

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT1. CONTRACT ID CODE
UPAGE OF PAGES
1 22. AMENDMENT/MODIFICATION NO.
P000023. EFFECTIVE DATE
04-Dec-20184. REQUISITION/PURCHASE REQ. NO.
13007515695. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N65236

7. ADMINISTERED BY (If other than Item 6)

CODE

S0701A

SPAWAR-Systems Center Lant (CHRL)
P.O. BOX 190022
North Charleston SC 29419-9022
[REDACTED]DCMA HARTFORD
130 DARLIN STREET
EAST HARTFORD CT 06108-3234

SCD: C

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)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4119 / N6523618F3016

10B. DATED (SEE ITEM 13)

07-Dec-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.

[]

[] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

[] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[X] D. OTHER (Specify type of modification and authority)
17.207, 217.207 Exercise of Options 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor [X] 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)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

04-Dec-2018

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to Exercise Option Year; change the Contracting Officer's Representative (COR) and to incrementally fund in the amount of \$570,551.28. 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 \$1,184,280.49 by \$570,551.28 to \$1,754,831.77.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
710001	PMC	0.00	336,850.66	336,850.66
910001	PMC	0.00	233,700.62	233,700.62

The total value of the order is hereby increased from \$1,184,280.49 by \$1,261,877.35 to \$2,446,157.84.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7100	0.00	745,006.17	745,006.17
9100	0.00	516,871.18	516,871.18

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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	R425	Base Year / Cost CLIN / Funding #1 / Appropriation: PMC funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO			\$732,755.11
700001	R425	ACRN: AA CLIN: 7000 01 PR #: 1300636983 CRM #: 17-01059 CIN 130063698300002 Standard Doc. #: N6523617PR02555 Funding Doc #: M9545018RC84544 PSC: R425 Network Activity #: 100001334103 0010 Funds Expiration: 9/30/2020 Amount: \$732,755.11 Applicable PWS Paragraphs - All Paragraphs Type / Appropriation: Direct Cite/ PMC Funds Cost Code: 8RC84544111N (PMC)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001		See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R425	Option Year 1 / Cost CLIN / Funding #1 / Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO			\$745,006.17
710001	R425	PR: 1300751569 ACRN: AA Funding Doc: M9545018RC84544 Cost Code: 8RC84544111N Funding Expires: 30 Sep 2020 NWA: 100001334103 0010 (PMC)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101		See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	R425	Option Year 2 / Cost CLIN / Funding #1 / Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC) Option	1.0	LO	██████████	██████████	\$757,048.40

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201		See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	R425	Option Year 3 / Cost CLIN / Funding #1 / Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC) Option	1.0	LO	██████████	██████████	\$769,808.32

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301		See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Base Year / Cost CLIN / Funding #1 / Appropriation: PMC funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO	\$451,525.38
900001	R425	ACRN: AA CLIN: 9000 01 PR #: 1300636983 CRM #: 17-01059 CIN 130063698300002 Standard Doc. #: N6523617PR02555 Funding Doc #: M9545018RC84544 PSC: R425 Network Activity #: 100001334103 0010 Funds Expiration: 9/30/2020 Amount: \$ 451,525.38 Applicable PWS Paragraphs - All Paragraphs Type / Appropriation: Direct Cite/ PMC Funds Cost Code: 8RC84544111N (PMC)			
9100	R425	Option Year 1 / ODC CLIN / Funding #1/ Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO	\$516,871.18
910001	R425	PR: 1300751569 ACRN: AA Funding Doc: M9545018RC84544 Cost Code: 8RC84544111N Funding Expires: 30 Sep 2020 NWA: 100001334103 0010 (PMC)			
9200	R425	Option Year 2 / ODC CLIN / Funding #1 / Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO	\$505,556.96

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
9300	R425	Option Year 3 / ODC CLIN / Funding #1 / Appropriation: PMC Funding / PWS/Subtask Para #(s): All paragraphs. (PMC)	1.0	LO	\$515,151.04
		Option			

LEVEL OF EFFORT - This is a Cost-Plus-Fixed-Fee, Level of Effort Type Order.

The number of hours estimated for this LOE tasking is [REDACTED] straight time hours and [REDACTED] overtime hours for the Base Year and each Option Year totaling [REDACTED] straight time hours and [REDACTED] overtime hours. In performing the requirements of this order, the contractor may use any combination of hours from the labor categories approved at the basic contract level, so long as the estimated total cost and the funded amount to date for the order is not exceeded and the total number of hours provided does not exceed the estimated number of hours by more than [REDACTED].

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

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

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

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

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

SHORT TITLE: Networking On-The-Move (NOTM) Fielding Support

1.0 PURPOSE

This task shall provide post-production installation and engineering support services for the NOTM Program of Record systems via Engineering Support Specialists (ESS) based out of Charleston, SC

1.1 BACKGROUND

NOTM is a robust, multi-network management system designed to provide the Marines with communications support from a stationary Network Operations Center (NOC) to the units on the mission. The system is designed to be compact enough to fit onto the platform, rugged enough to be in a tactical environment, and possess the technical capability to provide the users with connectivity to NIPR, SIPR and Mission Specific (MS)/Coalition networks while On-The-Move. Platforms the system has been deployed to include the High-Mobility Multipurpose Wheeled Vehicle (HMMWV) Expanded Capacity Vehicle (ECV), the MRAP-All Terrain Vehicle (M-ATV), or the Assault Amphibious Vehicle (AAV) tactical vehicle platform.

1.2 SCOPE

The objective of this task is to provide NOTM systems fielded to the United States Marine Corps (USMC) users with engineering support services for Full Operational Capability (FOC) via personnel based out of Charleston, SC.

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

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individual tasks and will be specifically called-out in each task order. In accordance with Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the task order.

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
g.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
h.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
i.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
j.	DoDD 8570.01	DoD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04

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k.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
l.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
m.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
n.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
o.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
p.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
q.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
r.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
s.	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
t.	COMUSFLTFORCOM/COMPACFLTINST 6320.3A	Commander US Fleet Forces Command/Commander US Pacific Fleet Instruction, Medical Screening For US Govt Civilian Employees, Contractor Personnel, and Guests prior to embarking Fleet Units, of 7 May 13

2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

	Document Number	Title
a.	MIL-HDBK-61A	Configuration Management
b.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
c.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
d.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
e.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), 20 Dec 10
f.	DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
g.	DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, 27 Apr 12
h.	DoDI 8320.04	DoD Instruction – Item Unique Identification (IUID) Standards for Tangible Personal Property, 3 Sep 15
i.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
j.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
k.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
l.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
m.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
n.	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes
o.	ANSI/EIA-748A	America National Standards Institute/Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems
p.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004

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	Document Number	Title
q.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
r.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
s.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
t.	N/A	SSC Atlantic Contractor Check-in portal – https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin
u.	N/A	SSC Atlantic OCONUS Travel Guide portal – https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide
	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

2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

3.0 PERFORMANCE REQUIREMENTS

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The following paragraphs list all required support tasks that will be required throughout the contract life. The contractor shall provide necessary resources and knowledge to support the listed tasks. Specific objectives will be dependent on the basic contract and the task order (TO) written against the basic contract. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

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

3.1. RELEVANT EXPERIENCE

3.1.1 Systems and Equipment

The contractor shall provide functional and technical expertise supporting of a wide range of USMC and DoD C4ISR systems integrated into a system of systems on tactical vehicles. Systems will include line of sight voice communications, data communications within line of sight and beyond line of sight, wideband satellite data communications, active USMC networks managed by routers and switches, VOIP, chat services, and full motion video.

3.2. PROGRAM MANAGEMENT

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

3.2.1 Program Support

The contractor shall work closely with the government project manager supporting the needs of the program at the sponsor level. As cited in task orders, coordination of meetings, preparing budget drills, developing agenda items, attending at high-level meetings, generating minutes, and tracking action items may be required. Other support may require a contractor to recommend policies, doctrine, tactics, and procedures at the Federal, State, and Local level given their past expert opinion or using analysis of actual outcomes. Program support may require significant coordination and interface with various DOD and non-DOD activities located in and out of CONUS.

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3.2.2 Program Support Documentation

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

- Meeting Agenda and Minutes
- Plans of Action and Milestone
- Work Breakdown Structure (WBS)

3.3. SYSTEMS ENGINEERING SUPPORT

3.3.1 Systems Engineering Management

The contractor shall be able to manage and oversee the engineering technicians to adequately support system fielding, training, maintenance, and technical exercises.

The contractor shall provide one (1) engineering support specialist (ESS) team lead capable of performing all integration and configuration functions for Networking On-The-Move (NOTM) systems on the High-Mobility Multipurpose Wheeled Vehicle (HMMWV) Expanded Capacity Vehicle (ECV), MRAP-All Terrain Vehicle (M-ATV), Assault Amphibious Vehicle (AAV), C-130 Hercules aircraft, and other USMC platforms. The ESS team lead shall be cross-trained in vehicle integration, equipment supply, and network management. This individual's primary competency shall be vehicle platform integration. This individual shall also oversee fielding and training of the other ESS personnel, contribute to development of the Operations & Maintenance (O&M) manuals, develop New Equipment Training (NET) materials (PowerPoint slides based on O&M Manual), and conduct NET with Marines on fielded systems.

The contractor shall maintain a base support team of 5 ESS personnel, including the team lead. The contractor shall be able to increase the ESS footprint up to 8 ESS technicians to support specific fielding events throughout the year. All ESS personnel shall integrate and remove the NOTM system from the host platforms using industry best practices in power distribution, grounding and bonding, and integration of disparate components into the NOTM System of Systems. The government will provide notice to the contractor as soon as the need for additional support is warranted but no less than 30 days before the scheduled events.

3.3.2 System Design & Documentation

The contractor shall be able to identify, recommend, and apply Engineering Change Proposals (ECP) to reflect design changes, configuration, integration, and installation concepts. The contractor shall ensure technical documentation be in a form of paper, electronic (digital) or interactive computer systems.

3.3.3 Configuration Management

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As outlined in MIL-HDBK-61A, the contractor shall apply engineering analytical disciplines to identify, document, and verify that functional, performance, and physical characteristics of systems, to control changes and non-conformance, and to track actual configurations of systems and platforms.

3.4. TECHNICAL SUPPORT

3.4.1 Equipment and Material Support

As specified on task orders, the contractor shall provide various equipment/material support that ranges from research, procurement, fabrication, integration, and delivery.

3.4.1.1 Property/Inventory Tracking

In accordance with FAR clause 52.245-1, the contractor shall create and maintain internal records of all government property accountable to the TO, including Government-furnished and Contractor-acquired property. The contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report (CDRL A002) as specified in DFARS clause 252.211-7003. The report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for government review as needed, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields. Separate from the government tracking system, the information in the contractor's records is a backup to the government records; therefore, the government shall own all data rights to the collected information.

3.4.2 Maintenance

This type of work entails the following: maintenance, overhaul, troubleshooting, and repair of the NOTM system. Maintenance support work may or may not involve traveling. Contractor personnel shall be highly experienced in electronic systems and familiar with the NOTM system, unless otherwise stated in the task order.

3.4.3 On-Site Technical Assist

The contractor shall provide technical assistance directly for CASREP resolution, fault analysis, testing, and/or repair of various SPAWARSYSCEN Atlantic installed systems and equipment, as specified by individual task orders, to restore the units to operational status. The contractor shall be prepared to commence travel for onsite assistance within 24 hours of notification. If OCONUS travel is required, the government shall provide the contractor with at least 45 days' notice. Contractor personnel shall be technically knowledgeable and capable of analyzing system problems and implementing corrective actions without direct assistance or support from SPAWARSYSCEN Atlantic personnel. Technical assistance may also involve collecting additional information for SPAWARSYSCEN Atlantic, such as design, operation and equipment conditions, training and skill levels of site operators, engineering change status, initial calibration, recalibration, and maintenance problems. The contractor shall report

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findings, analysis results and corrective action taken associated with technical assistance provided (CDRL A003).

3.4.4 Equipment/System Disposal

The contractor shall be prepared to dispose of faulty equipment at the local USMC base or prepare, package, and ship the equipment back to SPAWARSYSCEN Atlantic at government expense using a Transportation Account Code (TAC).

3.5. SYSTEM IMPLEMENTATION

3.5.1 Equipment Surveys, Analysis, and Reports

The contractor shall conduct vehicle assessments to determine the viability of the host vehicle assigned to NOTM. The contractor shall evaluate the current state of operations for the NOTM system and prepare a technical report identifying any issues or concerns that may impact the operational availability of the system. The Contractor shall be capable of gathering all pertinent environmental, engineering, configuration and design information relevant conditions, analyzing the collected data, performing necessary calculations to make technical recommendations, and preparing technical reports and documentation. (CDRL A003)

3.5.2 Integration

The contractor shall provide post-production integration and engineering support services for all USMC tactical vehicles capable of supporting the Networking On-The-Move (NOTM) system. Support shall cover all variants of the NOTM system including the Point of Presence Vehicle (POP-V) Kits, Staff Vehicle Kits (SVK), and Tactical Entry Point (TEP) Modem Kits (TMK). The contractor shall ensure all NOTM components are fully operational and shall document all integration activities and results upon completion of the event (CDRL A003).

3.5.3 System Delivery/ Deployment

The contractor shall facilitate transfer of NOTM program assets into the USMC property inventory. All components shall be recorded in the inventory tracking report (CDRL A004) as a supplemental submission to the trip report (CDRL A003).

3.5.4 Test and Checkout

The contractor shall inspect and test of all vehicles and NOTM system components, evaluating their performance and documenting any issues affecting the full operational availability of the system (CDRL A003).

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The contractor shall provide technical expertise during the development and review of test plans, In Process Inspection (IPI) checklists, and Production Acceptance Testing (PAT) checklists for the integrated NOTM system (CDRL A003).

3.5.5 Documentation

The contractor shall gather technical data in support of Engineering Change Proposals (ECP) and/or Notice of Revision (NOR) required by NOTM and host vehicle program offices. Anticipated ECPs include Size, Weight and Power (SWAP) study findings and new component assessments.

3.6. TESTING AND EVALUATION

3.6.1 Technical Assessment

The contractor shall provide technical assessment of the NOTM system regarding troubleshooting, fault isolation, and restoration of the NOTM system to full operational capability (CDRL A003).

The contractor shall be prepared to accept responsibility for physical control and configuration of radios identified as communications security (COMSEC) assets. During test events, COMSEC is usually loaded with unclassified keys but fielded assets can be classified up to the SECRET level. All personnel handling COMSEC are required to have a SECRET security clearance.

3.7. LIFECYCLE LOGISTICS SUPPORT

3.7.1 Training

The contractor shall be able to apply the engineering and analytical disciplines required to ensure that the warfighter and technical support community is provided with adequate instruction including applied exercises resulting in the attainment and retention of knowledge, skills, and attitudes regarding the platforms, systems, and warfighting capabilities they operate and maintain. Contractor shall update training course documentation (CDRL A005).

4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for the following:

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- 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.

5.0 TASK ORDER ADMINISTRATION

Task Order 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 TASK ORDER 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. Note: For Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, CORs will be assigned at the task order level. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for contract performance. The PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate, unless otherwise directed at the task order level, periodic meetings with the COR.

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5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) modification. Prior to task order 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 Task Order Administration Documentation

Various types of contract administration documents are required throughout the life of the contract. 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 A006) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10th 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 Personnel Listing (Attachment 2) necessary for additional data collection as applicable.

Unless otherwise noted, the contractor shall include in the monthly 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. Notification when obligated costs have exceeded 75% of the amount authorized

(b) 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

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balances. Report will account for all planned, obligated, and expended charges and hours. Unless otherwise noted, the contractor shall include in the data call the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or CAP listing

5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A007) and submit it no later than 15 days before the TO completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.1.3 Contractor Manpower Reporting

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

(a) 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/TO period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported

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any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

5.2.1.4 WAWF Invoicing Notification and Support Documentation

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

5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service TO (not applicable for Simplified Acquisition Procedures (SAP) contracts or TOs that are wholly fix-priced), the contractors shall monitor the following labor rates as part of the monthly TO status report (see CSR/TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burden labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$182.00/hour and the individual's rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A009) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 200 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 20%, the contractor shall send notice and rationale (CDRL A006) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports. No CDRL notification is required for labor categories if individuals within one labor category, collectively, are estimated to work equal to or less than 200 labor hours for any given period of performance (e.g., base year, option year 1, or option

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year 2) within a task order.

5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 20%, the contractor shall send notice and rationale (CDRL A009) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order Quality Assurance Surveillance Plan (QASP).

6.0 QUALITY

6.1 QUALITY SYSTEM

Upon TO 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 documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after TO award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A####) as applicable to the TO. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this 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. 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

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- 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, 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 A010) includes any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance

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- 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 A011) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A012) 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 #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Program Management reports (general)	3.2.2	ASREQ	TBD	unclassified
A002	Material Inspection and Receiving Report/Inventory Tracking Report	3.4.1.1	MTHLY	30 Days after TO award (DATO) and monthly on the 10th	unclassified

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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A003	Technical/Analysis Reports, General	3.4.3 3.5.1 3.5.2 3.5.3 3.5.4 3.6.1	ASREQ	Within 24 hrs from occurrence	unclassified
A004	Inventory Tracking Report	3.5.3	MTHLY	10 th of Each Month	unclassified
A005	Training Documentation	3.7.1	ASREQ	Within 72 hrs from occurrence	unclassified
A006	Task Order Status Report	5.2.1.1 5.2.1.5(b) 8.1.2 11.2.5.1 11.2.5.2	MTHLY	30 Days after TO award (DATO) and monthly on the 10th	unclassified
A007	Task order Closeout Report	5.2.1.2 11.5	1TIME	NLT 15 days before completion date	unclassified
A008	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hrs from request	unclassified
A009	Limitation Notification & Rationale	5.2.1.5(a) 5.2.1.6	ASREQ	Within 24 hrs from occurrence	unclassified
A010	Quality Documentation	6.4	1TIME	30 Days after TO award (DATO)	unclassified
A011	Cost and Milestones Schedule Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review	unclassified
A012	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 th	unclassified
A013	OCONUS Deployment Documentation & Package	13.4	ASREQ	NLT 30 days prior to OCONUS travel	unclassified

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7.2 ELECTRONIC FORMAT

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

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

7.3.2 Information Security

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

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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.
- (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.

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(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

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8.1.1 Security Classification

In accordance with the DoD Contract Security Classification Specification, DD Form 254, classified work is performed under this contract and subsequent task orders, as applicable. The contractor shall have at the time of TO award and prior to commencement of classified work, a SECRET facility security clearance (FCL).

The following PWS task(s) requires access to classified information up to the level of SECRET: 3.6.3 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and/or work within restricted areas unescorted. A SECRET clearance is required when handling and loading Communications Security (COMSEC) materials which are an essential technical function for this task order.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this contract. The FSO is key management personnel who are 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 (CSR/TOSR) (CDRL A006).

8.2 PERSONNEL

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

NOTE: If a final determination is made that an individual does not meet or cannot maintain the fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination

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or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task and contract.

8.2.1 Personnel Clearance

Some personnel associated with this contract shall possess a SECRET personnel security clearance (PCL). These programs/tasks include, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the Department of Defense Consolidated Adjudications Facility (DoD CAF) and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

8.2.2 Access Control of Contractor Personnel

8.2.2.1 Physical Access to Government Facilities and Installations

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

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

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card

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(CAC) each time physical installation access is required. Contractor shall contact SPAWARSSYSCEN 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. 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, some contract personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the contract COR. The contractor's appointed Security Officer, shall track all personnel holding local government badges.

8.2.2.4 Common Access Card (CAC) Requirements

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

(a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC is based on the following four criteria:

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the

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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 – the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the 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 SPAWARSCEN 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 SPAWARSCEN Atlantic IAM office at phone number (843)218-6152 or e-mail questions to 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 SPAWARSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to ssclant_it_secmtg@navy.mil.

8.2.2.5 Contractor Check-in and Check-out Procedures

All SPAWARSCEN Atlantic contractor personnel requiring or possessing a government badge and/or CAC for facility and/or IT access shall have a SPAWARSCEN Atlantic government sponsor and be in

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compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At TO award throughout 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 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.

8.2.4 Handling of Personally Identifiable Information (PII)

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

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSCEN Atlantic's OPSEC program implements requirements in DoD 5205.02-M – 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.

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8.3.1 Local and Internal OPSEC Requirement

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

8.3.2 OPSEC Training

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

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

8.3.4 Classified Contracts

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

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

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

8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The

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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. The contractor shall ensure 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 in each task order, 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 building 1602, SPAWARSYSCEN Atlantic in Charleston, SC. Note: *The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.*

When conversing with government personnel during business meetings, over the telephone, or via electronic mail contractor and subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between government employees. Contractors and subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signatures shall identify company affiliation.

Contractor personnel shall take any necessary training required due to the TO requiring personnel to have working space within a government facility.

10.0 CONTRACTOR FACILITIES

A significant portion of task orders issued under this contract require close liaison with the government. The contractor shall be prepared to establish a local facility within a thirty (30)-mile radius of SPAWARSYSCEN Atlantic. Close proximity allows for proper contract administration duties. The contractor's facility is not necessary for the exclusive use of this task order and can be utilized on a shared basis. The contractor's local facility shall include sufficient physical security to protect government assets.

11.0 TASK ORDER PROPERTY ADMINISTRATION

11.1 PROPERTY TYPES

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Task Order 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 task order. The following table lists GFI that will be provided to the contractor after TO award.

Item #	Description	GFI Estimated Delivery Date
1	NOTM Technical Manuals	10 Days After Task Order Award (DATO)
2	NOTM Quick Reference Guides	10 Days After Task Order Award (DATO)
3	NOTM Drawings / Technical Data Package	10 Days After Task Order Award (DATO)

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.

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No GFP is to be utilized on this contract or any subsequent task order.

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).

CAP is required and is identified in the attached list, **Attachment 4**. In accordance with DFARS clause 252.211-7003, the contractor shall ensure all items delivered are properly marked with an Unique item identifier (UII) unless otherwise specified. The government will annotate any item in the CAP listing not requiring an UII under the Equipment/Material Procurement task under PWS Section 3.0 Performance Requirements.

11.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

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

11.2.2 Government Property Administrator

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

11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP at the task order level. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (an application within WAWF) to receipt property transfer; when iRAPT is not available, the contractor may use with COR concurrence

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the Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The contractor shall cite the applicable contract number for each item to properly track property shipments.

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

11.2.4 GFP Tagging and Item Unique Identification (UID) Registry

Pursuant to DFARS clause 252.245-7001, contractor shall tag, label, or mark all serially managed GFP items not previously tag, labeled, or marked. Pursuant to DFARS clause 252.211-7007 (dated Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (UID) Registry and its integral GFP Repository; see DoDI 4151.19 for instructions concerning serialized items.

11.2.5 Government Property Records

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

11.2.5.1 For GFP only, the contractor shall ensure that all GFP designated as Special Tooling (ST) and/or Special Test Equipment (STE) are identified as such in the Contractor's Property Management System. The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records. The contractor shall forward the GFP inventory to SPAWARSCEN Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly TO status report (CDRL A006).

11.2.5.2 For NMCI assets that are assigned to a contractor and removed from a government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized government personnel. Although NMCI assets are not currently tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this TO. For reporting purposes, the contractor shall include a copy of the NMCI asset list (separate from the GFP inventory list) in the TO status report (CDRL A006).

11.2.5.3 For all GFP items including laptops (required to be identified on the applicable TO SGFP form) removed from a government facility, the contractor employee shall possess at all times a government signed copy of the DD1149 specifying contract and applicable TO number, company name, model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in

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addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession in accordance with applicable company internal procedures.

11.2.6 CAP Warranty Tracking

Contractors shall track purchasing of all CAP internally within their inventory system. Pursuant to DFARS clause 252.246-7006, contractors shall track warranty information for all CAP items serialized with an UIID in the WAWF as specified in PWS Para 3.4.2.3. Contractor records are subject to Government review at any time.

11.3 GOVERNMENT PROPERTY TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between contracts or task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts/task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one task order to another. The contractor shall ensure transfer documentation specify the type, quantity and acquisition cost of each item being transferred. For CAP that is transferred for use on another task order, the contractor shall turned-in items to the government under the initiating TO. A modification must be performed on the exiting TO or a new TO awarded to authorize the items as GFP.

11.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

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

11.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

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

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

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When GFP and CAP are specific to a single task order, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A007). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the government property administrator.

11.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

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 the respective task orders under 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 includes, but not be limited to -- hard-hats, safety shoes, safety gloves, goggles, hearing protection,

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non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

12.3 SAFETY TRAINING

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

13.0 TRAVEL

13.1 LOCATIONS

For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below.

# Trips	# People	# Days/Nights	From (Location)	To (Location)
1	8	28/27	Charleston, SC	Camp Lejeune, NC
1	8	28/27	Charleston, SC	Camp Pendleton, CA
2	5	21/20	Charleston, SC	Camp Lejeune, NC
2	5	21/20	Charleston, SC	Camp Pendleton, CA
1	5	14/13	Charleston, SC	Camp Lejeune, NC
1	5	14/13	Charleston, SC	Camp Pendleton, CA
2	5	7/6	Charleston, SC	SSC Pacific (San Diego, CA)
1	2	14/13	Charleston, SC	MCB Hawaii
1	2	28/27	Charleston, SC	Okinawa, Japan
1	2	21/20	Charleston, SC	Kuwait
1	2	21/20	Charleston, SC	Spain
1	2	21/20	Charleston, SC	Bahrain
1	2	14/13	Charleston, SC	Syria
1	2	14/13	Charleston, SC	Iraq

13.2 PERSONNEL MEDICAL REQUIREMENTS

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13.2.1 OCONUS Immunization Requirements

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

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

13.4 OCONUS DEPLOYMENT PACKAGE

Prior to travel, the contractor shall meet all necessary travel requirements for their company and personnel to support work in the above noted foreign OCONUS sites. The contractor shall prepare and provide the COR and government OCONUS travel coordinator an OCONUS Deployment

Documentation & Package (CDRL A013) within 30 days of anticipated travel. This package needs to contain all necessary information to show the travel requirements have been met.

14.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is [REDACTED]

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15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

Transportation of equipment and/or material is applicable for the noted CAP. The contractor shall include the cost of transportation in their proposal. For estimating purposes, the contractor shall plan for the following transportation requirements:

Type (CAP)	Item Description	Qty	Origination	Destination	Schedule	Responsibility (GOVT/CTR)
CAP	Hardware (Lot)	1	Charleston, SC	San Diego, CA	Quarterly	CTR
CAP	Consumables	1	Charleston, SC	San Diego, CA	Quarterly	CTR
CAP	Tools	2	Charleston, SC	San Diego, CA	Quarterly	CTR

For planning purposes, it is anticipated that the transportation cost of equipment/material will be incidental to the job. The contractor shall propose an estimated transportation cost equal to the not-to-exceed (NTE) value cited in the applicable pricing model.

16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), **Attachment 5**.

17.0 OTHER CONDITIONS/REQUIREMENTS

17.1 OVERTIME HOURS

Overtime for Service Contract Act (SCA) labor categories is allowed on this TO in accordance with clause 52.222-2. Prior to overtime hours being worked, the contractor shall obtain COR concurrence for the specific hours per task, labor category, or personnel and associated dates. The contractor shall not exceed the estimated overtime total cost associated with the allowable hours as identified at time of TO award. The contractor shall obtain COR concurrence for the specific hours per task, labor category, or personnel and associated dates for extended work week.

17.2 TRANSITIONAL PLAN

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To minimize any decreases in productivity and to prevent possible negative impacts on additional services from different contractors, the contractor shall provide support during the transition-in and transition-out periods. The contractor shall have personnel on board, during the thirty (30) day transitional periods at the beginning and end of a TO. After TO award (Transition-In), the Contractor shall become familiar with performance requirements in order to commence full performance of services before the out-going contractor leaves the site. Prior to the completion of the TO (Transition-Out), the contractor shall work with any new contractor personnel to ensure continuous support between contracts.

17.3 PARKING

Government-provided parking is not available for contractor personnel working at

The North Yard Charleston Naval Complex (i.e. building 1602, etc). The contractor shall make its own accommodation for the transportation and/or parking needs of its personnel working in the aforementioned complex.

17.4 WASTE & METAL RECYCLING SERVICES

The contractor shall be responsible for all waste and metal recycling services both at SSC Atlantic vehicle integration facility (Building 1602) and off site Contractor facility.

17.5 EXTENDED WORK WEEK (EWW)

Due to operational requirements, schedules and the availability of required resources and/or downtime of those resources, EWW may be required for professional (i.e., salaried) employees. Prior to EWW being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates.

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

- a. Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.
- b. The Government shall be able to review resumes of contractor personnel when applicable at the task order level.
- c. If the Ordering Officer questions the qualifications or competence of any persons performing under the contract, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.

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- d. The contractor shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in task orders. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.
- e. When determining if educational and experience requirements are acceptable, the following criteria are applicable:
1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See www.ed.gov for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.
 2. Bachelors of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see www.abet.org).
 3. When not specified, higher education above a labor category's minimum can be credited a s years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a MS degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.
 4. Technology degrees do not qualify as Engineering or Physical Science Degrees.
 5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.
 6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in www.dol.gov.
 7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2)

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Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

8. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1. This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.

9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification.

The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications – specific educational or experience requirements shall be noted at the task order level:

1. Program Manager

Education: Bachelor’s degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Experience: Fifteen (15) years of technical experience in support of C4ISR system of systems integration, SoS removal, and troubleshooting individual C4ISR components, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of C4ISR system of systems integration on M-ATVs or HMMWV ECVs, to include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, Reviewing Technical Deliverables, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

2. Technical Writer/Editor 2

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Education: BA degree in English, Journalism, or Technical Writing.

Experience: Five (5) years of experience in the development and editing of DoD technical publications including at least one of the following: Technical Manual, Operations & Maintenance Manual, and New Equipment Training (NET), to include: writing technical documentation, procedures and guidelines for C4ISR systems or equipment.

3. Management Analyst 2

Education: Bachelor's degree in Business, or a related field (i.e., Economics, Marketing, Finance, Accounting, Management Information Systems, etc.).

Experience: Two (2) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

4. Engineering Technician II (SCA 30082)

Education: Associate's Degree in Engineering, Engineering Technology, or Physical Science.

Experience: Three (3) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

OR

Education: High School diploma or GED.

Experience: Five (5) years of practical experience, to include: laboratory testing, manufacturing, or maintenance.

5. Engineering Technician III (SCA 30083)

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Education: Associate's Degree in Engineering, Engineering Technology, or Physical Science.

Experience: Ten (10) years of practical experience in C4ISR system of systems integration, SoS removal, and troubleshooting individual C4ISR components.

Four (4) years of experience, to include: installation of such equipment. One (1) year of experience, to include: design, preparation and modification of engineering documents, and drawings. Four (4) years of experience in C4ISR systems mounting, grounding, bonding, powering on and off, fault isolation and testing discipline, of which 2 must have been performed within the last 3 years. Note: Experience may be concurrent.

6. Technical Analyst 3 Lead Analyst/Configuration Qual from 4805, not on any Seaport TO

Education: Must have at least a Bachelor of Arts/Science in Business Administration/ Mathematics/Computer Science/Information Systems from an accredited College or University. An advanced degree is desirable.

Progressive Experience: Must have at least six (6) years of experience in DoD integrated logistics support (ILS) or configuration management (CM). Must have experience in the development, prototyping, integration, and test and evaluation of computer systems.

Specific Experience: Must have at least five (5) of the last six (6) years of experience associated with configuration management duties associated with the testing, auditing, and software/hardware /documentation change management duties related to C4ISR system/subsystems, specifically in the areas of command, control, communication, and computers.

Duties and Responsibilities: Must have experience in the development of configuration management procedures, control design release data, and coordinate to resolve configuration issues, provide configuration management direction to technical documentation personnel and coordinate engineering drawing deliveries. Also, configuration audits (Physical Configuration Audits/Functional Configuration Audits PCA/FCAs), assist in training (hardware & operator) deliveries, and coordinate hardware/software movements/shipments (classified).

7. Project Manager (KEY)

Education: BS degree in Engineering, Computer Science, or Physical Sciences.

Experience: Ten (10) years of direct work experience with C4ISR relevant technical field. Eight (8) years

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of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of USMC C2 projects. Four (4) years as manager of USMC C2 projects, to include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

8. Electronics Technician II (SCA 23182) Qual from 4921, not on any Seaport TO

Education: High School diploma or GED. Formal electronics training from: Technical School, or Class A or B military school in electronics or communications, or four (4) year electronics apprentice program. Formal electronics training, to include: Installation Tasks, Soldering, Cable Dressing, Cable Tray, Conduit, and Making/Repairing Connectors.

Experience: Four (4) years of practical experience, to include: electronics repair, maintenance and checkout. One (1) year of practical experience in electronics installation. Note: Experience may be concurrent.

9. Supply Technician (SCA 01410)

Education: High School diploma or GED.

Experience: Five (5) years of experience, to include: supervisory or warehouse lead at a DoD facility; financial management; logistics support for projects involving electronic/ electrical repair and installation, ordering, acquisition, distribution of material, equipment and resources.

10. Secretary III (SCA 01313) 4921 Qual from 4921, not on any Seaport TO

Education: Associate's degree in business.

Experience: Two (2) years of secretarial experience, to include: developing and processing correspondence, preparing briefing and presentation materials, updating existing briefing materials, scheduling events and preparing itineraries, preparing and maintaining files, preparation of reports, and interface with activity personnel and customers.

OR

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Education: High School diploma or GED.

Experience: Four (4) years of secretarial experience in a DoD/DoN environment, to include: developing and processing correspondence, preparing briefing and presentation materials, updating existing briefing materials, scheduling events and preparing itineraries, preparing and maintaining files, preparation of reports, and interface with activity personnel and customers.

11. **Word Processor I 4921 Qual from 4921, not on any Seaport TO**

Education: High School Diploma or GED.

Experience: One (1) year of experience with Microsoft Word.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

CLIN	INSPECT AT	INSPECT AT	ACCEPT BY	ACCEPT BY
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COST CLINS

7000	Destination	Government	Destination	Government
7001	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7300	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government

ODC CLINS

9000	Destination	Government	Destination	Government
9100	Destination	Government	Destination	Government
9200	Destination	Government	Destination	Government
9300	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

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SECTION F DELIVERABLES OR PERFORMANCE

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

7000	12/7/2017 - 12/6/2018
7100	12/7/2018 - 12/6/2019
9000	12/7/2017 - 12/6/2018
9100	12/7/2018 - 12/6/2019

CLIN - DELIVERIES OR PERFORMANCE

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

7000 Date of Contract Award - 365 Days after contract award.

7001 Date of Contract Award - 365 Days after contract award.

9000 Date of Contract Award - 365 Days after contract award.

7100 Begins after CLIN 7000 is complete and ends 365 days after CLIN 7100 is exercised.

7101 Begins after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.

9100 Begins after CLIN 9000 is complete and ends 365 days after CLIN 9100 is exercised.

7200 Begins after CLIN 7100 is complete and ends 365 days after CLIN 7200 is exercised.

7201 Begins after CLIN 7101 is complete and ends 365 days after CLIN 7201 is exercised.

9200 Begins after CLIN 9100 is complete and ends 365 days after CLIN 9200 is exercised.

7300 Begins after CLIN 7200 is complete and ends 365 days after CLIN 7300 is exercised.

7301 Begins after CLIN 7201 is complete and ends 365 days after CLIN 7301 is exercised.

9300 Begins after CLIN 9200 is complete and ends 365 days after CLIN 9300 is exercised.

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

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SECTION G CONTRACT ADMINISTRATION DATA

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

252.204-0001 Line Item Specific: Single Funding. (SEP 2009)

The payment office shall make payment using the ACRN funding of the line item being billed.

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cost Type Orders - Cost Voucher

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

N65236

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

Routing Data Table

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0337
Issue By DoDAAC	N65236
Admin DoDAAC	S0701A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S0701A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236

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DCAA Auditor DoDAAC	HAA50W
Other DoDAAC(s)	N/A

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

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

[REDACTED]

(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.

[REDACTED]

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

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:

[REDACTED]

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

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

5252.216-9210 TYPE OF CONTRACT (DEC 1999)

The Government contemplates award of a performance based Cost-Plus-Fixed-Fee (CPFF), Level of Effort (LOE) and Cost task order resulting from this solicitation.

5252.232-9206 SEGREGATION OF COSTS (DEC 2003)

- a. The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task, or subtask.
- b. Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G, Accounting Data. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.
- c. Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electron Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA
 - 1. to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and
 - 2. to the Procuring Contracting Officer.

Accounting Data

SLINID	PR Number	Amount
700001	130063698300002	732755.11
LLA :		
AA 1781109 4631 251 67854 067443 2D 463100 8RC84544111N		
Standard Number: N6523617PR02555		
ACRN: AA		
CLIN: 7000 01		
PR #: 1300636983		
CRM #: 17-01059		
CIN 130063698300002		
Standard Doc. #: N6523617PR02555		
Funding Doc #: M9545018RC84544		

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900001 130063698300002 451525.38

LLA :
AA 1781109 4631 251 67854 067443 2D 463100 8RC84544111N
Standard Number: N6523617PR02555
ACRN: AA
CLIN: 9000 01
PR #: 1300636983
CRM #: 17-01059
CIN 130063698300002
Standard Doc. #: N6523617PR02555
Funding Doc #: M9545018RC84544

BASE Funding 1184280.49
Cumulative Funding 1184280.49

MOD P00001 Funding 0.00
Cumulative Funding 1184280.49

MOD P00002

710001 130075156900001 336850.66

LLA :
AA 1781109 4631 251 67854 067443 2D 463100 8RC84544111N
Standard Number: M9545018RC84544
PR: 1300751569
ACRN: AA
Funding Doc: M9545018RC84544
Cost Code: 8RC84544111N
Funding Expires: 30 Sep 2020
NWA: 100001334103 0010

910001 130075156900002 233700.62

LLA :
AA 1781109 4631 251 67854 067443 2D 463100 8RC84544111N
Standard Number: M9545018RC84544
PR: 1300751569
ACRN: AA
Funding Doc: M9545018RC84544
Cost Code: 8RC84544111N
Funding Expires: 30 Sep 2020
NWA: 100001334103 0010

MOD P00002 Funding 570551.28
Cumulative Funding 1754831.77

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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 SPAWARSYSCEN Atlantic Security Office upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SPAWARSYSCEN Atlantic Security Office prior to completion of the picture badge request.
- b. The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.
- c. At the completion of the contract, the contractor shall forward to SPAWARSYSCEN Atlantic Security Office a list of all unreturned badges with a written explanation of any missing badges.

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

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

5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- a. The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be [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, 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 man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except

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as provided in the following paragraph.

e. If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the 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 Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

f. The Task Order 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 Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

Required LOE

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

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

i. Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Task Order Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the 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.

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

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

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

5252.222-9600 WAGE DETERMINATION APPLICABLE, SERVICE CONTRACT ACT

Attachment **6** incorporated herein sets forth the applicable Service Contract Act Wage Determination by the Secretary of Labor.

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;

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6. A breakdown of estimated travel and per diem charges.

b. General

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

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

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

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

2. Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

c. Per Diem

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

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

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

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employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

d. Transportation

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

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

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

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

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

6. Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

EXAMPLE 4: Employee's one way commuting distance to regular place of work is 12 miles. In the morning the

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b. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

c. CLINs/SLINs*are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

d. The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)

- a. Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- b. Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.
- c. Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

5252.242-9518 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

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

- (a) The Government may extend the term of this task order 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 task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended task order shall be considered to include this option clause.
- (c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five years.

52.222-2 Payment for Overtime Premiums (July 1990)

- (a) The use of overtime is authorized under this contract if the overtime premium does not exceed [REDACTED] (OT) hours or the overtime premium is paid for work—
- (1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;
- (2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;
- (3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or
- (4) That will result in lower overall costs to the Government.
- (b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—
- (1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;
- (2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multi-shift operations or by employing additional personnel.

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

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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

<i>Service Contract Act</i>	SCA Category	GS Level
Engineering Technician II	30082	GS-4
Engineering Technician III	30083	GS-5

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT 2 DD254

EXHIBIT A CDRLs A001-A013

ATTACHMENT_1_QASP

ATTACHMENT_3_CAP

Attach_4_WD_2015_4427_Rev9_Charleston_SC