

2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE 26-Aug-2017	4. REQUISITION/PURCHASE REQ. NO. 1300662943 & 662945	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A SCD: C

SPAWAR-Systems Center Lant (CHRL)  
P.O. BOX 190022  
North Charleston SC 29419-9022  
vincent.dellinger@navy.mil 843-218-4280

DCMA Manassas  
14501 George Carter Way, 2nd Floor  
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) SCIENCE APPLICATIONS INTERNATIONAL CORP 12010 Sunset Hills Road Reston VA 20190		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4119 / N6523617F3060 10B. DATED (SEE ITEM 13) 07-Jul-2017
CAGE CODE 6XWA8		FACILITY CODE

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

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)  

SEE SECTION G

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

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

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Vincent M Dellinger, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Vincent M Dellinger (Signature of Contracting Officer)	26-Aug-2017

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## GENERAL INFORMATION

The purpose of this modification is to incrementally fund the task order in the amount of \$277,088.72.

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 \$721,980.54 by \$277,088.72 to \$999,069.26.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700202	Fund Type - OTHER	0.00	4,787.81	4,787.81
700302	O&MN,N	0.00	272,300.91	272,300.91

The total value of the order is hereby increased from \$1,124,125.92 by \$0.00 to \$1,124,125.92.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7000	557,010.97	(173,725.51)	383,285.46
7002	5,212.19	4,787.81	10,000.00
7003	46,461.87	272,300.91	318,762.78
7005	433,711.32	(103,363.21)	330,348.11

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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	J070	Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M, NAOC2, NTCSS, MFOM Task 1 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$383,285.46
700001	J070	PR 1300647825 ACRN: AA COST CODE: A00004027983 CIN: 130064782500001 \$169,265.46 NWA/BS: BS-001715.0202010120 (O&MN,N)					
700002	J070	PR: 1300647825 ACRN: AB COST CODE: A10004027983 CIN: 130064782500002 \$67,040.00 NWA/BS: BS-001715.0202010325 (O&MN,N)					
700003	J070	ACRN: AC PR 1300647826 COST CODE: A80004027984 CIN: 130064782600003 \$115,135.00 NWA/BS: BS-001715.0201010202 (O&MN,N)					
700004	J070	ACRN: AD PR: 1300647826 COST CODE: A70004027984 CIN: 130064782600004 \$31,845.00 NWA/BS: BS-001715.0204010108 (O&MN,N)					
7001	J058	Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M Task 2 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5, 3.3.7 (OPN)	1.0	LO	██████████	██████████	\$7,050.68
7002	J070	Training, Configuration & Logistics Engineering, Life Cycle Logistics for AWD (AFMS Funding) Task 3 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5 (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$10,000.00
700201	J070	ACRN: AG PR: 1300647541 COST CODE: A00004025575 CIN: 130064754100001 STANDARD DOCUMENT: N0002417WX06513 NWA/BS: 100001248451-CONT (Fund Type - OTHER)					
700202	J070	(Fund Type - OTHER)					
7003	J058	Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-J Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$318,762.78
700301	J058	ACRN: AE PR: 1300647828 COST CODE: A00004027986 CIN: 130064782800001 NWA/BS: BS-001812.0102011204 (O&MN,N)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
700302	J058	(O&MN,N)					
7004	3590	Training, Configuration & Logistics Engineering, Life Cycle Logistics for NIAPS Task 5 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$45,670.15
700401	3590	ACRN: AH PR: 1300647541 COST CODE: A10004025575 CIN: 130064754100002 STANDARD DOCUMENT: N0003917WX02066 NWA/BS: 100001186176-0100 (O&MN,N)					
7005	7010	Training, Configuration & Logistics Engineering, Life Cycle Logistics for CANES Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)	1.0	LO	██████████	██████████	\$330,348.11
700501	7010	ACRN: AF PR: 1300647824 COST CODE: A00004027982 CIN: 130064782400001 \$248,438.16 NWA:BS: BS-000016.0301010168 (OPN)					
7100	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M, NAOC2, NTCSS, MFOM - Task 1 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option	1.0	LO	██████████	██████████	\$562,402.79
7101	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M; Task 2 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5, 3.3.7 (OPN) Option	1.0	LO	██████████	██████████	\$7,111.88
7102	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for AWD (AFMS Funding) - Task 3 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5 (Fund Type - OTHER) Option	1.0	LO	██████████	██████████	\$5,255.31
7103	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option	1.0	LO	██████████	██████████	\$46,863.36
7104	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for NIAPS - Task 5 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$46,147.71

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Option					
7105	J058	Option Period 1 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)	1.0	LO	██████████	██████████	\$642,972.08
		Option					
7200	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M, NAOC2, NTCSS, MFOM - TASK 1 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$567,892.68
		Option					
7201	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M; TASK 2 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5, 3.3.7 (OPN)	1.0	LO	██████████	██████████	\$7,173.71
		Option					
7202	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for AWD (AFMS Funding) - Task 3 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5 (Fund Type - OTHER)	1.0	LO	██████████	██████████	\$5,300.90
		Option					
7203	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$47,270.49
		Option					
7204	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for NIAPS - Task 5 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	██████████	██████████	\$46,621.79
		Option					
7205	J058	Option Period 2 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)	1.0	LO	██████████	██████████	\$648,956.27
		Option					
7300	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M, NAOC2, NTCSS, MFOM -	1.0	LO	██████████	██████████	\$574,370.59

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Task 1 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option					
7301	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M; Task 2 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5, 3.3.7 (OPN) Option	1.0	LO	██████████	██████████	\$7,249.29
7302	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for AWD (AFMS Funding) - Task 3 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5 (Fund Type - OTHER) Option	1.0	LO	██████████	██████████	\$5,356.56
7303	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option	1.0	LO	██████████	██████████	\$47,768.49
7304	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for NIAPS - Task 5 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option	1.0	LO	██████████	██████████	\$47,166.24
7305	J058	Option Period 3 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN) Option	1.0	LO	██████████	██████████	\$655,854.96
7400	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M, NAOC2, NTCSS, MFOM - Task 1 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N) Option	1.0	LO	██████████	██████████	\$581,100.45
7401	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-M; Task 2 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5, 3.3.7 (OPN) Option	1.0	LO	██████████	██████████	\$7,330.27

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7402	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for AWD (AFMS Funding) - Task 3 - PWS Paragraphs: 3.3.1, 3.3.4, 3.3.5 (Fund Type - OTHER)  Option	1.0	LO	██████████	██████████	\$5,416.04
7403	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for GCCS-J; Task 4 - PWS Paragraphs - 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	██████████	██████████	\$48,300.52
7404	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for NIAPS - Task 5 - PWS Paragraphs: 3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	██████████	██████████	\$47,740.44
7405	J058	Option Period 4 - Training, Configuration & Logistics Engineering, Life Cycle Logistics for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)  Option	1.0	LO	██████████	██████████	\$515,134.29

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9003	J058	Other Direct Costs (ODC) for GCCS-J; Task 4 - PWS Paragraphs:3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)	1.0	LO	\$3,582.86
900301	J058	ACRN: AE PR: 1300647828 COST CODE: A00004027986 CIN: 130064782800001 NWA/BS: BS-001812.0102011204 (O&MN,N)			
9005	J058	Other Direct Costs (ODC) for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)	1.0	LO	\$25,425.88
900501	J058	ACRN: AF PR: 1300647824 COST CODE: A00004027982 CIN: 130064782400001 NWA/BS: BS-000016.0301010168 (OPN)			
9103	J058	Option Period 1 - Other Direct Costs (ODC) for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	\$3,669.02
9105	J058	Option Period 1 - Other Direct Costs (ODC) for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)  Option	1.0	LO	\$26,004.26

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9203	J058	Option Period 2 - Other Direct Costs (ODC) for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	\$3,658.76
9205	J058	Option Period 2 - Other Direct Costs (ODC) for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)  Option	1.0	LO	\$25,931.56
9303	J058	Option Period 3 - Other Direct Costs (ODC) for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	\$3,655.34
9305	J058	Option Period 3 - Other Direct Costs (ODC) for CANES - Task 6 - PWS Paragraph: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)  Option	1.0	LO	\$25,907.32
9403	J058	Option Period 4 - Other Direct Costs (ODC) for GCCS-J; Task 4 - PWS Paragraphs: 3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7 (O&MN,N)  Option	1.0	LO	\$3,651.92
9405	J058	Option Period 4 - Other Direct Costs (ODC) for CANES - Task 6 - PWS Paragraphs: 3.4.1, 3.4.2, 3.4.3, 3.4.4 (OPN)  Option	1.0	LO	\$25,854.03

**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 at the hourly rate(s) specified above per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Year	CLIN	Fixed Fee	Hours	Fee Per Direct Labor Hour
Base Year	7000	████████	██████	██████
Option Year 1	7100	████████	██████	██████
Option Year 2	7200	████████	██████	██████
Option Year 3	7300	████████	██████	██████
Option Year 4	7400	████████	██████	██████



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

#### SPACE AND NAVAL WARFARE SYSTEMS CENTER, ATLANTIC

**\*\*\*Applied funding expires 30 SEP 2017. This is a service contract and work covered by these funds will cross over the fiscal year in which the funds legally expire. Work is severable citing 10 USC 2410 (a) authority, the duration of the order (performance period) cannot exceed 12 months.\*\*\***

**SHORT TITLE: Training, Configuration & Logistics Engineering, Life Cycle Logistics**

### PERFORMANCE WORK STATEMENT

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

#### 1.0 PURPOSE

##### 1.1 SCOPE

This PWS covers work that shall be accomplished for the Space and Naval Warfare Systems Center Atlantic (SPAWARSYSCEN) Atlantic Logistics Code 43140 in support of ILS efforts required to provide Training, Configuration and Logistics Engineering, Life Cycle Logistics Documentation Products for the Maintenance Engineering Support Center (MESOC), Global Command and Control Systems – Maritime and Joint (GCCS-M/J), Consolidated Afloat Networks and Enterprise Systems (CANES) / Operation Rolling Tide (ORT), Naval Air Operations Command and Control (NAOC2)/Theater Battle Management Core System (TBMCS), Naval Tactical Command Support System (NTCSS), Maintenance Figure of Merit (MFOM), Navy Information Application Product Suite (NIAPS), Navy Standard Integrated Personnel System (NSIPS), and GCCS-M Australian Warfare Destroyer (AWD) in support of Fleet Readiness Directorate (FRD), PMW-150, PMW-160, PMW-240 and PMW-740 requirements. The ORT-Legacy systems include: Integrated Shipboard Network Systems (ISNS), Sensitive Compartmentalized Information (SCI) Networks, and Combined Enterprise Regional Information Exchange System – Maritime Multi-Enclave (CENTRIXS-MME).

This contract is funded with multiple appropriations as delineated on specified contract line item numbers (CLINs). The contract period of performance spans one (1) base year and four (4) option years. The applicable PWS task(s) associated with each funding CLIN is outlined in Section B and Section G of the RFP.

##### 1.2 PRIMARY PLACE(S) OF PERFORMANCE

The following sites are where the majority of labor hours will be spent:

- a. SPAWARSYSCEN Atlantic, Joint Expeditionary Base (JEB) Little Creek, Virginia Beach, VA
- b. Contractor facilities in Virginia Beach, VA and Washington, DC

Note: Work will not be performed in Afghanistan.

#### 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 paragraphs. 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 contract.

##### 2.1 REQUIRED DOCUMENTS

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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 paragraphs.

	Document Number	Title
a.	OPNAVINST 1500.76C	Naval Training Systems Requirements, Acquisition, and Management <a href="https://doni.documentservices.dla.mil/allinstructions.aspx">https://doni.documentservices.dla.mil/allinstructions.aspx</a>
b.	NETCINST 1500.10 (series)	Authoring Instructional Materials (AIM) Content Planning Module (CPM) and Learning Object Module Operator's Manual <a href="http://aim.aimertech.com/aim/References.aspx">http://aim.aimertech.com/aim/References.aspx</a>
c.	OPNAVINST 1000.16K	Navy Total Force Manpower Policies and Procedures
d.	COMUSFLTFORCOM/COMPACFLTINST 6320.3A	Commander US Fleet Forces Command/Commander US Pacific Fleet Instruction, Medical Screening For US Govt Civilian Employees, Contractor Personnel, and Guests prior to embarking Fleet Units, of 7 May 13
e.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
f.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
g.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
h.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
i.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPO) dtd 28 Feb 06
j.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), of 20 Dec 10
k.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
l.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
m.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
n.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
o.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
p.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
q.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
r.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
s.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
t.	SPAWARSYSCENLANTINST 12910.1A	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
u.	NIST SP 800-Series	National Institute of Standards and Technology Special Publications 800 Series – Computer Security Policies, Procedures, and Guidelines

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## 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 paragraphs.

	Document Number	Title
a.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product 6.2.1
b.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
c.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
d.	DoD DMSMS Guidebook	DoD Diminishing Manufacturing Source and Material Shortages (DMSMS) Guidebook (SD-22) September 2009
e.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
f.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
g.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes

## 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.

## 2.4 ACRONYMS

ACIP	Automated COSAL Improvement Program
ACL	Allowance Component List
ADP	Automated Data Processing
AIT	Alteration Installation Team
ANA	Advanced Network Analyst
AOR	Area of Responsibility
APL	Allowance Parts Lists
APML	Acquisition Program Manager, Logistics
ASREQ	As Required
ADP	Automated Data Processing
AWD	Australian Warfare Destroyer
BAM	Baseline Assessment Memorandum
BCA	Business Case Analysis
BOM	Bill of Materials
CAC	Common Access Card
CAD	Computer Aided Design
CAE	Contractor Acquired Equipment
CAM	Contractor Acquired Material

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CANES	Consolidated Afloat Networks and Enterprise Systems
CAP	Contractor Acquired Property
CDAD	Contractor's CPARS Draft Approval Document
CDMD-OA	Configuration Data Managers Database - Open Architecture
CDRL	Contract Data Requirements List
CENTRIXS-MME	Combined Enterprise Regional Information Exchange System – Maritime Multi-Enclave
CFSR	Contract Funds Status Report
CID	Center for Information Dominance
CIO	Chief Information Officer
CLIN	Contract Line Item Numbers
CMPRO	Configuration Management Professional
CMS	Course Master Schedule
CNO	Chief of Naval Operations
CPI	Critical Program Information
COB	Close of Business
COI	Course of Instruction
COG	Command Operating Guide
COMUSFLTFORCOM	Commander US Fleet Forces Command
CONUS	Continental United States
COMPACFLT	Commander US Pacific Fleet
COR	Contracting Officer Representative
COSAL	Fleet Automated Coordinated Shipboard Allowance List
CPARS	Contractor Performance Assessment Reporting System
CPM/LOM	Content Planning Module/Learning Object Module
CSR	Contract Status Report
CSWF	Cybersecurity Workforce
CTTL	Course Training Task List
CUI	Controlled Unclassified Information
CVS	Contractor Verification System
DADMS	DON Application and Database Management System
DATO	Days After Task Order
DEERS	Defense Enrollment Eligibility Reporting Systems
DLA	Defense Logistics Agency
DMSMS	Diminishing Manufacturing Source and Material Shortages
DOD (or DoD)	Department of Defense
DoD CAF	Department of Defense Consolidated Adjudications Facility
DON	Department of the Navy
E2E	End-to-End
eCMRA	Enterprise-wide Contractor Manpower Reporting Application
ECR	Engineering Change Request
EVM	Earned Value Management
FAM	Functional Area Manager
FBI	Federal Bureau of Investigation
FCL	Facility Security Clearance
FEA	Front End Analysis
FOUO	For Official Use Only
FRD	Fleet Readiness Directorate
FY	Fiscal Year
FLSIP	Fleet Logistic Support Improvement Program
GCCS-J	Global Command & Control System – Joint
GCCS-M	Global Command & Control System –Maritime
GCCS-M AWD	Global Command & Control System –Maritime Australian Warfare Destroyer
GFI	Government Furnished Information

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GFP	Government Furnished Property
GFM	Government Furnished Material
GIS	Geographic Information System
HARPS	Human Analysis Requirements Planning System
HSC	Hardware Systems Command
IA	Information Assurance
IAM	Information Assurance Management
ICAPS	Interactive Computer Aided Provisioning System
IETM	Interactive Electronic Technical Manual
IGE	Independent Government Estimate
ILE	Integrated Learning Environment
ILS	Integrated Logistics Support
ILT	Instructor Led Training
IMO	Installation Management Office
INCO	Installation and Checkout
iRAPT	Invoicing, Receipt, Acceptance, and Property Transfer
ISD	Instructional System Design
ISEA	In-Service Engineering Activity
ISNS	Integrated Shipboard Network System
IT	Information Technology
JEB	Joint Expeditionary Base
JDTA	Job, Duty, Task Analysis
JPAS	Joint Personnel Adjudication System
JTR	Joint Travel Regulations
KM	Knowledge Management
LORA	Level of Repair Analysis
LP	Lesson Plan
LO	Learning Objective
LOA	Letter of Authorization
LSA	Logistics Support Analysis
MAC	Multiple Award Contract
MESC	Maintenance Engineering Support Center
MIP	Maintenance Index Page
MRC	Maintenance Requirement Card
MSD	Material Support Dates
MTHLY	Monthly
NAC	National Agency Check
NACI	National Agency Check and Inquiries
NACLC	National Agency Check with Law and Credit (NACLC)
NAOC2	Navy Air Operations Command and Control
NAV-IDAS	Navy Information Dominance Approval System
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
NAVSUP WSS	Naval Supply Systems Command Weapon Systems Support
NDE	Navy Data Environment
NLT	No Later Than
NIAPS	Navy Information Application Product Suite
NIOSH	National Institute for Occupational Safety and Health
NISPOM	National Industrial Security Program Operating Manual
NSA/CSS	National Security Agency /Central Security Service
NSIPS	Navy Standard Integrated Personnel System
NSLC	Naval Sea Systems Command Logistic Center
NTCSS	Naval Tactical Command Support System
NTSP	Navy Training System Plan

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OBRP	On-Board Repair Parts
OCONUS	Outside Continental United States
ODC	Other Direct Charge
OMN	Operations and Maintenance Navy
OPN	Other Procurement Navy
OPSEC	Operations Security
OM&S	Management of Operating Materials and Supplies
ORT	Operation Rolling Tide
OSD	Office of Secretary of Defense
OSHA	Occupational Safety and Health Act
PARTS	Parts Reporting and Tracking System
PCA	Physical Configuration Audits
PCL	Personnel Security Clearance
PE	Project Engineer
PII	Personally Identifiable Information
PKI	Public Key Infrastructure
PM	Program Manager
PMS	Planned Maintenance System
POA&M	Plan of Action and Milestones
PSD	Program Support Data
PT/NACLC	Position of Trust National Agency Check with Local Agency and Credit Checks
PTD	Provisioning Technical Documentation
PWS	Performance Work Statement
QAP	Quality Assurance Plan
QASP	Quality Assurance Surveillance Plan
QRG	Quick Reference Guide
QSR	Quarterly Status Report
QSTAR	Sustainment Technology Assessment Resource
QTRLY	Quarterly
RBS	Readiness Based Sparing
RCM	Reliability Centered Maintenance
RFP	Request for Proposal
RFQ	Request for Quote
RMA	Repair Maintenance Authorization
RMMCO	Regional Maintenance & Modernization Coordination Office
RM&A	Reliability, Maintainability, and Availability
SAAR-N	System Authorization Access Request Navy
SCD	Ship Change Document
SCI	Sensitive Compartmentalized Information
SLC	Submarine Learning Center
SMA	System Material Availability
SME	Subject Matter Expert
SPAWAR	Space and Naval Warfare
SOM	System Operator Manual
SPAWARSYSCEN	Space and Naval Warfare System Center
SSBI	Single-Scope Background Investigation
SSBI-PR	SSBI Periodic Reinvestigation
SubLAN	Submarine Local Area Network
T3	Train-the-Trainer
TA	Training Agent
TASS	Trusted Associated Sponsorship System
TBD	To Be Determined
TCCD	Training Course Control Document

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TDP	Technical Data Package
TFBR	Trouble Feed Back Report
TG	Trainee Guide
TLS	Transport Layer Security
TMINS	Technical Manual Identification Numbering System
TO	Task Order
TOSR	Task Order Status Report
TPP	Training Project Plan
TSA	Training Support Agent
TTA	Training Transfer Agreement
ULSS	User's Logistic Support Summary
VHE	Virtual Hosted Environment
VTE	Virtual Training Environment
WBS	Work Breakdown Structure
WAWF	Wide Area Work Flow
XRIC	Pseudo Repairable Identification Code
XSFT	Pseudo Software Repairable Identification Code

### 3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that shall be required throughout the TO life. The contractor shall provide necessary resources and knowledge to support the listed tasks. Specific objectives shall be dependent on the basic contract and the 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 SSC 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 Training Planning and Management

The contractor shall provide functional and technical expertise supporting analysis, design, development and delivery of CANES and ORT-Legacy training solutions following the Naval Education and Training Command (NETC) End-to-End (E2E) process. The contractor shall have previous experience using the Content Planning Module (CPM) and Learning Object (LO) Module (CPM /LOM) and the Space and Naval Warfare (SPAWAR) Human Analysis and Requirements Planning System (HARPS) tool to produce Navy Education and Training (NAVEDTRA) 130 series training products. The contractor shall use specific knowledge of ORT-Legacy training requirements and apply similar training analysis methodologies to update ORT-Legacy curriculum. The contractor shall have experience in conducting Train-the-Trainer (T3) events and supporting Center for Information Dominance (CID) Pilot courses.

##### 3.1.2 Program Support Data (PSD)

The contractor shall provide functional and technical expertise supporting of Program Support Data to include:

- a. Must be an expert in developing, analyzing and computing PSD for C4ISR afloat program networks in order to defend proposed funding levels for spare parts procurement.
- b. Must be an expert in supporting the Acquisition Program Managers during OPNAV N12 Baseline Assessment Memorandum (BAM) yearly on-site reviews, updating the BAM Variance sheets and Exhibit P-40, Budget Line Item Justification. Contractor must be able to adjust PSD requirements due to reliability and failure trends, Hardware Bill of Material (BOM) configuration engineering changes, Fleet Mission Essential Competencies (MEC) codes, increases in operational inventories, End-of-Life (EOL)/ Diminishing Manufacturing Sources and Material

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Shortages (DMSMS) case solutions.

Contractor must be able to coordinate a Readiness Based Sparing (RBS) analysis with Naval Sea Logistics Center (NAVSEALOGCEN).

### 3.1.3 Programs and Initiatives

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

- a. Virtual Hosted Environment (VHE)
- b. Integrated Learning Environment (ILE)
- c. Knowledge Management (KM) Systems
- d. Configuration Data Managers Database - Open Architecture (CDMD-OA)
- e. Diminishing Manufacturing Sources and Material Shortages (DMSMS) database

### 3.2. PROGRAM MANAGEMENT

The contractor shall assist the government project manager providing support at the sponsor level.

#### 3.2.1 Program Support

As directed in this task order coordination of meetings, preparing budget drills, developing agenda items, attendance at high-level meetings, generating minutes, and tracking action items may be required. Other support may require the contractor to recommend policies, doctrine, tactics, and procedures given their past expert opinion or using analysis of actual outcomes. Program support may require significant coordination and interface with various Navy activities located in and out of CONUS.

#### 3.2.2 Program Support Documentation

The contractor shall develop and draft various program management (PM) documents (CDRL T001). At a minimum, the following documents are typical PM deliverables that the contractor shall have knowledge and experience in developing/writing:

- Meeting Agenda and Minutes
- Plans of Action and Milestone
- Various NAVEDTRA series related documents; Training Project Plan (TPP), Course Training Task List (CTTL), Training Course Control Document (TCCD), Course Master Schedule (CMS), Course of Instruction (COI), Learning Objectives (LO) list, Lesson Plan (LP), Trainee Guide (TG), Course Slides, Courseware Test Package, etc.

### 3.3. INTEGRATED LOGISTICS SUPPORT

CLIN	PARAGRAPHS	PROGRAMS
CLIN 1	3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7	GCCS-M, NAOC2, NTCSS, MFOM
CLIN 2	3.3.1, 3.3.4, 3.3.5, 3.3.7	GCCS-M
CLIN 3	3.3.1, 3.3.4, 3.3.5	GCCS-M
CLIN 4	3.3.1, 3.3.3, 3.3.5, 3.3.6, 3.3.7	FRD
CLIN 5	3.3.1, 3.3.2, 3.3.4, 3.3.5, 3.3.6, 3.3.7	NIAPS, NSIPS

The Contractor shall be able to apply Integrated Logistics Support (ILS) approach to the management and technical activities needed to influence operational and materiel requirements and design specifications for logistics support. The principal objective of lifecycle (acquisition) logistics are to ensure that support considerations are an integral part of the system's design requirements, that the system can be cost effectively supported through its life-cycle, and that the research and development facilities and infrastructure elements necessary to the design, development, initial fielding, and operational support of the system are identified, developed, acquired, and supported.

3.3.1 Logistics Engineering: The contractor shall examine Engineering, Technical Data Package (TDP), including the Bill of Materials (BOM) as it pertains to the development of Provisioning Technical Documentation development to develop sparing models and prepare Interactive Computer Aided Provisioning System (ICAPS) files. (CDRLs: T005)

3.3.2 Provisioning Technical Data (PTD): The contractor shall develop spare parts list including OBRP and Installation and Check-Out (INCO) lists, if applicable. Develop ICAPS files by determining how Naval Supply



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Systems Command (NAVSUP) and Defense Logistics Agency (DLA) will support newly fielded parts. Track ICAPS files with In-Service Engineering Agent (ISEA) and NAVSUP IM for completion status. Verify spares requirements for upcoming installs. Respond to Fleet Automated Coordinated Shipboard Allowance List (COSAL) Improvement Program (ACIP) request from Naval Sea Systems Command Logistic Center (NSLC), Respond to Defense Logistics Agency Material Support Requests (DLA 339) Parts support assistance forms. Perform Reliability, Maintainability, and Availability (R,M&A) and System Material Availability (SMA) analysis; Conduct of logistics trade studies; logistics assessments and other supportability assessments directly associated with a prime mission product. Conduct of Level of Repair Analysis (LORA) and other maintenance analysis. (CDRLs: T005)

3.3.3 Program Support Data (PSD): Prepare appropriate spare parts justification and Logistics Documentation in support of the development of budget estimates for PMW-150 GCCS-M spare parts procurement. The contractor shall develop, compute and document PSD on Forms Naval Supply Systems Command (NAVSUP) 1390 (Hardware Systems Command (HSC) End Item Program Support Data), NAVSUP 1390/1 (Equipment Installation Data, and NAVSUP 1392 (HSC Secondary Item Funding Requirements) using the Navy's authorized Automated Data Processing (ADP) capability called Parts Reporting and Tracking System (PARTS). The contractor shall participate in on-site reviews with SPAWAR, Naval Sea Systems Command (NAVSEA), the Naval Supply Systems Command Weapon Systems Support (NAVSUP WSS) and the Chief of Naval Operations (CNO) in order to defend proposed funding levels for spare parts procurement. (CDRLs: T002, T005)

3.3.4 Diminishing Manufacturing Source and Material Shortages (DMSMS): The Contractor shall develop and implement a proactive DMSMS Management Plan that clearly defines the procedures, processes, roles, and responsibilities to be used by the DMSMS Team. Contractor shall execute the Management Plan by identifying DMSMS/obsolescence issues, cost/readiness impacts, business case analysis of risks and best value alternatives, and strategies for DMSMS issue resolution. The Contractor shall develop and implement a standardized Case Resolution Process to manage DMSMS cases. The process will include a knowledge repository of ongoing and completed DMSMS cases and tools to track/report DMSMS cost/performance metrics. The Contractor shall use the Sustainment Technology Assessment Resource (QSTAR) obsolescence management system. The contractor shall conduct a monthly DMSMS meeting with Logistics, Engineering, and Configuration Management Teams to determine final DMSMS resolution. (CDRL: T005)

3.3.5 ILS Package Delivery: The contractor shall deliver ILS Products to AITs for each installation, track deliverables, (NLSC) for Readiness based sparing model development so that the AIT – SPAWAR Atlantic or the IMO SPAWAR Pacific can update the gatekeeper for the RMMCO with completed delivery signature data. The contractor shall provide a status report to include hulls that have been loaded and issues encountered on CDMD-OA load approvals. (CDRLs: T005)

3.3.6 Configuration Data Managers Database - Open Architecture (CDMD-OA): The contractor shall develop and load configuration records into the CDMD-OA per Navy ship installation plan. Prepare all data elements such as pseudo Repairable Identification Codes (XRICs) and Software pseudo Repairable Identification Codes (XSFTs), per Navy ship or shore installation plans. (CDRLs: T005)

3.3.7 Planned Maintenance System: The contractor shall develop and update Planned Maintenance System (PMS) using the 12 step Reliability Centered Maintenance (RCM) methodology to support maintenance requirements for Hardware and Network PMS, including Maintenance Index Page (MIP) and Maintenance Requirement Card (MRC), and the analyses of the system/equipment, and preventive maintenance for deployed systems. Conduct analysis of the system/equipment preventive maintenance based on Trouble Feed Back Reports (TFBRs). The contractor shall keep detailed records of the PMS documentation, update process via the RCM analysis process and provide recommendations for adjudication of fleet driven TFBRs. Obtain PMS RCM and other related data from existing databases to preclude any duplication of PMS efforts. (CDRLs: T005)

#### 3.4. TRAINING ANALYSIS, DESIGN, DEVELOPMENT, and DELIVERY

CLIN	PARAGRAPHS	PROGRAM
CLIN 6	3.4.1, 3.4.2, 3.4.3, 3.4.4	CANES

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3.4.1 Technical Training Requirements and Instructional System Design (ISD). The contractor shall conduct training requirements analysis and develop and deliver a three to five year migration plan including Front-End Analysis (FEA) and Business Case Analysis (BCA) for the migration of current CANES formal schoolhouse training (CANES A-150-1855) to a Virtual Training Environment (VTE) using VHE technology. (CDRL T003)

The contractor shall review Ship Change Document (SCD), Integrated Logistics System (ILS) Certification documents and ECR in CMPPro and make recommendations for voting on training issues as required or updates to ILS Certifications.

The contractor shall conduct an annual review and update of the following Navy Training System Plans (NTSP) in accordance with OPNAVINST 1500.76C:

- Consolidated Afloat Networks and Enterprise Services (CANES) AN/USQ-208(V) N2N6-NTSP-E-70-0712A
- Consolidated Navy Networks (CNN), N60NTSP-E-70-0904A for ORT and Legacy systems; ISNS, SCI Networks, and CENTRIXS-MME.

In support of the NTSP reviews the contractors shall conduct a review and update of the CANES and ORT-Legacy Manpower Estimate Report(s) in accordance with OPNAVINST 1000.16K. (CDRL T003, respectively).

3.4.2 Technical Training Curriculum Review and Update. The contractor shall review and develop or update the existing Advanced Network Analyst (ANA) Job, Duty, Task Analysis (JDTA) and based on the JDTA update the curriculum for the ANA course (CIN: [A-531-0045](#)). The JDTA and curriculum shall be developed in accordance with the Naval Education and Training Command (NAVEDTRA) series of instructions and the CPM/LOM Tool. The following NAVEDTRA training products will be delivered for each course update:

- Training Project Plan (TPP) - (CDRL T003)
- Course Training Task List (CTTL) – (CDRL T003)
- Training Course Control Document (TCCD) – (CDRL T003)
- Course Master Schedule (CMS) – (CDRL T003)
- Course of Instruction (COI) – (CDRL T003)
- Learning Objectives (LO) list– (CDRL T003)
- Lesson Plan (LP) – (CDRL T003)
- Trainee Guide (TG) – (CDRL T003)
- Course Slides– (CDRL T003)
- Courseware Test Package– (CDRL T003)

3.4.3 Technical Training Delivery. The contractor shall provide for each updated course (CDRL T003) an on-site Instructor Led Training (ILT) Train-the-Trainer (T3) event and support one pilot course at a government specified location. The contractor shall make revisions to the updated courses based on feedback from the T3 events. The contractor shall deliver updated curricula to the government 45 days prior to convening of the pilot course convenings. (CDRL T003)

3.4.4 Technical Training Transition. The contractor shall support all Training Support Agent (TSA) to Training Agent (TA) training transition activities as outlined in OPNAVINST 1500.76C including preparation of the Training Transfer Agreement (TTA) for the Advanced Network Analyst course. (CDRL T003)

### 3.5 CYBERSECURITY/INFORMATION ASSURANCE

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

#### 3.5.1 Cybersecurity Personnel

(a) In accordance with DFAR clause 252.239-7001, DoDD 8570.01 and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M prior to accessing DoD information systems.

(b) The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cyber Security Workforce (CSWF). See PWS Para 5.2.1.3 for CSWF Report (CDRL T004) requirements. Although the minimum frequency of reporting is monthly, the contract can require additional updates at any time.

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#### **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 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES**

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

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

Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA) dtd 22 Feb 12, contractors that are authorized to use Government supply sources per FAR 51.101 shall verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program (see DFARS 208.74) and government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program. Software requirements will be specified at the contract level.

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

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

##### **4.3 SECTION 508 COMPLIANCE**

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

#### **5.0 CONTRACT ADMINISTRATION**

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

#### 5.1 CONTRACT LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) 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 contract 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 CONTRACT MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely contract award or modification. Prior to contract award, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO award process. 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 award or modification. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

##### 5.2.1 Contract Administration Documentation

Various types of contract administration documents are required throughout the life of the contract. 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 T005) and submit it monthly, weekly, and/or as required 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 2) and Personnel Listing (Attachment 2), necessary for additional data collection as applicable.

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

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

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

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances

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4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or CAP listing

#### 5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL T006) and submit it no later than 15 days before the TO completion date. Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.2.1.3 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current Cybersecurity certification status within their contract. The contractor shall develop, maintain, and submit a CSWF Report (CDRL T004) monthly or as applicable at the contract level. IAW clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a CSWF list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF CDRL Attachment 1, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

#### 5.2.1.4 Contractor Manpower Reporting

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

##### (a) Contractor Manpower Quarterly Status Report (QSR)

The contractor shall provide a Contractor Manpower Quarterly Status Report (CDRL T007) shall be provided to the government four times throughout the calendar year. Required by SPAWARSCEN Atlantic for all active service contracts (regardless if fixed-price or cost type), the Manpower report itemizes specific contract administrative data for SPAWARSCEN Atlantic. Reporting period begins at the time of contract award Utilizing the format provided in QSR CDRL Attachment 1, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

#	QUARTERLY DUE DATE	PERFORMANCE PERIOD
1	15 January	1 October – 31 December
2	15 April	1 January – 31 March
3	15 July	1 April – 30 June
4	15 Oct	1 July – 30 September

(b) Enterprise-wide Contractor Manpower Reporting Application. In addition to the QSR CDRL reporting requirements noted above and 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 contract 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/>.

Reporting inputs consists of labor hours executed during the contract 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/>.

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#### 5.2.1.5 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 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 T011) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.2.1.6 Labor Rate Limitation Notification

For all cost type, labor-hour service contracts/TO (not applicable for wholly firm fix-priced contracts/TO), the contractors shall monitor the following labor rates as part of the monthly contract/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 exempt from this requirement. The ability of a contractor to monitor labor rates effectively shall be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per person (subcontractor included) charged on contract/task order – If the actual invoiced fully burdened 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 T009) 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 T009) 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 contract/TO status reports.

#### 5.2.1.7 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly contract status reports. For this monitoring purpose, ODCs shall 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 more than 10%, the contractor shall send notice and rationale (CDRL T009) 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 shall be included in the contract Quality Assurance Surveillance Plan (QASP).

### 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this contract does not require Earned Value Management (EVM) implementation due to cost of contract not exceeding \$20M and is wholly Cost plus fixed-fee (CPFF) which does not lend itself to meaningful EVM information.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon contract award, the prime contractor shall have and maintain a quality assurance process that meets contract 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

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documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after contract award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL T010) as required in 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 contract 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

### 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 (CDRL T010) shall include any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records

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- 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 T011) submitted 10 days after contract award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL T012) 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 contract and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified TOP SECRET with SCI.

CDRL #	Description	PWS Ref Para	Frequency	Date Due
T001	Program Management Report, General	3.2.2	As Needed	Within 24 hrs from request
T002	Supplementary Provisioning Technical Documentation (PTD) including Program Support Data (PSD) Sheet Binders	3.3.3	As Needed	Within 24 hrs from request
T003	Training Documentation	3.4.1, 3.4.2, 3.4.3, 3.4.4	As needed	45 Days prior to training event
T004	Cybersecurity Workforce (CSWF) Report	3.5.1, 5.2.1.3, 8.1.2	MTHLY	30 DATO and monthly on the 10th
T005	Task Order Status Report	3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7, 5.2.1.1, 8.1.2,	MTHLY	30 Days after TO award (DATO) and monthly on the 10th
T006	Contract/Task Order Closeout Report	5.2.1.2	1TIME	NLT 15 days before completion date
T007	Contractor's Manpower Report	5.2.1.4	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct
T008	Invoice Support Documentation	5.2.1.5	As Needed	Within 24 hrs from request
T009	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	As Needed	Within 24 hrs from occurrence
T010	Quality Documentation	6.1, 6.4	ASREQ	Within 24 hrs from request
T011	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



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CDRL #	Description	PWS Ref Para	Frequency	Date Due
T012	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>

## 7.2 ELECTRONIC FORMAT

At a minimum, the Contractor shall provide deliverables electronically by email; 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 SSC Atlantic corporate standard software configuration as specified below. Contractor shall conform to SSC Atlantic corporate standards within 30 days of contract award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

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

## 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 contract shall be accessible by email 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 contract, and privileged contract information (e.g., program schedules, contract-related tracking).

#### 7.3.2.1 Safeguards

The contractor shall protect government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS 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.

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- (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 contract 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, shall be "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

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The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this 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 contract. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. 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 T005). FSO shall also update and track data in the CSWF (CDRL T004).

## 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M, and the Privacy Act of 1974. Prior to any labor hours being charged on contract, the contractor shall ensure their personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the contract, and if applicable, are certified/credentialed for the 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 SPAWARSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to contract.*

NOTE: A favorable background determination is determined by a National Agency Check and Inquiries (NACI) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. 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 SPAWARSCEN 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 SPAWARSCEN 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 and contract.

### 8.2.1 Personnel Clearance

Prior to starting work on the task, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment applicable per DoDI 8500.01, Cybersecurity. Any future revision to the respective directive and instruction shall be applied to the TO level as required. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

### 8.2.2 Access Control of Contractor Personnel

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

Contractor personnel shall physically access government facilities and installations for purposes of site visitation, supervisory 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 Manual 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS)/ SMO Code N65580 or mailed to Space and Naval Warfare Systems Command Atlantic, 2425 Stalwart Road, Suite 102, Building 1558, Joint Expeditionary Base (JEB) Little Creek, Norfolk, VA 23521-3325, Attn: Eirene Espinoza, Security Assistant, Phone: 757-541-5636, Fax: 757-462-3667, E-mail: [eirene.espinoza@navy.mil](mailto:eirene.espinoza@navy.mil). For visitation to

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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 require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact the appropriate 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 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 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 as required. 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 contract level.

#### 8.2.2.4 Common Access Card (CAC) Requirements

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

- (a) Pursuant to 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 and 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 (NACLIC) investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

4. Verification of a claimed identity

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(a) 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 shall 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 shall 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 by DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email 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 contract'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 SSC 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 SSC Atlantic IAM office at phone number (843)218-6152 or email questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

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

All SSC Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SSC Atlantic government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At contract award throughout contract completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this contract 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 contract return all applicable government documents/badges to the appropriate government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary Instruction and Forms from the COR.

#### 8.2.3 Security Training

Regardless of the contract 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 SSC Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and CSWF certifications, etc.

#### 8.2.4 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.

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

When a contractor, including any subcontractor, is authorized access to 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

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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, 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 in DoDD 5205.02E and SPAWARINST 3432.1, SSC Atlantic’s OPSEC program implements requirements in DoD 5205.02 – OPSEC Program Manual. Note: OPSEC requirements are applicable when contract 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 contract and based on SSC Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SSC Atlantic site OPSEC Officer/Coordinator.

#### 8.3.2 OPSEC Training

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

#### 8.3.3 SSC Atlantic OPSEC Program

Contractor shall participate in SSC Atlantic OPSEC program briefings and working meetings as required 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 contract as For Official Use Only (FOUO) material.

#### 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 contract related information processed, stored or transmitted on the contractor’s and Government’s computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this contract 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

As specified, Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at SSC Atlantic in Joint Expeditionary Base, Virginia Beach, Virginia. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's*

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*established accounting practices.*

## **10.0 CONTRACTOR FACILITIES**

As specified, contractor facilities (i.e., office space, laboratory space, staging and storage areas, with or without classified storage) shall be required in order to accomplish contract objectives. Depending on the type of support required at the contract level, contractor shall be required to possess or establish facilities at Virginia Beach, VA, and Washington, D.C. Any necessary contractor facilities requirements will be determined by the government prior to contract award.

## **11.0 CONTRACT PROPERTY ADMINISTRATION**

No government property shall be provided or acquired on this contract or any subsequent contracts.

### **11.1 PROPERTY TYPES**

Contract property is either intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This contract will have the following property in support of the tasking requirements in PWS Para 3.0.

#### **11.1.1 Intangible Property – Intellectual/Software**

##### **11.1.1.1 Government Furnished Information (GFI)**

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of a contract. Depending on information contained in a document, the contractor shall comply with additional controls for access and distribution (e.g., technical specifications, maps, buildings designs, schedules, etc.). GFI will be utilized on this contract. Unless otherwise specified, the contractor shall limit all GFI distribution and inventory reports to a need-to-know basis and ensure all GFI is returned at completion of the contract. The following table lists GFI that shall be provided to the contractor after contract award.

Item #	Description	GFI Estimated Delivery Date
GFI-001	Navy Data Environment (NDE)	30 days after contract award
GFI-002	Product Data Reporting and Evaluation Program (PDREP)	30 days after contract award
GFI-003	QSTAR Database	30 days after contract award
GFI-004	Parts Reporting and Tracking System (PARTS)	30 days after contract award
GFI-005	Interactive Computer Aided Provisioning System (ICAPS)	30 days after contract award

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GFI-006	Configuration Data Managers Database - Open Architecture (CDMD-OA)	30 days after contract award
GFI-007	DON Application and Database Management System (DADMS)	30 days after contract award
GFI-008	CANES MER	10 days after contract award
GFI-009	CANES NTSP	10 days after contract award
GFI-010	CNN NTSP	10 days after contract award
GFI-011	ANA Curriculum	10 days after contract award
GFI-012	ORT-Legacy Curriculum	10 days after contract award
GFI-013	CNN NTSP	10 days after contract award
GFI-014	CENTRIXS-MME Curriculum	10 days after contract award

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

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

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

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. No GFP is to be utilized on this contract.

##### 11.1.2.2 Contractor-acquired Property (CAP)

As defined in FAR Part 45, Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title but has not yet performed receipt and acceptance. CAP consists of Contractor Acquired Equipment (CAE) which includes Property, Plant and Equipment (PP&E), Contractor Acquired Material (CAM) which includes Operating Material and Supplies (OM&S), Special Tooling (ST), and Special Test Equipment (STE). No CAP is to be utilized on this contract.

## 11.2 GOVERNMENT PROPERTY PERFORMANCE EVALUATION



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

## 12.0 SAFETY ISSUES

### 12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

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

#### 12.1.1 Performance at government facilities

The contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

### 12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this contract and the equipment must be in satisfactory working order. Personal safety equipment shall include, but not be limited to -- hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

### 12.3 SAFETY TRAINING

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

## 13.0 TRAVEL

### 13.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below. The proposed estimated travel cost cannot exceed the not-to-exceed (NTE) value cited in the applicable pricing model. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel. *Note: During the request for proposal (RFP) phase, a contractor may propose an alternate Travel value less than the NTE value in the pricing model, but the proposal must contain substantiating information validating the cost differential; if no validation is provided, the proposal material cost will be adjusted to government proposed NTE value.*

#### **Estimated Travel Requirements for Base Year**

CLIN	Origin	Destination	# of Trips	# of Travelers	Days	Nights
4	Washington, DC	San Diego, CA	1	1	5	4
4	Washington, DC	Norfolk, VA	1	1	5	4
6	Norfolk, VA	San Diego, CA	4	1	5	4
6	Norfolk, VA	Pensacola, FL	3	1	5	4

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6	Norfolk, VA	San Diego, CA	2	1	12	11
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**Estimated Travel Requirements for Each Option Year 1 through 4**

CLIN	Origin	Destination	# of Trips	# of Travelers	Days	Nights
4	Washington, DC	San Diego, CA	1	1	5	4
4	Washington, DC	Norfolk, VA	1	1	5	4
6	Norfolk, VA	San Diego, CA	4	1	5	4
6	Norfolk, VA	Pensacola, FL	3	1	5	4
6	Norfolk, VA	San Diego, CA	2	1	12	11

### 13.2 PERSONNEL MEDICAL REQUIREMENTS

#### 13.2.1 Medical Screening for Fleet Support

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

#### 13.2.2 OCONUS Immunization Requirements

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

### 13.3 LETTER OF AUTHORIZATION

Some travel shall require a Letter of Authorization (LOA). The contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs shall be signed/approved by the SPOT registered Contracting/Ordering Officer for the applicable task order.

### 14.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this contract is [REDACTED] who can be reached at phone [REDACTED]; e-mail: [REDACTED]

### 15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

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

### 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

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(QASP), Attachment 1.

## 17.0 OTHER CONDITIONS/REQUIREMENTS

### 17.1 OVERTIME HOURS

Overtime for Service Contract Act (SCA) labor categories is allowed on this task order in accordance with the identified labor categories and estimated labor hours specified in the pricing model. Prior to overtime hours being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates. The contractor shall not exceed the estimated overtime total cost associated with the allowable hours as identified at time of TO award.

### 17.2 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.

### LIST OF ATTACHMENTS

Attachment 1 – Quality Assurance Surveillance Plan (QASP)

Attachment 2 -- CDRLs - DD FORM 1423w/attachments

Attachment 3 – Personnel Qualification

***[END OF PWS]***

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## **SECTION D PACKAGING AND MARKING**

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award IDIQ contract.

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## **SECTION E INSPECTION AND ACCEPTANCE**

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

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	7/7/2017 - 7/6/2018
7001	7/7/2017 - 7/6/2018
7002	7/7/2017 - 7/6/2018
7003	7/7/2017 - 7/6/2018
7004	7/7/2017 - 7/6/2018
7005	7/7/2017 - 7/6/2018
9003	7/7/2017 - 7/6/2018
9005	7/7/2017 - 7/6/2018

### CLIN - DELIVERIES OR PERFORMANCE

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

7000	7/7/2017 - 7/6/2018
7001	7/7/2017 - 7/6/2018
7002	7/7/2017 - 7/6/2018
7003	7/7/2017 - 7/6/2018
7004	7/7/2017 - 7/6/2018
7005	7/7/2017 - 7/6/2018
9003	7/7/2017 - 7/6/2018
9005	7/7/2017 - 7/6/2018

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

7100	7/7/2018 - 7/6/2019
7101	7/7/2018 - 7/6/2019
7102	7/7/2018 - 7/6/2019
7103	7/7/2018 - 7/6/2019
7104	7/7/2018 - 7/6/2019
7105	7/7/2018 - 7/6/2019
7200	7/7/2019 - 7/6/2020
7201	7/7/2019 - 7/6/2020
7202	7/7/2019 - 7/6/2020
7203	7/7/2019 - 7/6/2020
7204	7/7/2019 - 7/6/2020
7205	7/7/2019 - 7/6/2020
7300	7/7/2020 - 7/6/2021

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7301	7/7/2020 - 7/6/2021
7302	7/7/2020 - 7/6/2021
7303	7/7/2020 - 7/6/2021
7304	7/7/2020 - 7/6/2021
7305	7/7/2020 - 7/6/2021
7400	7/7/2021 - 7/6/2022
7401	7/7/2021 - 7/6/2022
7402	7/7/2021 - 7/6/2022
7403	7/7/2021 - 7/6/2022
7404	7/7/2021 - 7/6/2022
7405	7/7/2021 - 7/6/2022
9103	7/7/2018 - 7/6/2019
9105	7/7/2018 - 7/6/2019
9203	7/7/2019 - 7/6/2020
9205	7/7/2019 - 7/6/2020
9303	7/7/2020 - 7/6/2021
9305	7/7/2020 - 7/6/2021
9403	7/7/2021 - 7/6/2022
9405	7/7/2021 - 7/6/2022

Services to be performed hereunder will be provided at Government and Contractor facilities in accordance with Section 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 52.217-8 "Option to Extend Services" or FAR 52.217-9 "Option to Extend the Term of the Contract."

The Government reserves the right to reduce the term of the option as necessary in order to ensure compliance with the performance timeframe set forth in FAR clause 52.216-22(d).

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## SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is Steven G. Harnig, (843) 218-4560.

### 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.

### 252.204-0012 Other Payment Instructions (SEP 2009)

The payment office shall make payment in accordance with the contract line item numbers (CLINs), accounting classification reference numbers (ACRNs), and amounts provided on the contractor's invoices. The CLINs on this contract are funded by more than one appropriation and/or project structure element, and these payment instructions are necessary to ensure work is accurately segregated and paid using the correct appropriation or project structure element. The proper CLINs and ACRNs are provided to the contractor in technical instructions issued by the procuring contracting officer and monitored by the contracting officer's representative.

### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

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

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

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

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

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

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

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

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

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based



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Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

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

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

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

---

2-N-1 (Services Only)

*Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)*

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

---

*Not applicable.*

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S2404A
Inspect By DoDAAC	N65236
Ship To Code	N/A
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	HAA50W
Other DoDAAC(s)	N/A

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment

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

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

Not Applicable

(g) *WAWF point of contact.*

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

Contracting Officer Representative  
 [REDACTED], 43140  
 2425 Stalwart Road Bldg 1558  
 Virginia Beach, VA 23459

[REDACTED]  
 [REDACTED]

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

(End of Clause)

**5252.201-9201 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (MAR 2006)**

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

**CONTRACTING OFFICER REPRESENTATIVE**

Name: [REDACTED]  
 Phone Number: [REDACTED]  
 E-mail: [REDACTED]

(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.

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(End of clause)

**5252.204-9503 EXPEDITING CONTRACT CLOSEOUT (JAN 2007)**

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party might be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

(End of clause)

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

This is a Performance Based, Cost Plus Fixed Fee, Level of Effort task order.

(End of clause)

**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.

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(End of clause)

Accounting Data

SLINID	PR Number	Amount
700001	130064782500001	\$169,265.46
LLA : AA 1771804 5C1C 257 00039 0 050120 2D 000000 A00004027983 PR 1300647825 ACRN: AA COST CODE: A00004027983 CIN: 130064782500001 \$169,265.46 NWA/BS: BS-001715.0202010120		
700002	130064782500002	\$67,040.00
LLA : AB 1771804 5C1C 257 00039 0 050120 2D 000000 A10004027983 PR: 1300647825 ACRN: AB COST CODE: A10004027983 CIN: 130064782500002 \$67,040.00 NWA/BS: BS-001715.0202010325		
700003	130064782600003	\$115,135.00
LLA : AC 1771804 5B5B 257 00039 0 050120 2D 000000 A80004027984 ACRN: AC PR 1300647826 COST CODE: A80004027984 CIN: 130064782600003 \$115,135.00 NWA/BS: BS-001715.0201010202		
700004	130064782600004	\$31,845.00
LLA : AD 1771804 5B5B 310 00039 0 050120 2D 000000 A70004027984 ACRN: AD PR: 1300647826 COST CODE: A70004027984 CIN: 130064782600004 \$31,845.00 NWA/BS: BS-001715.0204010108		
700201	130064754100001	5212.19
LLA : AG 97X4930 NH3S 257 77777 0 050120 2F 000000 A00004025575 Standard Number: N0002417WX06513 ACRN: AG PR: 1300647541 COST CODE: A00004025575 CIN: 130064754100001 STANDARD DOCUMENT: N0002417WX06513 NWA/BS: 100001248451-CONT		
700301	130064782800001	46461.87
LLA : AE 1771804 5C1C 257 00039 0 050120 2D 000000 A00004027986 ACRN: AE PR: 1300647828 COST CODE: A00004027986 CIN: 130064782800001 NWA/BS: BS-001812.0102011204		
700401	130064754100002	35000.00
LLA : AH 97X4930 NH3S 251 77777 0 050120 2F 000000 A10004025575 Standard Number: N0003917WX02066 ACRN: AH PR: 1300647541		

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COST CODE: A10004025575  
CIN: 130064754100002  
STANDARD DOCUMENT: N0003917WX02066  
NWA/BS: 100001186176-0100

700501 130064782400001 \$248,438.16 238438.16

LLA :  
AF 1761810 M25F 310 00039 0 050120 2D 000000 A00004027982  
ACRN: AF  
PR: 1300647824  
COST CODE: A00004027982  
CIN: 130064782400001 \$248,438.16  
NWA/BS: BS-000016.0301010168

900301 130064782800001 3582.86

LLA :  
AE 1771804 5C1C 257 00039 0 050120 2D 000000 A00004027986  
ACRN: AE  
PR: 1300647828  
COST CODE: A00004027986  
CIN: 130064782800001  
NWA/BS:  
BS-001812.0102011204

900501 130064782400001 10000.00

LLA :  
AF 1761810 M25F 310 00039 0 050120 2D 000000 A00004027982  
ACRN: AF  
PR: 1300647824  
COST CODE: A00004027982  
CIN: 130064782400001  
NWA/BS: BS-000016.0301010168

BASE Funding 721980.54  
Cumulative Funding 721980.54

MOD P00001 Funding 0.00  
Cumulative Funding 721980.54

MOD P00002 Funding 0.00  
Cumulative Funding 721980.54

MOD P00003 Funding 0.00  
Cumulative Funding 721980.54

MOD P00004

700202 130066294500001 4787.81

LLA :  
AK 97X4930 NH3S 257 77777 0 050120 2F 000000 A00004124043  
100001248451-CONT  
Funds expire 30 Sep 2017. Work is severable and will cross over the fiscal year in which funds legally expire citing 10 USC 2410(a) authority, the duration of the performance period cannot exceed 12 months.

700302 130066294300001 272300.91

LLA :  
AJ 1771804 5C1C 257 00039 0 050120 2D 000000 A00004124011  
Standard Number: N0002417WX06513  
BS-001812.0102011204  
Funds expire 30 Sep 2017. Work is severable and will cross over the fiscal year in which funds legally expire citing 10 USC 2410(a) authority, the duration of the performance period cannot exceed 12 months.

MOD P00004 Funding 277088.72  
Cumulative Funding 999069.26

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

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

(a) A contractor picture badge may be issued to contractor personnel by the SPAWARSCEN Atlantic upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SPAWARSCEN Atlantic prior to completion of the picture badge request.

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

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

(End of clause)

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

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

(End of clause)

### 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 [REDACTED] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that **(0)** man-hours are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately [REDACTED] hours per week. It is understood and agreed that the rate of manH-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the

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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.

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

**5252.222-9600 WAGE DETERMINATION APPLICABLE, SERVICE CONTRACT ACT (SPAWAR)**

**Attachment 4** incorporated herein sets forth the applicable Service Contract Act Wage Determination by the Secretary of Labor.

WD 15-4341, Rev 3 dated 30 December 2016 (Norfolk, VA)

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

(a) Definition.

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

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

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

- (1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,
- (2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

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

- (1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);
- (2) Access to Information is restricted to individuals with a bona fide need to possess;



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

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

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

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

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

(End of clause)

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

##### **(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:

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

(3) When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel

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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.

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*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.*

(End of Clause)

**SEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN2008)**

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

CLIN	Ceiling	Funded Amount	Unfunded Amount	Period of Performance
7000	\$383,285.46	\$ 383,285.46	\$ 0.00	07 July 2017 – 06 June 2018
7001	\$ 7,050.68	\$ 0.00	\$ 7,050.68	07 July 2017 – 06 June 2018
7002	\$ 10,000.00	\$ 10,000.00	\$ 0.00	07 July 2017 – 06 June 2018
7003	\$ 318,762.78	\$ 318,762.78	\$ 0.00	07 July 2017 – 06 June 2018
7004	\$ 45,670.15	\$ 35,000.00	\$ 10,670.15	07 July 2017 – 06 June 2018
7005	\$330,348.11	\$ 238,438.16	\$ 91,909.95	07 July 2017 – 06 June 2018

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9003	\$ 3,582.86	\$ 3,582.86	\$ 0.00	07 July 2017 – 06 June 2018
9005	\$ 25,425.88	\$ 10,000.00	\$ 15,425.88	07 July 2017 – 06 June 2018

(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.

#### **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.

(End of clause)

#### **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

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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)

**5252.242-9202 TECHNICAL DIRECTION (COST TYPE CONTRACTS) (APR 1992)**

(a) Technical Direction may be provided to the Contractor from time to time by the Contracting Officer or Contracting Officer’s Representative, if authorized, during the term (term is defined as the period of performance for the basic contract and any options that may be exercised) of this contract. Technical

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Direction will provide specific information relating to the tasks contained in the Statement of Work and will be provided to the contractor in writing. Any Technical Direction issued hereunder will be subject to the terms and conditions of the contract. The contract shall take precedence if there is any conflict with any Technical Direction issued hereunder, and cannot be modified by any Technical Direction.

(b) As stated, Technical Direction shall be issued in writing and shall include, but not be limited to, the following information:

- (1) date of issuance of Technical Direction;
- (2) applicable contract number;
- (3) technical direction identification number;
- (4) description of Technical Direction;
- (5) estimated cost;
- (6) estimated level of effort by labor category; and
- (7) signature of the PCO/COR.

(c) If the contractor does not agree with the estimated cost specified on the technical direction, or considers the technical direction to be outside the scope of the contract, he shall notify the PCO or COR immediately and, in the case of the estimated cost, arrive at a general agreement to the cost of the task. In the case of the direction requiring work that is out of the scope of the contract, the contractor shall not proceed with the effort unless and until the PCO executes a contract modification to include the change in scope.

(End of clause)

#### **5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)**

##### **(NAVAIR) (FEB 2009)**

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

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

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## SECTION I CONTRACT CLAUSES

All terms and conditions, including clauses, in the Multiple Award Contract (MAC) basic contract are hereby expressly incorporated into this task order request for proposal and resulting task order.

### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

For the FAR: <http://acquisition.gov/far/>

For the DFARS: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

For the NMCARS: [https://acquisition.navy.mil/home/policy\\_and\\_guidance/nmcars](https://acquisition.navy.mil/home/policy_and_guidance/nmcars)

### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>REFERENCE</u>	<u>TITLE</u>	<u>DATE</u>
52.202-1	Definitions	Jan 2012
52.203-3	Gratuities	Apr 1984
52.204-99	System for Award Management Registration (DEVIATION)	Aug 2012
52.227-11	Patent Rights -- Ownership by the Contractor	May 2014
52.227-13	Patent Rights -- Ownership by the Government	Dec 2007
252.215-7008	Only One Offeror	June 2012
252.227-7038	Patent Rights -- Ownership by the Contractor (Large Business)	June 2012

(End of Clause)

### 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.

(End of Clause)

### 52.222.42-- Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits



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<i>Service Contract Act</i>	<b>SCA Category</b>	<b>GS Level</b>
Engineering Technician III	30083	GS-5
Word Processor II	01612	GS-4

## 52.244-2 SUBCONTRACTS (Oct 2010)

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

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

- (1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or
- (2) Is fixed-price and exceeds—
  - (i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or
  - (ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer’s written consent before placing the following subcontracts:

**CONTRACTS WITH ANY FIRM NOT INCLUDED WITH THE BASIC TASK ORDER PROPOSAL. THE TASK ORDER CONTRACTING OFFICER'S APPROVAL IS REQUIRED TO ADD TEAM MEMBERS TO THE TASK ORDER AFTER AWARD. THE TASK ORDER CONTRACTING OFFICER WILL DETERMINE THE DOCUMENTATION REQUIRED FOR APPROVAL.**

(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor’s current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor’s Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting -

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- (A) The principal elements of the subcontract price negotiations;
- (B) The most significant considerations controlling establishment of initial or revised prices;
- (C) The reason certified cost or pricing data were or were not required;
- (D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;
- (E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
- (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
- (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) The Contractor is not required to notify the Contracting Officer in advance of entering into any subcontract for which consent is not required under paragraph (b), (c), or (d) of this clause.

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination –

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations: [REDACTED]

(End of Clause)

**252.203-7004 DISPLAY OF FRAUD HOTLINE POSTER(S) (SEP 2011)**

(a) *Definition.* "United States," as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) *Display of fraud hotline poster(s).*

(1) The Contractor shall display prominently in common work areas within business segments performing work in the United States under Department of Defense (DoD) contracts DoD fraud hotline posters prepared by the DoD Office of the Inspector General. DoD fraud hotline posters may be obtained from the DoD Inspector General, ATTN: Defense Hotline, 400 Army Navy Drive, Washington, DC 22202-2884.

(2) If the contract is funded, in whole or in part, by Department of Homeland Security (DHS) disaster relief

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funds, the DHS fraud hotline poster shall be displayed in addition to the DoD fraud hotline poster. If a display of a DHS fraud hotline poster is required, the Contractor may obtain such poster from:                     N/A                    

(3) Additionally, if the Contractor maintains a company website as a method of providing information to employees, the Contractor shall display an electronic version of the poster(s) at the website.

(c) *Subcontracts*. The Contractor shall include the substance of this clause, including this paragraph (c), in all subcontracts that exceed \$5 million except when the subcontract—

- (1) Is for the acquisition of a commercial item; or
- (2) Is performed entirely outside the United States.

**(End of clause)**

**252.219-7000 Advancing Small Business Growth (MAY 2015)**

(a) This provision implements 10 U.S.C. 2419.

(b) The Offeror acknowledges by submission of its offer that by acceptance of the contract resulting from this solicitation, the Offeror may exceed the applicable small business size standard of the North American Industry Classification System (NAICS) code assigned to the contract and would no longer qualify as a small business concern for that NAICS code. (Small business size standards matched to industry NAICS codes are published by the Small Business Administration and are available at <http://www.sba.gov/content/table-small-businesssize-standards>.) The Offeror is therefore encouraged to develop the capabilities and characteristics typically desired in contractors that are competitive as other-than-small contractors in this industry.

(c) For procurement technical assistance, the Offeror may contact the nearest Procurement Technical Assistance Center (PTAC). PTAC locations are available at [www.dla.mil/SmallBusiness/Pages/ptac.aspx](http://www.dla.mil/SmallBusiness/Pages/ptac.aspx).

(End of Clause)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1 - Quality Assurance Surveillance Plan (QASP)

Attachment 2A - CDRL T001

Attachment 2B - CDRL T002

Attachment 2C - CDRL T003

Attachment 2D - CDRL T004

Attachment 2E - CDRL T005

Attachment 2F - CDRL T006

Attachment 2G - CDRL T007

Attachment 2H - CDRL T008

Attachment 2J - CDRL T009

Attachment 2K - CDRL T010

Attachment 2L - CDRL T011

Attachment 2M - CDRL T012

Attachment 3 Personnel Qualifications

Attachment 4 Wage Determination Norfolk, VA 15-4341 (Rev 3)