plan (QASP)

Attachment 2 -- CDRLs - DD FORM 1423

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 20 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION D PACKAGING AND MARKING**

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

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 21 of 34	FINAL
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## SECTION E INSPECTION AND ACCEPTANCE

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
<b>COST CLINS</b>				
7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7102	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7202	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government
7302	Destination	Government	Destination	Government
7400	Destination	Government	Destination	Government
7401	Destination	Government	Destination	Government
7402	Destination	Government	Destination	Government
<b>ODC CLINS</b>				
9000	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government
9301	Destination	Government	Destination	Government
9400	Destination	Government	Destination	Government
9401	Destination	Government	Destination	Government

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 22 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	9/28/2017 - 9/27/2018
7001	9/28/2017 - 9/27/2018
7100	9/28/2018 - 9/27/2019
7101	9/28/2018 - 9/27/2019
9000	9/28/2017 - 9/27/2018
9001	9/28/2017 - 9/27/2018
9100	9/28/2018 - 9/27/2019
9101	9/28/2018 - 9/27/2019

### CLIN - DELIVERIES OR PERFORMANCE

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

#### Base Year:

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

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

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

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

#### Option Year 1:

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

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

CLIN 9100: If exercised, period will begin after CLIN 9000 is complete and ends 365 days after CLIN 9100 is exercised.

CLIN 9101: If exercised, period will begin after CLIN 9001 is complete and ends 365 days after CLIN 9101 is exercised.

#### Option Year 2:

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

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

CLIN 9200: If exercised, period will begin after CLIN 9100 is complete and ends 365 days after CLIN 9200



CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 23 of 34	FINAL
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is exercised.

CLIN 9201: If exercised, period will begin after CLIN 9101 is complete and ends 365 days after CLIN 9201 is exercised.

Option Year 3:

CLIN 7300: If exercised, period will begin after CLIN 7200 is complete and ends 365 days after CLIN 7300 is exercised.

CLIN 7301: If exercised, period will begin after CLIN 7201 is complete and ends 365 days after CLIN 7301 is exercised.

CLIN 9300: If exercised, period will begin after CLIN 9200 is complete and ends 365 days after CLIN 9300 is exercised.

CLIN 9401: If exercised, period will begin after CLIN 9301 is complete and ends 365 days after CLIN 9401 is exercised.

Option Year 4:

CLIN 7400: If exercised, period will begin after CLIN 7300 is complete and ends 365 days after CLIN 7400 is exercised.

CLIN 7401: If exercised, period will begin after CLIN 7301 is complete and ends 365 days after CLIN 7401 is exercised.

CLIN 9400: If exercised, period will begin after CLIN 9300 is complete and ends 365 days after CLIN 9400 is exercised.

CLIN 9301: If exercised, period will begin after CLIN 9201 is complete and ends 365 days after CLIN 9301 is exercised.

Services to be performed hereunder will be provided at Government and Contractor facilities in accordance with theSection C.

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 basic contract clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 24 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

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

### 252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha;

Alpha/numeric; numeric/alpha; and numeric/numeric.

(3) Line item specific: contracting officer specified ACRN order. If there is more than one ACRN within a contract

line item, (i.e. informational sub-line items contain separate ACRNs), and the contracting officer intends the funds to be liquidated in a specified ACRN order, insert the following, including the specified order in the instruction.

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

When submitting a request for payment, the Contractor shall—

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

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

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

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

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

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

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

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

- (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:

#### CPFF/COST CLINs - 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**

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 25 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(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	HQ0339
Issue By DoDAAC	N65236
Admin DoDAAC	S0514A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N65236
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA47F
Other DoDAAC(s)	N/A

(d) 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.

(e) 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.

(g) WAWF point of contact.

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

**Ms. Laverne Brown, E-MAIL: [Laverne.Brown@navy.mil](mailto:Laverne.Brown@navy.mil)**

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

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

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

Accounting Data

SLINID	PR Number	Amount
700001	A00004203831	681891.06
LLA :		
AA 97X4930 NH3S 251 77777 0 050120 2D 000000 A00004203831		
Standard Number: N0003917PR02106		
ACRN: AA		
PR#: 1300630217		
Funds Expiration: 09/27/2018		
DOC#: N0003917PR02106		
NWA: 400000025331-0050		
900001	A00004203831	23569.57

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 26 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

LLA :  
AA 97X4930 NH3S 251 77777 0 050120 2D 000000 A00004203831  
Standard Number: N0003917PR02106  
ACRN: AA  
PR#: 1300630217  
Funds Expiration: 09/27/2018  
DOC#: N0003917PR02106  
NWA: 400000025331-0050

BASE Funding 705460.63  
Cumulative Funding 705460.63

MOD P00001 Funding 0.00  
Cumulative Funding 705460.63

MOD P00002

700002 130067618400002 210067.20

LLA :  
AB 97X4930 NH3S 251 77777 0 050120 2F 000000 A00004488241  
Standard Number: N6523618PR00087  
ACRN: AB  
PR#: 1300676184  
Funds Expiration: 09/26/18  
DOC#: N6523618PR00087  
NWA: 400000045129.0040

900002 130067618400002 10154.09

LLA :  
AB 97X4930 NH3S 251 77777 0 050120 2F 000000 A00004488241  
Standard Number: N6523618PR00087  
ACRN: AB  
PR#: 1300676184  
Funds Expiration: 09/26/18  
DOC#: N6523618PR00087  
NWA: 400000045129.0040

MOD P00002 Funding 220221.29  
Cumulative Funding 925681.92

MOD P00003

710001 130072713600001 453726.22

LLA :  
AC 97X4930 NH3S 251 77777 0 050120 2F 000000 A00004605553  
ACRN: AC  
COST CODE: A00004605553  
CIN: 130072713600001

910001 130072713600001 17273.78

LLA :  
AC 97X4930 NH3S 251 77777 0 050120 2F 000000 A00004605553  
ACRN: AC  
COST CODE: A00004605553  
CIN: 130072713600001

MOD P00003 Funding 471000.00  
Cumulative Funding 1396681.92

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 27 of 34	FINAL
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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 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: Alan D. Miller

Code: 2223

Address:

Phone Number: (843) 218-3088

E-mail: [alan.d.miller2@navy.mil](mailto:alan.d.miller2@navy.mil)

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

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

(a) The Contractor agrees to segregate costs incurred under this contract at the lowest level of performance, either task or subtask, rather than on a total contract 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 B and/or Section G of the contract or in the task or delivery order that authorizes work. 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, Electronic 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.

(End of clause)

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

(a) A contractor picture badge may be issued to contractor personnel by the [*Contracting officer insert name of issuing office*] upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at [*Contracting officer insert name of Government installation*] 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 [*Contracting officer insert name of issuing office*] a list of all unreturned badges with a written explanation of any missing badges.

### 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 contract shall be 69,840 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 \$62.33 (Offeror to fill-in) man-hours are uncompensated effort.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 28 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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 268 hours per week. It is understood and agreed that the rate of manhours 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 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:

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

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.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 29 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## 5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)

### (a) Contractor Request and Government Approval of Travel

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

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

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

### (c) Per Diem

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

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

(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 nonavailability of coach or tourist if business or first class is proposed to accomplish travel requirements.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 30 of 34	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(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 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 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.*



CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 31 of 34	FINAL
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**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, 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.

**5252.237-9603 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011)**

- (a) Definition. As used in this clause, "sensitive information" includes:
    - (i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
    - (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
    - (iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;
    - (iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).
  - (b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.
  - (c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—
    - (i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;
    - (ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;
    - (iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
    - (iv) Execute a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information Non-Disclosure Agreement" for each employee prior to assignment;
  - (v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.
  - (d) In the event that the Contractor inadvertently accesses or receives any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.
  - (e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.
  - (f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.
  - (g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the "Contractor Non-Disclosure Agreement," a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor's plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A "firewall" may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.
- (End of clause)

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 32 of 34	FINAL
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**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.htm>, under the reference material section in the CPARS menu.

(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

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

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

ITEM(S)	ALLOTED TO COST	COST ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
7000	\$833,605.85	\$58,352.41	9/28/2017 - 9/27/2018
9000	\$33,723.66	-	9/28/2017 - 9/27/2018
7001	\$360,080	\$110,920	9/28/2017 - 9/27/2018
9001	\$0.00	-	9/28/2017 - 9/27/2018
7100	\$432,120.21	\$21,606.01	9/28/2018 - 9/27/2019
9100	\$17,273.78	-	9/28/2018 - 9/27/2019
7101	-	-	9/28/2018 - 9/27/2019
9101	-	-	9/28/2018 - 9/27/2019
7200	-	-	9/28/2019 - 9/27/2020
9200	-	-	9/28/2019 - 9/27/2020
7201	-	-	9/28/2019 - 9/27/2020
9201	-	-	9/28/2019 - 9/27/2020
7300	-	-	9/28/2020 - 9/27/2021
9300	-	-	9/28/2020 - 9/27/2021
7301	-	-	9/28/2020 - 9/27/2021
9301	-	-	9/28/2020 - 9/27/2021
7400	-	-	9/28/2021 - 9/27/2022
9400	-	-	9/28/2021 - 9/27/2022
7401	-	-	9/28/2021 - 9/27/2022
9401	-	-	9/28/2021 - 9/27/2022

(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.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 33 of 34	FINAL
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## **SECTION I CONTRACT CLAUSES**

### **52.219-6 Notice of Total Small Business Set-Aside**

**Nov 2011**

#### **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.

CONTRACT NO. N00178-15-D-8104	DELIVERY ORDER NO. N6523617F3143	AMENDMENT/MODIFICATION NO. P00003	PAGE 34 of 34	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Attachment\_01\_-\_Quality\_Assurance\_Surveillance\_Plan\_(QASP)

Attachment\_02\_-\_CDRLs\_-\_DD\_FORM\_1423