

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-8035		2. DELIVERY ORDER NO. N6523617F3139		3. EFFECTIVE DATE 2017 Sep 27		4. PURCH REQUEST NO. 1300609116		5. PRIORITY Unrated			
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 Selina R Cardy/2212 843-218-3525			CODE N65236		7. ADMINISTERED BY DCMA Springfield Bldg 93 Picatinny Arsenal NJ 07806-5000			CODE S3101A SCD: C		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR Systems Technologies, Inc. 185 Route 36 West Long Branch NJ 07764-1339			CODE OLE07		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, North Entitlement Operations P.O. Box 182266 Columbus OH 43218-2266			CODE HQ0337		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
PURCHASE			Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Systems Technologies, Inc.			James Vill Vice President								
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA  BY: /s/Martha Leya			25. TOTAL \$4,430,028.60	26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE		34. CHECK NUMBER				
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT PARTIAL		35. BILL OF LADING NO.				
					31. PAYMENT FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 2 of 2	FINAL
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**GENERAL INFORMATION**

**DEPARTMENT OF THE NAVY**

**SPACE AND NAVAL WARFARE SYSTEMS CENTER ATLANTIC**

**P.O. BOX 190022, NORTH CHARLESTON, SC 29419-9022**

**Item Description: DISA AND NAVIFOR C5I SUPPORT**

**Terms: CPFF/Level of Effort**

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 1 of 77	FINAL
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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	J058	Base Year Task 1. (Fund Type - TBD)	1.0	LO	\$1,100,916.47	\$71,559.57	\$1,172,476.04
700101	J058	ACRN: AB CIN: 130060911600004 NWA/BS: 100001278270 CNTR (Fund Type - TBD)					
7002	J058	Base Year Task 2. (Fund Type - TBD)	1.0	LO	\$1,486,794.82	\$96,641.66	\$1,583,436.48
700201	J058	ACRN: AA CIN: 130060911600002 NWA/BS: 100001259626 CNTR (Fund Type - TBD)					
7003	J058	Base Year Task 3. (Fund Type - TBD)	1.0	LO	\$71,257.48	\$4,631.74	\$75,889.22
7004	J058	Base Year Task 4. (Fund Type - TBD)	1.0	LO	\$91,860.67	\$5,970.94	\$97,831.61
7005	J058	Base Year Task 5. (Fund Type - TBD)	1.0	LO	\$150,987.70	\$9,814.20	\$160,801.90
700501	J058	ACRN: AC CIN: 130060911600003 NWA/BS: 100001270202 0103 (Fund Type - TBD)					
7006	J058	Base Year Task 6. (Fund Type - TBD)	1.0	LO	\$549,012.25	\$35,685.80	\$584,698.05

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7007		Not Separately Priced CDRLS IAW CLINS 7001, 7002, 7003, 7004, 7005, and 7006.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	J058	Option Year 1 Task 1. (Fund Type - TBD) Option	1.0	LO	\$1,136,922.42	\$73,899.96	\$1,210,822.38
7102	J058	Option Year 1 Task 2. (Fund Type - TBD) Option	1.0	LO	\$1,914,590.45	\$124,448.38	\$2,039,038.83
7103	J058	Option Year 1 Task 3. (Fund Type - TBD) Option	1.0	LO	\$73,111.24	\$4,752.23	\$77,863.47
7104	J058	Option Year 1 Task 4. (Fund Type - TBD) Option	1.0	LO	\$2,114.24	\$137.43	\$2,251.67
7105	J058	Option Year 1 Task 5. (Fund Type - TBD) Option	1.0	LO	\$154,922.98	\$10,069.99	\$164,992.97

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 2 of 77	FINAL
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7106	J058	Option Year 1 Task 6. (Fund Type - TBD) Option	1.0	LO	\$563,279.11	\$36,613.14	\$599,892.25

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7107		Not Separately Priced CDRLS IAW CLINS 7101, 7102, 7103, 7104, 7105, and 7106.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	J058	Option Year 2 Task 1. (Fund Type - TBD) Option	1.0	LO	\$1,163,035.54	\$75,597.31	\$1,238,632.85
7202	J058	Option Year 2 Task 2. (Fund Type - TBD) Option	1.0	LO	\$1,964,084.96	\$127,665.52	\$2,091,750.48
7203	J058	Option Year 2 Task 3. (Fund Type - TBD) Option	1.0	LO	\$75,009.75	\$4,875.63	\$79,885.38
7204	J058	Option Year 2 Task 4. (Fund Type - TBD) Option	1.0	LO	\$2,169.12	\$140.99	\$2,310.11
7205	J058	Option Year 2 Task 5. (Fund Type - TBD) Option	1.0	LO	\$213,402.39	\$13,871.16	\$227,273.55
7206	J058	Option Year 2 Task 6. (Fund Type - TBD) Option	1.0	LO	\$577,929.03	\$37,565.39	\$615,494.42

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7207		Not Separately Priced CDRLS IAW CLINS 7201, 7202, 7203, 7204, 7205, and 7206.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7301	J058	Option Year 3 Task 1. (Fund Type - TBD) Option	1.0	LO	\$1,192,900.22	\$77,538.51	\$1,270,438.73

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 3 of 77	FINAL
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7302	J058	Option Year 3 Task 2. (Fund Type - TBD) Option	1.0	LO	\$2,014,987.10	\$130,974.16	\$2,145,961.26
7303	J058	Option Year 3 Task 3. (Fund Type - TBD) Option	1.0	LO	\$76,962.03	\$5,002.53	\$81,964.56
7304	J058	Option Year 3 Task 4. (Fund Type - TBD) Option	1.0	LO	\$105,681.47	\$6,869.30	\$112,550.77
7305	J058	Option Year 3 Task 5. (Fund Type - TBD) Option	1.0	LO	\$218,643.26	\$14,211.81	\$232,855.07
7306	J058	Option Year 3 Task 6. (Fund Type - TBD) Option	1.0	LO	\$592,957.45	\$38,542.23	\$631,499.68

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7307		Not Separately Priced CDRLS IAW CLINS 7301, 7302, 7303, 7304, 7305, and 7306.	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7401	J058	Option Year 4 Task 1. (Fund Type - TBD) Option	1.0	LO	\$1,223,583.91	\$79,532.95	\$1,303,116.86
7402	J058	Option Year 4 Task 2. (Fund Type - TBD) Option	1.0	LO	\$2,067,288.51	\$134,373.75	\$2,201,662.26
7403	J058	Option Year 4 Task 3. (Fund Type - TBD) Option	1.0	LO	\$78,959.08	\$5,132.34	\$84,091.42
7404	J058	Option Year 4 Task 4. (Fund Type - TBD) Option	1.0	LO	\$2,283.36	\$148.42	\$2,431.78
7405	J058	Option Year 4 Task 5. (Fund Type - TBD) Option	1.0	LO	\$224,012.62	\$14,560.82	\$238,573.44
7406	J058	Option Year 4 Task 6. (Fund Type - TBD) Option	1.0	LO	\$608,376.57	\$39,544.48	\$647,921.05

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 4 of 77	FINAL
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7407		Not Separately Priced CDRLS IAW CLINS 7401, 7402, 7403, 7404, 7405, and 7406.	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost		
9001	J058	ODC in support of CLIN 7001 (Fund Type - TBD)	1.0	LO	\$195,079.88		
900101	J058	ACRN: AB CIN: 130060911600004 NWA/BS: 100001278270 CNTR (Fund Type - TBD)					
9002	J058	ODC in support of CLIN 7002 (Fund Type - TBD)	1.0	LO	\$246,120.03		
900201	J058	ACRN: AA CIN: 130060911600002 NWA/BS: 100001259626 CNTR (Fund Type - TBD)					
9003	J058	ODC in support of CLIN 7003 (Fund Type - TBD)	1.0	LO	\$43,619.50		
9004	J058	ODC in support of CLIN 7004 (Fund Type - TBD)	1.0	LO	\$101,932.01		
9005	J058	ODC in support of CLIN 7005 (Fund Type - TBD)	1.0	LO	\$31,131.98		
900501	J058	ACRN: AC CIN: 130060911600003 NWA/BS: 100001270202 0103 (Fund Type - TBD)					
9006	J058	ODC in support of CLIN 7006 (Fund Type - TBD)	1.0	LO	\$137,011.90		
9101	J058	ODC in support of CLIN 7101 (Fund Type - TBD) Option	1.0	LO	\$282,305.85		
9102	J058	ODC in support of CLIN 7102 (Fund Type - TBD) Option	1.0	LO	\$202,481.05		
9103	J058	ODC in support of CLIN 7103 (Fund Type - TBD) Option	1.0	LO	\$44,398.33		
9105	J058	ODC in support of CLIN 7105 (Fund Type - TBD) Option	1.0	LO	\$31,720.60		
9106	J058	ODC in support of CLIN 7106 (Fund Type - TBD) Option	1.0	LO	\$139,461.06		
9201	J058	ODC in support of CLIN 7201 (Fund Type - TBD) Option	1.0	LO	\$233,761.69		
9202	J058	ODC in support of CLIN 7202 (Fund Type - TBD) Option	1.0	LO	\$162,499.50		
9203	J058	ODC in support of CLIN 7203 (Fund Type - TBD) Option	1.0	LO	\$45,192.75		
9205	J058	ODC in support of CLIN 7205 (Fund Type - TBD)	1.0	LO	\$32,320.99		

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 5 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
9206	J058	ODC in support of CLIN 7206 (Fund Type - TBD)	1.0	LO	\$141,959.22
		Option			
9301	J058	ODC in support of CLIN 7301 (Fund Type - TBD)	1.0	LO	\$605,457.67
		Option			
9302	J058	ODC in support of CLIN 7302 (Fund Type - TBD)	1.0	LO	\$80,150.06
		Option			
9303	J058	ODC in support of CLIN 7303 (Fund Type - TBD)	1.0	LO	\$46,003.04
		Option			
9304	J058	ODC in support of CLIN 7304 (Fund Type - TBD)	1.0	LO	\$61,193.84
		Option			
9305	J058	ODC in support of CLIN 7305 (Fund Type - TBD)	1.0	LO	\$32,933.39
		Option			
9306	J058	ODC in support of CLIN 7306 (Fund Type - TBD)	1.0	LO	\$162,958.89
		Option			
9401	J058	ODC in support of CLIN 7401 (Fund Type - TBD)	1.0	LO	\$171,730.25
		Option			
9402	J058	ODC in support of CLIN 7402 (Fund Type - TBD)	1.0	LO	\$81,619.81
		Option			
9403	J058	ODC in support of CLIN 7403 (Fund Type - TBD)	1.0	LO	\$46,829.54
		Option			
9405	J058	ODC in support of CLIN 7405 (Fund Type - TBD)	1.0	LO	\$33,558.03
		Option			
9406	J058	ODC in support of CLIN 7406 (Fund Type - TBD)	1.0	LO	\$165,212.54
		Option			

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

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

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8), 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" clause, as applicable, and shall be paid fee at the hourly rate(s) specified above per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this task order.

(end of text)

(End of Text)

<b>Year</b>	<b>CLIN</b>	<b>Fixed Fee</b>	<b>Hours</b>	<b>Fee per Direct Labor Hour</b>
Base Year	7001-7006	\$224,303.91	34,512	
Option Year 1	7101-7106	\$249,921.13	37,842	
Option Year 2	7201-7206	\$259,716.00	39,686	
Option Year 3	7301-7306	\$273,138.55	40,486	
Option Year 4	7401-7406	\$273,292.76	39,686	



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 7 of 77	FINAL
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

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

Work under this performance-based task order (TO) 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:** DISA AND NAVIFOR C5I SUPPORT

#### 1.0 PURPOSE

##### 1.1 BACKGROUND

The Joint Satellite Communications (SATCOM) and Defense Information Systems Agency (DISA) Gateway Integrated Product Team (IPT) for SPAWAR Systems Center Atlantic (SSC Atlantic) is tasked by DISA and Naval Information Forces (NAVIFOR) with providing subject matter expertise (SME) supporting of DISA and Naval Shore command, control, computers, communications, cyber, and intelligence (C5I) & SATCOM systems, and facilities. SSC Atlantic may be called upon to provide SME support in the areas of program management, systems engineering, cybersecurity, technical support, system implementation and integration, test and evaluation, and life cycle logistics, as appropriate.

##### 1.2 SCOPE

The objective of this PWS is to obtain a full range of technical and analytical support services to meet the requirements of the SSC Atlantic Joint SATCOM and DISA Gateway IPT in fulfilling its duties and responsibilities as tasked by DISA and NAVIFOR. This PWS covers program management, systems engineering, cybersecurity, technical support, system implementation and integration, test and evaluation, and life cycle logistics support services for DISA and Naval Shore C5I & SATCOM systems, and facilities.

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

Work performed under this task order is being accomplished for multiple customers. While work efforts are described in Section 3 of this PWS, level of effort for each CLIN will vary. The Scope for each CLIN is described below.

**TASK 1** encompasses efforts performed for NAVIFOR. Work involves a full range of support across Program Management, Systems Engineering, Logistics, Implementation and Integration, Test and Evaluation, Cybersecurity for the NAVIFOR Gateway Project. Work also includes NSSIM Site Asset Management - Tool (SAM-T)/Circuit Network Mapping (CNM) working group support as defined in sections 3.9 and 3.10.

**TASK 2** encompasses efforts performed for DISA Gateway. Work involves a full range of support across Program Management, Systems Engineering, Logistics, Implementation and Integration, Test and Evaluation, Cybersecurity for the DISA MILSATCOM Gateway Project. Work also includes DISA Site Asset Management – Tool (SAM-T) support as defined in section 3.9.

**TASK 3** encompasses efforts performed for Teleport Training efforts. Work involves updating training content and conducting refresher training at Camp Roberts, CA and Fort Buckner, JA. Training content is focused on operations and maintenance of the below systems:

- AN/USC-38 Follow-On Terminal (FOT) Extremely High Frequency (EHF) Terminal
- AN/FSC-138 Navy Multiband Terminal (NMT) AEHF Terminal

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 8 of 77	FINAL
----------------------------------	-------------------------------------	-----------------	-------

- Protected Band Time Division Multiple Access (TDMA) Interface Processor (TIP/ATIP)
- Tactical Mission Planning Support System (T-MPSS)

**TASK 4** encompasses Teleport Narrow-Band System Operations Verification Test (SOVT) performed for Military Construction, Army (MCA). There are two Military Construction projects, which will be supported under this effort. New SATCOM facilities are being constructed at Camp Roberts, CA (estimated 2018) and at Ft. Buckner, Japan (estimated for 2019-2020). At each location, the SATCOM facility is relocating to another building. Work involves the relocation of equipment from the existing facilities to the new facilities. The contractor shall perform SOVT for the below systems and associated component equipment:

Ft. Buckner, JA:

- 3 each AN/USC-38 Follow-On Terminal (FOT) EHF Terminal
- 2 each AN/FSC-138 Navy Multiband Terminal (NMT) AEHF Terminal
- 2 each Tactical Mission Planning Sub-System (T-MPSS)
- 2 each EHF TDMA Interface Processor (TIP)
- 2 each AEHF Advanced TDMA Interface Processor (ATIP)

Camp Roberts, CA:

- 2 each AN/USC-38 FOT EHF Terminal
- 2 each AN/FSC-138 NMT AEHF Terminal
- 2 each EHF TDMA Interface Processor (TIP)
- 2 each Tactical Mission Planning Sub-System (T-MPSS)
- 2 each AEHF Advanced TDMA Interface Processor (ATIP)

**TASK 5** encompasses Teleport In-Service Engineering Activity (ISEA) work. Efforts include technical support for the below systems and associated component equipment:

- AN/USC-38 Follow-On Terminal (FOT) EHF Terminal
- AN/FSC-138 Navy Multiband Terminal (NMT) AEHF Terminal
- Protected Band TDMA Interface Processor (TIP/ATIP)
- 2 AEHF/ATIPS
- AN/USC-38 FOTS
- AN/FSC-138
- EHF TIPS
- T-MPSS

The contractor shall support the ISEA effort at all Teleport sites – Camp Roberts, Fort Buckner, Lago de Patria, Ramstein, Northwest, Wahiawa, Bahrain, and Aberdeen Proving Grounds.

**TASK 6** encompasses work performed for the Mobile User Objective System (MUOS) to Legacy Gateway Component (MLGC)/MUOS Voice Gateway (MVG). Work includes system engineering and technical support services, information assurance support services, SOVT, equipment user training support services, Training and User Guide development support services (training guide, software guides and operations guide updates) in support of MUOS to Legacy Gateway Component (MLGC) and MUOS Voice Gateway (MVG) systems.

NOTE: Work will not be performed in Afghanistan or Iraq.

## 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. 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 TO.

### 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.

	<b>Document Number</b>	<b>Title</b>
a.	DOD 5200.2-R	Department of Defense (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.	DOD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
k.	DODD 8570.01	DOD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04
l.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
m.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
n.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 27 Dec 09

o.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
p.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
q.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
r.	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
s.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
t.	SSCLANTINST 12910.1A	Space and Naval Warfare Systems Center Atlantic Instruction – Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
u.	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
v.	DODI 8320.03	Item Unique Identification/Unique Identification IUID/UID dtd 4 NOV 15

## 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.

	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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 11 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

	<b>Document Number</b>	<b>Title</b>
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
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 – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
u.	N/A	SSC Atlantic OCONUS Travel Guide portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide</a>
v.	COMSPAWAR M-4720.1	Shore Installation Handbook Version 4.0 dtd 12 Nov 14
w.	DoDI 8510.01	Risk Management Framework (RMF)

### 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:

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 12 of 77	FINAL
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Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

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

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

### **3.0 PERFORMANCE REQUIREMENTS**

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

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Implementation Policy, all contract implementation work performed aboard Navy ships and Navy shore sites is under Implementation Management Office (IMO) supervision; otherwise, a formal exemption request must be 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 implementation work performed outside of SSC Atlantic respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

#### **3.1. RELEVANT EXPERIENCE**

##### **3.1.1 Systems and Equipment**

The contractor shall provide technical expertise supporting of a wide range of DISA and Naval Shore C5I & SATCOM system elements and functional layers. Systems will range from Radio Frequency (RF) SATCOM terminals, Intermediate Frequency Connectivity (IFC), SATCOM Modems, Network-Centric (net-centric) Internet Protocol (IP) systems, serial communication, data encryption, Wide Area Networks (WAN), Multiprotocol Label Switching (MPLS) and optical transport, in and out of band system management and control, site asset and circuit management tools and databases. Such systems include:

- (a) Wideband, Narrowband and Protected Band Military and Commercial Satellite Constellations
- (b) Wideband, Narrowband and Protected Band SATCOM Terminals, including:
  - RT-1828 UHF Terminal
  - AN/GSC-52B Modernized Enterprise Terminal (MET) X-Band Terminal
  - AN/USC-38 Follow-On Terminal (FOT) EHF Terminal
  - AN/FSC-138 Navy Multiband Terminal (NMT) AEHF Terminal
- (c) L-Band IF converters, interface units, matrix switches and patch panels
- (d) SATCOM Modems, including:
  - Military Standard 188-165A compliant Frequency Division Multiple Access (FDMA) modems
  - Multi-Frequency Time Division Multiple Access (MF-TDMA) modems
- (e) DOD Teleport Generations 1, 2 and 3
- (f) Mobile User Objective System (MUOS) systems, including:
  - MUOS to Legacy Gateway Component (MLGC)
  - MUOS Voice Gateway (MVG)
- (g) Gateway Monitoring, Management, and Control Systems
- (h) Circuit Switching and Time Division Multiplexing (TDM) components, including Multiplexer

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 13 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Integration and Digital Communications Satellite Sub-System (DCSS) Automation System (MIDAS)

- (i) Protected Band TDMA Interface Processor (TIP/ATIP)
- (j) DISA/NAVIFOR Site Asset Management Tool (SAM-T)
- (k) DISA Transport
- (l) Digital Intermediate Frequency (IF) Technologies
- (m) Tactical Mission Planning Support System (T-MPSS)
- (n) Extremely High Frequency (EHF) TDMA Interface Processor (TIP)

### 3.1.2 Programs and Initiatives

The contractor shall have expertise supporting and complying with DoN and DOD enterprise initiatives. Such programs and initiatives include:

- (a) DOD Item Unique Identification (IUID)
- (b) Navy Shore C5I Systems Infrastructure Management (NSSIM)
- (c) DOD Joint Information Environment (JIE)
- (d) Joint Regional Security Stacks (JRSS)

## 3.2 PROGRAM MANAGEMENT SUPPORT

### 3.2.1 Program Support

The contractor shall coordinate meetings, prepare budget drills, develop agendas, attend high-level meetings, generate meeting minutes, and track action items. The contractor shall recommend policies, doctrine, tactics, and procedures at the program and project level given their past expert opinion or using analysis of actual outcomes. Program support will require significant coordination and interface with various DOD and non-DOD activities located in and out of CONUS.

#### 3.2.1.1 Program Support Documentation

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

- (a) Meeting Agenda and Minutes
- (b) Plans of Action and Milestones (POAM)
- (c) Work Breakdown Structure (WBS)
- (d) Various Program Acquisition related documents: Mission Needs Statement (MNS), Capability Production Documentation (CPD), Operational Requirements Document (ORD), etc.

## 3.3. SYSTEMS ENGINEERING SUPPORT

The Contractor shall provide technical systems engineering support to SSC Atlantic for SATCOM terminal, modem, baseband, management & control (M&C), timing, and transport system elements and functional layers, including the facilities in which the systems reside. The contractor shall conduct requirements analysis, system implementation, integration, verification, and validation requiring an in-depth understanding of system architectures.

### 3.3.1 System Requirements Analysis

The contractor shall support the Requirements Analysis Process of various systems by analyzing Stakeholder Requirements to determine if they can be tested, verified, validated, and are unique, complete, unambiguous, consistent, obtainable, and traceable to mission needs. The contractor shall review Stakeholder Requirements to determine conformance with government policy for developing systems and identifying potential integration and interoperability challenges.

### 3.3.2 System Architecture Design Support

The contractor shall facilitate translating the outputs of the Requirements Analysis Process of various systems into alternative design solutions and support the establishment of the architectural design of candidate solutions that may be found in a system model. The alternative design solutions may include

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 14 of 77	FINAL
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hardware, software, and human elements; their enabling system elements, and related internal and external interfaces.

### 3.3.3 System Implementation Support

The contractor shall support development of the detailed design of various systems down to the lowest level system elements in the system architecture, and the fabrication/production procedures of forming, joining, and finishing, or coding for software.

#### 3.3.3.1 Design

The contractor shall support design activities, including:

- (a) Identifying and analyzing the constraints that the technology and design and realization techniques impose on the design solution
- (b) Developing design and implementation prototypes and solutions for the system elements
- (c) Analyzing candidate system element design and implementation solutions and conduct variability studies to identify conflicts and resolution alternatives to ensure system integrity
- (d) Identifying fabrication and quality procedures, and document design assumptions and decisions in the final system elements drawings or technical data package

#### 3.3.3.2 System Realization

The contractor shall support realization activities, including:

- (a) Obtaining or acquiring access to materials and tools required to build system elements
- (b) Obtaining external system elements as applicable
- (c) Building system elements in accordance with implementation procedures, tolerances, and applicable ESOH, security, and privacy
- (d) Determining system elements functionality against specified product quality characteristics
- (e) Documenting fabrication and production issues and associated corrective actions
- (f) Delivering implemented system elements for integration and subsequent verification

### 3.3.4 System Integration Support

The contractor shall integrate various systems, systematically assembling lower-level system elements into successively higher-level system elements, iteratively verifying sub-systems and the final integrated system until full operational capability (FOC).

### 3.3.5 System Verification Support

The contractor shall support the Verification of various systems to provide evidence that the system or system element performs its intended functions and meets all performance requirements listed in the system performance specification and functional and allocated baselines. Verification will include any combination of the following methods:

- (a) Demonstrating performance of operations at the system or system element level where visual observations are the primary means of verification
- (b) Visual inspection of equipment and evaluation of drawings and other pertinent design data and processes should be used to verify conformance with characteristics such as physical, material, part, and product marking and workmanship
- (c) Use of recognized analytic techniques (including computer models) to interpret or explain the behavior/performance of the system element. Analysis of test data or review and analysis of design data will be used as appropriate to verify requirements
- (d) Testing to provide data on functional features and equipment operation under fully controlled and traceable conditions

### 3.3.6 System Validation Support

The contractor shall support the Validation of various systems to provide objective evidence that the



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 15 of 77	FINAL
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capability provided by the system complies with stakeholder performance requirements, achieving its use in its intended operational environment. Validation consists of evaluating the operational effectiveness, operational suitability, sustainability, and survivability of the system or system elements under operationally realistic conditions.

#### 3.3.7 System Design Documentation

The contractor shall support engineering efforts required to prepare and assure that detailed technical data documentation necessary to support system development reflects the latest system design, configuration, integration, and implementation concepts.

#### 3.3.8 Research and Analysis

The contractor shall conduct research and analysis of existing and proposed functions of SATCOM terminal, modem, baseband, management & control (M&C), timing, and transport system elements and functional layers.

The contractor shall conduct research and analysis of SATCOM Gateway Facilities, including mission requirements, existing capabilities, physical specifications/limitations, problem areas, inter-facility and intra-facility requirements, environmental impacts, and special considerations.

#### 3.3.9 Technical Working Groups

The contractor shall participate in meetings, working groups and technical exchanges pertaining to the topics described above.

### 3.4 SYSTEM CYBERSECURITY

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

#### 3.4.1 Risk Management Framework

The contractor shall provide technical expertise support to SSC Atlantic to categorize systems; select, implement, assess security controls, and maintain the security posture of systems in accordance with reference 2.2(w), DoDI 8510.01, Risk Management Framework (RMF). The contractor shall develop and update documentation in support of the RMF process for each phase of each implementation. The contractor shall perform system security engineering analysis related to the integration and implementation of systems including applicable interfaces (SATCOM, Management and Control Systems, baseband, DISN interfaces). The contractor shall review system hardware and software design and architecture documentation and prepare materials addressing security technical issues.

##### 3.4.1.1 Security Scanning

The contractor shall perform security scanning with Assured Computing Assessment Solution (ACAS), Security Content Automation Protocol (SCAP), and Security Technical Information Guide (STIG) Viewer automated tools and perform manual security scanning such that all necessary STIG checks can be executed where automated tools do not perform the check. The contractor shall provide the appropriate self-assessment scan results on an as needed/requested basis (CDRL A021). The contractor shall implement corrections, mitigate risks, and document all findings and all approved deviations. The government will review and must concur on all resolutions. The contractor shall make any necessary corrections to harden the system to comply with the checklist and pass the vulnerability scans. As security scanning tools and/or procedures change, the contractor shall ensure ability to transition quickly and effectively to meet the new requirements. The contractor shall require access to the Secure Internet Protocol Router Network (SIPRNET).

##### 3.4.1.2 Security Control Assessments

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 16 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall prepare and perform Security Control Assessments (SCA) such as ST&E/CT&E in the designated integration test facility or operational site. This also includes preparation of technical accreditation packages to include updated Security Assessment Reports (SAR) (CDRL A021). The contractor shall assist in preparing and reviewing for technical accuracy all reports in appropriate formats for the Authorizing Official (AO).

#### 3.4.1.3 Security Monitoring

The contractor shall monitor the release of Information Assurance vulnerability alerts and bulletins (IAVAs, IAVBs), computer tasking orders (CTOs), and STIGs, and determine the applicability of each to systems. The contractor shall acquire, test, and evaluate the viability of updates (patches, fixes, etc.) for all IAVAs, IAVBs, CTOs, and STIGs applicable to systems. The contractor shall implement the patches, fixes, etc. into the system and provide the updates in an approved media (i.e., CD ROM).

#### 3.4.1.4 Cybersecurity Personnel

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

(b) The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cybersecurity Workforce (CSWF). See PWS Para 5.2.1.3 for CSWF Report (CDRL A011) requirements. Although the minimum frequency of reporting is monthly, the task order can require additional updates at any time.

#### 3.4.2 Design Changes

The contractor shall ensure any equipment/system installed or integrated into a DOD facility will meet the cybersecurity requirements as specified under DODI 8500.01.

### 3.5 TECHNICAL SUPPORT

#### 3.5.1 Equipment and Material Support

The contractor shall provide various incidental equipment/material support as specified. The contractor shall package or crate materials/equipment as required for shipment CONUS or OCONUS. Shipping method shall be specified.

##### 3.5.1.1 Equipment/Material Research

The contractor shall research specified equipment and/or material within the parameters provided by SSC Atlantic.

##### 3.5.1.2 Equipment/Material Procurement

The contractor shall not procure equipment or material other than incidental consumable supplies on this task order.

##### 3.5.1.3 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 contract/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 A005) as specified in DFARS clause 252.211-7003. At a minimum, the report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for government review 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.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 17 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

### 3.5.2 Warranty Tracking of Serialized Items

As specified in DFARS clause 252.246-7006 and Instructions for Electronic Submission of Warranty Tracking and Administration Information for Serialized Items (CDRL A006), the contractor shall follow the requirements for any serialized item manufactured or acquired that come with a warranty:

3.5.2.1 For government specified warranty terms, the government will complete certain fields on the Warranty Tracking Information (WTI) form and Warranty Source of Repair Instructions (WSRI) form and electronically forward them to contractor. The contractor shall complete the remaining sections of the WTI and WSRI and forward the forms (CDRL A006) to the Contracting Officer and COR at time of delivery of the warranted serialized item(s).

3.5.2.2 For contractor/vendor specified warranty terms, the contractor shall complete all data elements for both the WTI and WSRI and shall forward the forms (CDRL A006) electronically to the tech code. The WTI shall be returned to the Contracting Officer and COR TO award. The WSRI shall be returned to the Contracting Officer and COR at TO award or at time of delivery of the warranted serialized item(s).

3.5.2.3 For receipt and acceptance of items, the contractor shall comply with the following requirements:

(a) If the WTI and WSRI are submitted manually (as a PDF file), the contractor shall forward documents to COR for review. The contractor shall forward approved documents to government personnel responsible for posting the forms to Electronic Data Access (EDA).

(b) If utilizing the Wide Area WorkFlow (WAWF), the contractor shall ensure that the required warranty data is electronically submitted using the Contract Data Requirements List (CDRL) exhibit line item number (ELIN) functionality for the WAWF Materiel Inspection and Receiving Report or WAWF Repairable Receiving Report, as applicable.

### 3.5.3 Warranty Management

The contractor shall serve as the warranty manager by tracking the applicable government acceptance dates/receipt dates against the serial number of equipment or the lowest replaceable unit (LRU) of a system. As warranty manager, the contractor shall, unless otherwise directed, submit warranty data on Warranty Tracking Information (WTI) form and Warranty Source of Repair Instructions (WSRI) as specified on the Warranty Tracking and Administration for Serialized Items (CDRL A006). The contractor shall upload data to the Wide Area WorkFlow (WAWF) Materiel Inspection and Receiving Report (or WAWF Repairable Receiving Report, if appropriate).

3.5.3.1 If there is no compatible government data base to maintain and track warranty life spans for the Government furnished property and/or Contractor acquired property under contract, the contractor shall internally track items by task order (if applicable), serial numbers, and the information shall be updated monthly to identify the time left on the original warranty. The contractor shall provide the government a copy of the warranty information in an inventory tracking report (CDRL A005).

3.5.3.2 When an item has failed, the contractor shall determine if the item is still under warranty. If the item is under warranty, the contractor shall obtain a Return for Maintenance Authorization (RMA) number and instructions on how to get the product repaired or replaced from the manufacturer or authorized distributor. A Warranty and Non-Warranty Failure Status Repair Report (CDRL A007) shall be submitted to the COR on all warranty and non-warranty actions taken during the preceding quarter and collected cumulatively. The contractor shall submit the report within fifteen (15) days of the completion of the quarter. Quarters will be based on the fiscal year beginning in the month of October.

### 3.5.4 Equipment/System Disposal

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 18 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall consult with SSC Atlantic for disposition of materials at closeout of the TO. All government material must be accounted for and properly disposed of in accordance with the directives in the Defense Material Disposition Manual, DOD 4160.21.

#### 3.5.5 Help Desk Support

The contractor shall provide 24 hours a day, 7 days a week help desk subject matter expert (SME) phone support for assistance in troubleshooting systems that may have malfunctioned or failed completely. The contractor shall furnish a trouble ticket tracking, and outage lessons learned report. (CDRL A003).

#### 3.5.6 On-Site Technical Assist

The contractor shall provide technical assistance directly for CASREP resolution, fault analysis, testing, and/or repair of various systems defined in Section 3.1.1 and associated equipment, to restore the units to operational status. The contractor shall be prepared to commence travel for onsite assistance within 24 hours of notification. Contractor personnel shall be technically knowledgeable and capable of analyzing system problems and implementing corrective actions without direct assistance or support from SSC Atlantic personnel if and when required. Technical assistance may also involve collecting additional information for SSC 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 findings, analysis results and corrective action taken associated with technical assistance provided, using the Government provided database/format/workspace (CDRL A003).

### 3.6 SYSTEM IMPLEMENTATION AND INTEGRATION SUPPORT

#### 3.6.1 Site Surveys, Analysis, and Reports

The contractor shall conduct site surveys to determine the optimum location and configuration for an equipment/system implementation including any site preparation requirements. The Contractor shall gather pertinent HVAC, power, floor space, environmental, engineering, configuration and design information relevant to site conditions, analyze the collected data, perform necessary calculations, make technical recommendations, and prepare technical reports and documentation (such as Site Survey Report) for a specific implementation. (CDRL A004)

#### 3.6.2 Implementation Planning and Preparation

The contractor shall conduct implementation planning and preparation including:

- (a) Development of implementation schedules; presenting a systematic and integrated approach to accomplishing new implementations and/or upgrade existing equipment, including dates of procurement, shipment/transit, implementation and checkout, methods of dual operations, and training (CDRL A002).
- (b) Provide technical analysis reports to support the development of logistics support approaches for training, maintenance, parts support, documentation, and other logistic needs as applicable by the various programs (CDRL A002).
- (c) Development of project lists of materials (LOM) to include cost data to provide the procuring activity with estimated budgetary information for planning purposes (CDRL A002).

#### 3.6.3 Implementation Design

The contractor shall develop various implementation design plans to include schedules, lists of materials, technical requirements, specifications, and drawing documents to support implementation design. The contractor shall consider cost effectiveness, reduction of risks, constraints, and schedules. The contractor shall prepare all documentation using government-provided information, as necessary, and format it into prescribed government structure corresponding to the requiring agency, Department of Defense (DOD) and Navy instructions, standards, and specifications.

##### 3.6.3.1 BESEP and PCM

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 19 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall develop Base Electronics System Engineering Plans (BESEP) and/or Project Concurrence Memorandums (PCM), which is the basis or preliminary technical reference governing implementations of electronics facilities or portions of the facilities. The BESEP or PCM normally includes a listing of components to be installed, shows preliminary design of the implementation, describes the functions and required interface with existing or planned systems, and when finished provides an authoritative engineering plan and major equipment/material list necessary for determining final design specifications. The contractor shall develop the BESEP or PCM in accordance with Navy and NETCOM standards, respectively (CDRL A004).

#### 3.6.3.2 Installation Design Package (IDP)

The contractor shall support the development of the IDPs in accordance with Shore Installation Process Handbook (SIPHv4), which is the drawing package detailing the proposed implementation, which includes fabrication details, equipment relocation, integration, and all materials necessary for system operability. IDPs are based upon approved, final BESEPs and guidance documents that utilize good engineering practices and state-of-the-art techniques. The contractor shall thoroughly check and review drawings, data, and other work products for technical accuracy and completeness. The contractor shall provide five copies of the IDP for use during implementation: two sets for working copies -- one for the lead implementation contractor and one for the Government; the remaining three sets will be used for consolidated red-line corrections and updates. The contractor shall eventually incorporate all IDP changes and updates into As-Built drawings (CDRL A004).

#### 3.6.3.3 System Operation Verification Test (SOVT)

The contractor shall develop SOVT procedures in accordance with SPAWARINST 3084.1. The contract shall conduct SOVT testing for specific equipment/system alterations, which will fully verify the satisfactory alteration of shore communication systems. The contractor shall furnish a SOVT report (CDRL A020). System post-alteration checks shall be specified to ensure proper operation of all new, modified, and existing equipment/systems affected by the alteration. Serial numbers of all new equipment shall be listed. Sign-off sheets shall be provided to document the results of each test, persons conducting the test, dates of testing, test witnesses, and remarks. The contractor shall document and bring to the attention of the SSC Atlantic project manager all discrepancies. The contractor shall correct all deficiencies discovered, and a fully certified and operational system shall be turned over to the receiving activity. The SOVT procedures shall be approved by SSC Atlantic prior to use, and shall include an equipment/system acceptance list to be signed by the user activity's representative.

#### 3.6.3.4 Pre-Installation Test and Checkout (PITCO)

The contractor shall develop PITCO procedures in accordance with Shore Installation Process Handbook (SIPHv4). PITCO provides a level of confidence that the equipment/system that will be delivered for installation is fully operational. PITCO procedures should be formally prepared and a report showing the results of the PITCO should be included with the equipment when it is shipped to the installation site (CDRL A020).

#### 3.6.3.5 Design Performance

(a) The contractor shall thoroughly check and review site survey reports, drawings, data, and other work for technical accuracy, completeness, and compliance with all applicable specifications and standards to the extent that correction of obvious errors and omissions will not be necessary.

(b) All drawings developed by the contractor shall represent a practical engineering solution based on the best trade-off between total cost, reliability, maintainability, availability of material, available labor skill and industrial capability, state of the art technology, and timely accomplishment of the task. The contractor shall maximize utilization of existing drawings. Drawings will be developed in accordance with SIPH standards.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 20 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

(c) The contractor shall deliver engineering drawings in the most current version of AUTOCAD. Cable running sheets shall be done using Microsoft Excel. The contractor shall provide all computer Automated Data Processing (ADP) equipment necessary to support this effort.

### 3.7 TESTING AND EVALUATION SUPPORT

#### 3.7.1 Testing Documentation

The contractor shall support the development of test plans, evaluation plans, test reports, evaluation reports, quality assurance and or quality control standards, pamphlets and handbooks (CDRL A020).

#### 3.7.2 Technical Assessment

The contractor shall provide test and evaluation services, test equipment and facilities, and data. Tests shall be performed in the contractor's facility, at the site of implementation, or other locations.

Testing may include:

- (a) Hardware and software component testing
- (b) Subsystem and system level development testing
- (c) System compatibility testing
- (d) Acceptance testing
- (e) Functional testing
- (f) Integration and verification testing
- (g) Field-testing and evaluation
- (h) Environmental tests and stress screening
- (i) Reliability and maintainability analysis and testing
- (j) Transportability analysis and testing

3.7.2.1 The contractor shall ensure that all hardware, software, test equipment, instrumentation, supplies, facilities, and personnel are available and in place to conduct or support each scheduled test.

3.7.2.2 The Contractor shall perform fault isolation on equipment/systems as designated by SSC Atlantic. Faults discovered, and corrective action taken shall be documented and conveyed to the SSC Atlantic Contracting Officer's Representative (COR).

### 3.8 LIFECYCLE LOGISTICS SUPPORT

The contractor shall apply engineering and analytical disciplines required to implement life-cycle (acquisition) logistics as a multi-functional technical management discipline associated with the experimental development, design, development, test, production, fielding, sustainment, and improvement modifications of cost effective systems that achieve the warfighter's peacetime and wartime readiness requirements. The principal objective of lifecycle (acquisition) logistics are to ensure that support considerations are an integral part of the system's design requirements, that the system can be cost effectively supported through it life-cycle, and that the research and development facilities and infrastructure elements necessary to the design, development, initial fielding, and operational support of the system are identified, developed, acquired, and supported. Lifecycle Logistics is NOT to be confused with supply logistics, which is a very general and non-technical term.

#### 3.8.1 In-Service Engineering Agent (ISEA) Support

3.8.1.1 The contractor shall provide ISEA support for electrical/electronic systems and equipment shall consist of the tasks described herein.

3.8.1.2 The contractor shall maintain and update maintenance concepts, tasks, and criteria for all levels of maintenance during the equipment or system life cycle.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 21 of 77	FINAL
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3.8.1.3 The contractor shall maintain documentation (equipment technical manuals, Integrated Electronic Technical Manuals, repair standards, drawings, specifications, test procedures), Planned Maintenance System (PMS), Integrated Logistic Support (ILS), Allowance Parts List, and, Coordinated Shipboard Allowance List for technical accuracy and adequacy.

3.8.1.4 The contractor shall maintain and update maintenance inspection criteria and procedures for repair and overhaul of systems and equipment; consult in design reviews; and, evaluate and validate maintenance actions and its frequency including PMS and technical feedback reports.

3.8.1.5 The contractor shall provide and administer warranty management support.

3.8.1.6 The contractor shall perform configuration management of hardware and software, maintain Item Unique Identification (IUID)/ Unique Identification Identifier coding for equipment including using bar-coding/ Radio Frequency Identification tags.

3.8.1.7 The contractor shall maintain a technical document library.

3.8.1.8 The contractor shall manage system depot spares including Information Assurance Vulnerability Alert (IAVA) management, tracking, and installation of IAVA updates and software patches.

3.8.1.9 The contractor shall be required to support system operational readiness activities. This includes identifying and correcting any system or equipment deficiencies. The contractor shall analyze system problems and implement corrective actions. The capability could require system knowledge not available in technical publications. Technical assistance may be required on systems identified in Section 3.1.1 of this PWS, and associated system components.

### 3.8.2 Integrated Logistics Support

3.8.2.1 The contractor shall provide Integrated Logistics Support (ILS) services and data in all areas of Life Cycle Management (LCM) and product improvements from program conception to fielding and deployment.

3.8.2.2 The contractor shall develop Standard Operating Procedures (SOPs) for life cycle support of installed systems; maintain a database for logistical support for assigned projects; advise the PM on capabilities and functions of the project logistics environment; analyze and integrate program, financial, technical, and procurement information to meet fielding and deployment schedules and the operational needs of specialized users; analyze annual costs and develop reports that justify present and future funding needs; facilitate repair and return between customer and vendors; and maintain spare equipment (CDRL A003).

3.8.2.3 The contractor shall provide support to integrate all the logistics elements in the equipment acquisition process, to include maintenance and training; technology insertion; supply support; test equipment; training and training devices; technical data; system computer resources; packaging-handling-storage; transportation and transportability analysis; and standardization. The ILS support may include analysis, review, and monitoring of the ILS for the program.

3.8.2.4 The contractor shall perform Operation and Maintenance (O&M) Planning.

3.8.2.5 The contractor shall analyze concept of operations, maintenance procedures, and outage reporting procedures and issues affecting systems, equipment and repair parts. Maintenance Planning includes development of a maintenance concept by developing a Maintenance Allocation Chart, conducting maintenance studies, such as tools and TMDE analysis and maintenance task analysis. Maintenance Planning is accomplished so that it is integrated with other various facets of support, such as personnel support.

3.8.2.6 The contractor shall provide any or all of the following publications; systems level operations and maintenance Technical Manual (TM), quick reference guide, Version Description document, Configuration

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 22 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Management plan, and electronic formatted manuals to include, Electronic Technical Manual (ETM), Interactive Electronic Technical Manual (IETM), Computer Based Training (CBT), Computer Based Interactive Training (CBIT), Modification Work Orders, Field or Technical Bulletins, Repair Parts and Special Tools, TMs, Provisioning Parts Lists, and other such items (CDRL A003).

3.8.2.7 The contractor shall review, develop, and/or modify/update and submit logistics support publications. Such publications may include Supportability Strategy, Integrated Support Plans (ISPs), Technical Orders, TMs, work specifications, Lubrication Orders, Interactive Electronic Technical Manuals, Repair Parts and Special Tools Lists (RPSTLs), Provisioning Parts Lists, Screening Data, Modification Work Orders, Maintenance Allocation Charts, Support Equipment Selection Data (SESD), and Material Fielding Plans. The contractor shall provide services in the Customer Assistance and Technical Program Support areas (CDRL A003).

3.8.2.8 The contractor shall monitor the Government equipment and property to include associated vendor and terms of the warranty, and provide with the equipment delivery.

### 3.8.3 Operator and Administrator Training

The contractor shall generate training curriculum in accordance with guidance provided by SSC Atlantic. These will generally be in the form of presentations, tech manuals, users guides, training manuals, and Computer Based Training (CBT). All training events will include classroom training at the required locations. After all training is completed at a site, the contractor shall provide a detailed training report, to SSC Atlantic, including a training proficiency report survey done at the trained site locations, a list of trained personnel and details on actual training conducted (CDRL A003).

### 3.8.4 Technical Refresh and Engineering Change Request

The contractor shall support modifications and conversions on equipment/systems as designated by SSC Atlantic. Work shall be performed in accordance with Field Change (F/C) Notices, Engineering Changes (ECs) and other guidance that may be provided by SSC Atlantic.

## 3.9 SITE ASSET MANAGEMENT TOOL (SAM-T) SUPPORT

Site Asset Management Tool (SAM-T) is an integrated solution that supports and automates inventory requirements, asset data calls, and DOD IUID compliance mandate. SSC Atlantic is providing support to Naval Information Forces (NAVIFOR) N81 and Defense Information Systems Agency (DISA) IE23 to acquire, field and sustain SAM-T. The tool provides full accountability and IUID labeling of serialized assets for DISA and Naval Shore C5I & SATCOM facilities worldwide. SAM-T is being distributed in three (3) cyclical phases:

Phase I- Standalone: Non-Networked SAM-T Unit Deployment

Phase II- Networked: Deployed SAM-T Units Networked

Phase III- Enterprise: SAM-T Units Networked supporting Joint Service, Situational Awareness

SAM-T support encompasses:

- (a) Site asset baseline inventory
- (b) Site integration, equipment IUID labeling



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 23 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

- (c) IUID validation and registration
- (d) Operator/administrator training
- (e) Administration
- (f) Sustainment

#### 3.9.1 Site Asset Baseline and Inventory

The contractor shall establish site asset baselines by performing equipment inventories of serially tracked assets/equipment at DISA and Naval Shore C5I & SATCOM facilities. The contractor shall record inventory data into a template file (CDRL A003) compatible with I-GUIDES, and import the template file into the appropriate site environment in the I-GUIDES application and database.

#### 3.9.2 SAM-T Integration and Equipment IUID Labeling

The contractor shall support SAM-T deployment to DISA and Naval Shore C5I & SATCOM facilities across the standalone, networked, and enterprise phases of SAM-T. The contractor shall print, verify and apply IUID bar code labels to all serially tracked assets/equipment. The contractor shall update baseline data in the I-GUIDES application and database, and furnish a final baseline report (I-GUIDES export file) (CDRL A003). The SAM-T system peripherals e.g., IUID verifier, IUID reader, IUID label printer, etc. will be furnished by the government.

#### 3.9.3 IUID Registration and Validation

The contractor shall validate and register all newly generated and non-registered IUID labeled assets/equipment in the IUID registry.

The contractor shall establish I-GUIDES server-to-IUID Registry server automatic transfer of IUID items via the Defense Logistics Agency (DLA) Transaction Services Global Exchange (GEX). The two protocols for submitting IUID data with a GEX account/connection are SFTP and HTTPS with the file format of XML or Flat File. The files shall be “pushed” to the IUID registry by the I-GUIDES application server.

The contractor shall establish an account with the IUID Registry application located in the WAWF e-Business Suite, which is a web-based tool for submitting data and retrieving query results for items previously registered. This application enables the contractor to submit data, record updates to previously registered items and run queries for reconciling purposes.

#### 3.9.4 SAM-T Operator and Administrator Training

The contractor shall develop and update SAM-T operator and administrator training materials (CDRL A003) and conduct on-site, New Equipment Training (NET), and ad-hoc training at DISA and Naval Shore C5I & SATCOM facilities. The training shall be conducted using a combination of the presentation and hands-on methods.

#### 3.9.5 SAM-T Administration

The contractor shall host and perform full administration of the SAM-T I-GUIDES application, database and server. The contractor shall import inventory data received from the stand-alone deployed SAM-T units into their respective environments within the I-GUIDES application and database. The contractor shall keep all I-GUIDES environments up to date as changes and updates are received from the currently deployed units, as well as the sites to be deployed during this tasking. The contractor shall receive, manage, test, and evaluate current and future I-GUIDES application software releases as well as corresponding hardware updates and/or changes. The contractor shall furnish documentation identifying special procedures or limitations resulting from any application changes or upgrades (CDRL A003).

#### 3.9.6 SAM-T Sustainment Support

The contractor shall support site trouble calls/tickets. The contractor shall support the development of Life

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 24 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Cycle Support Plan (LCSP) (CDRL A003) with SSC Atlantic, DISA and NAVIFOR involvement. The contractor shall coordinate with SSC Atlantic, DISA and NAVIFOR on SAM-T process and procedure documentation development. The contractor shall support the development of standard operating procedures (SOP) and Concept of Operations (CONOPS) documents (CDRL A003) with SSC Atlantic, DISA and NAVIFOR involvement.

### 3.10 SITE PROGRAMMING AND CIRCUIT NETWORK COLLECTION AND MAPPING SUPPORT

SSC Atlantic is providing support to Naval Information Forces (NAVIFOR) and its subordinate Naval Computer and Telecommunications Area Master Station (NCTAMS) and Naval Computer and Telecommunications Stations (NCTSs) to satisfy the critical requirement of establishing a 'footprint' for each site that would permit commanding officers to accurately perform contingency planning based on existing and required capabilities. NAVIFOR N81, formerly Fleet Cyber Command N6, established the Navy Shore C5I Systems Infrastructure Management (NSSIM) working integrated product team (WIPT) to perform multifaceted tasks to achieve this goal. SSC Atlantic leads the Tools Working Group for NSSIM Site Readiness Improvement efforts that encompasses:

(a) Site Asset Management Tool (SAM-T) implementation and support.

(b) Support CNM to capture and maintain all connections/circuits; ensure the appropriate items validated and that data is hierarchically correct by AOR within the NAVIFOR claimancy.

Provide data collection support and be responsible for recommending and establishing Navy shore C5I site equipment and associated circuit data collection plan to include identification of point to point locations and the missions that the circuits support. Develop data item work sheets for those items that are required to create a data baseline in a phased approach:

Phase I: Populate and maintain a current baseline to provide Navy shore C5I sites with the ability to perform accurate contingency planning and readiness reporting assuring immediate integration with other site assessment and readiness initiatives implemented by NAVIFOR.

- Phase I output: data item worksheets for the continued collection and updating of items required for the creation of a baseline infrastructure data base as well as on-going updates

Phase II: Maintain and update the existing Circuit Network Mapping (CNM) static display for each area of operation (AOR). Validate that the output of the CNM static display is hierarchically and technically correct. Support the development of a real-time, dynamic display for visibility into the entire Naval transport infrastructure.

- Phase II output: validation that output of the static display is hierarchically and technically correct

Phase III: support implementation of a real-time, dynamic display for visibility into the entire Naval transport infrastructure as well as maintain continuous accuracy of CNM capability across AORs within the NAVIFOR claimancy.

- Phase III output: confirm accuracy at the local/data item level.

(c) Coordination and synchronization of efforts with all NSSIM working group team members/ stakeholders to meet overall NSSIM goals and objectives. There are three NSSIM key working groups, the Site Assessment Working Group, the Tools Working Group and the Policy and Process Working Group.

#### 3.10.1 Site Assessment Data Collection/Circuit Network Mapping Subject Matter Expertise

The contractor shall provide a connection/circuit network mapping subject matter expert to coordinate and collaborate with the SAM-T database team. The contractor shall ensure the appropriate items are added to

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 25 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

the SAM-T database to include validation that data is hierarchically correct by AOR within the NAVIFOR claimancy. The contractor shall collect data and shall be responsible for recommending and establishing Navy shore C5I site equipment and associated circuit network and data collection plans, to include identification of point-to-point locations and the missions that the circuits support. The contractor shall develop data item work sheets (CDRL A002) for those items required to create a data baseline in a phased approach as follows:

Phase I: Populate and maintain a current baseline to provide Navy shore C5I sites with the ability to perform accurate contingency planning and readiness reporting assuring immediate integration with other site assessment and readiness initiatives implemented by NAVIFOR.

Phase II: Maintain and update the existing Circuit Network Mapping (CNM) static display for each area of operation (AOR). Validate that the output of the CNM static display is hierarchically and technically correct. Support the development and implementation of a real-time, dynamic display for visibility into the entire Naval transport infrastructure.

Phase III: Maintain continuous accuracy of CNM capability across AORs within the NAVIFOR claimancy.

#### 3.10.2 NSSIM Working Group Support

The contractor shall participate in working group meetings, support process/policy development, visit sites, perform data collection, data analysis and reporting to ensure seamless support for Stakeholders across the three NSSIM working groups.

#### 3.10.3 NSSIM and Shore Site Programming and Circuit Network Mapping POA&M

The contractor shall develop a Plan of Action and Milestone (POA&M) for each phase described above (CDRL A015). The POA&M shall be submitted 30 days after Task Order award. The POA&M will support the phased approach identified above, address tasks required to reach identified goals and objectives, and provide supporting details. The circuit mapping POA&M will be incorporated into the overarching NSSIM asset management and will require monthly update with status/change notification detailed in monthly status reports.

#### 3.10.4 NSSIM and Shore Site Programming and Circuit Network Mapping Documentation

The contractor shall prepare and provide briefings, reports and other forms of data (CDRL A002). The Contractor shall collaborate with other team members to ensure overall NSSIM goals and objectives are understood and current and how the data items and collection portion fits into the overall NSSIM plan.

### 3.11 NMT ANTENNA SUPPORT STRUCTURE DESIGN PACKAGE

The contractor shall design a support structure for NMT AN/FSC-138(V)1 and NMT AN/FSC-138(V)2 shore antenna pedestals and radomes. This must be designed to withstand wind and seismic conditions for the location where it will be installed. This design must meet NMT shore Installation Requirements Document (IRD) requirements and OSHA safety requirements. This design must include the structural design completed in AutoCAD and must include modeling to ensure the design meets all IRD/antenna design requirements.

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

When applicable, the contractor shall be responsible for the following:

4.1.1 Ensure that no production systems are operational on any RDT&E network.

4.1.2 Follow DODI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 26 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 or DITPR-DOD.

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

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

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

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

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

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

#### 4.3 SECTION 508 COMPLIANCE

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

### 5.0 TASK ORDER ADMINISTRATION

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 27 of 77	FINAL
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## 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 to the task order. 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 TO performance. The PM shall ultimately be responsible for the following: personnel management; management of government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

## 5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) modification. Prior to modification, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the modification 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 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 TO. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

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

The contractor shall develop a Task Order Status Reports (CDRL A009) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10<sup>th</sup> of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan, Personnel Listing, and Consolidated Government Furnished Property (GFP) listing (Attachment 2) necessary for additional data collection as applicable.

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

- Percentage of work completed
- Percentage of funds expended
- Updates to the POA&M and narratives to explain any variances
- List of personnel (by location, security clearance, quantity)
- 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 A010) 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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 28 of 77	FINAL
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distribution instructions.

#### 5.2.1.3 Cybersecurity Workforce (CSWF) Report

DOD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current cybersecurity certification status within their contract. The contractor shall develop, maintain, and submit a CSWF Report (CDRL A011) monthly or as applicable at the task order level IAW clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a Cybersecurity Workforce (CSWF) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF CDRL Attachment 1, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

#### 5.2.1.4 Contractor Manpower Reporting

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

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

#### 5.2.1.5 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DOD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure government web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A013) directly to the COR within 24 hours of request to in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.2.1.6 Labor Rate Limitation Notification

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 29 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

The contractor shall monitor the following labor rates as part of the monthly contract/TO status report (see TOSR CDRL A009). The contractor shall initiate required notification if specified threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual’s rate was not disclosed in pre-award of the TO. The contractor shall send notice and rationale (CDRL A014) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A014) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly contract/TO status reports.

#### 5.2.1.7 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly contract/TO status reports. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A014) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order Quality Assurance Surveillance Plan (QASP).

### 5.3 EARNED VALUE MANAGEMENT (EVM)

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

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon task order 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 contract award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A008) 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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 30 of 77	FINAL
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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
- Establish methods and procedures for continuous process improvement

## 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

### 6.2.1 General

The contractor shall have processes in place that coincide with the government's quality management processes. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DOD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart, which 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 SSC 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 SSC 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 A008) includes any of the following as applicable:

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



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 31 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

- 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 TO'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 for each task described in this PWS (CDRL A015) submitted 30 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A016) 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.

The table below identifies applicable Contract Data Requirements Listing for each CLIN in order to help the contractor identify work associated with each CLIN.

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)	Applicable CLINs
A001	Program Management Documents	3.2.1.1	ASREQ	As scheduled	Unclassified	All
A002	Science and Technical Documents	3.6.2, 3.10.1, 3.10.4	ASREQ	As Scheduled	Unclassified	All
A003	Integrated Logistics Documents	3.3.5, 3.5.6, 3.8.2.2, 3.8.2.6, 3.8.2.7, 3.8.3, 3.9.1, 3.9.2, 3.9.4, 3.9.5, 3.9.6	ASREQ	As Scheduled	Unclassified	All
A004	Engineering Design Documents	3.6.1, 3.6.3.1, 3.6.3.2	ASREQ	As scheduled	Unclassified	All
A005	Inventory Tracking Report	3.5.1.3, 3.5.3.1	MTHLY	30 DATO and monthly on the 10 <sup>th</sup>	Unclassified	All
A006	Warranty Tracking and	3.5.2.1, 3.5.2.2, 3.5.3	MTHLY	30 DATO and monthly	Unclassified	All

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 32 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)	Applicable CLINs
	Administration for Serialized Items			on the 10 <sup>th</sup>		
A007	Failure Status Repair Report	3.5.3.2	QTRLY	NLT 15 days of completion of the quarter	Unclassified	All
A008	Quality Documentation	6.1, 6.4, 11.2.5.1, 11.2.5.2	ONE/P	NLT 30 DATO	Unclassified	1, 2, 5
A009	Task Order Status Report	5.2.1.1, 8.1.2	MTHLY	30 DATO and monthly on the 10th	Unclassified	All
A010	Task Order Closeout Report	5.2.1.2, 11.5	ONE/P	NLT 15 days before TO completion date	Unclassified	All
A011	Cyber Security Workforce (CSWF) Report	3.4.1.4, 5.2.1.3, 8.1.2	MTHLY	30 DATO and monthly on the 10th	Unclassified	1, 2, 5, 6
A012	Contractor Manpower Quarterly Status Report	5.2.1.4	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct	Unclassified	All
A013	Invoice Support Documentation	5.2.1.5	ASREQ	Within 24 hrs from request	Unclassified	All
A014	Limitation Notification & Rationale	5.2.1.6, 5.2.1.7	ASREQ	Within 24 hrs from request	Unclassified	All
A015	Cost and Schedule Milestone Report	3.10.3; 6.5	ONE/P	NLT 30 DATO; revision NLT 7 days after receipt of govt review	Unclassified	All
A016	CPARS Draft Approval Document (CDAD)	6.5	MTHLY	30 DATO and monthly on the 10th	Unclassified	All
A017	OCONUS Deployment Report	13.4	ASREQ	NLT 30 days prior to	Unclassified	All

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)	Applicable CLINs
				OCONUS travel		
A018	Trip Reports	13.1	ASREQ	5 working days after completion of travel; weekly situational reports for trips that exceed two weeks	Unclassified	All
A020	Testing and Evaluation Reports	3.6.3.3, 3.6.3.4, 3.7.1	ASREQ	As scheduled	Unclassified	All
A021	Cyber Security Evaluation Reports	3.4.1.1, 3.4.1.2,	ASREQ	As scheduled	Unclassified	1, 2, 5, 6

## 7.2 ELECTRONIC FORMAT

At a minimum, the contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e. CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving government representative. The contractor shall provide all data in an editable format compatible with SSC Atlantic corporate standard software configuration as specified below. The contractor shall conform to SSC Atlantic corporate standards within 30 days of contract award unless otherwise specified. *The initial or future upgrade 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
i.	Geographic Information System (GIS)	ArcInfo/ArcView
j.	SV/OV	Visio
k..	Contract Correspondence Letter	Adobe Acrobat

## 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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 34 of 77	FINAL
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side authentication to DOD private web servers. Unless otherwise specified, all 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 task order, and privileged task order information (e.g., program schedules, contract-related tracking).

#### 7.3.2.1 Safeguards

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

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 35 of 77	FINAL
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the following:

- Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  - 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.
  - Prompt application of security-relevant software patches, service packs, and hot fixes.
- (j) As applicable, comply with other current Federal and DOD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).
- (k) Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

#### 7.3.2.2 Compliance

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

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

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

U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and/or work within restricted areas unescorted. Access to SCI is limited to U.S. Government Facilities or other U.S. Government sponsored SCI Facilities (SCIFs) authorized on the DD254. The contractor shall not generate any SCI deliverables.

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/implementation and/or access to information technology systems under this task order. The FSO is a key management personnel who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this contract. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (CSR/TOSR) (CDRL A009). FSO shall also update and track data in the Cyber Security Workforce (CSWF) (CDRL A011).

### 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,

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 36 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 implementations/facilities, government IT systems and IT resources, or SSC Atlantic information. *Cost to meet these security requirements is not directly chargeable to the TO.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SSC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SSC 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

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

#### 8.2.2 Access Control of Contractor Personnel

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

Contractor personnel shall physically access government facilities and implementations 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/implementation.

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/implementation 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/ implementation. For admission to SSC Atlantic facilities/implementations, 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/implementation security office via approval by the COR.

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 37 of 77	FINAL
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latest policy.

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

#### 8.2.2.2 Identification and Disclosure Requirements

Pursuant to DFARS 211.106, contractors shall take all means necessary to not represent themselves as government employees. All contractor personnel shall follow the identification and disclosure requirement as specified in local clause 5252.237-9602. In addition, contractors and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

#### 8.2.2.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some contract personnel shall require a government issued picture badge. While on government implementations/facilities, contractors shall abide by each site's security badge requirements. Various government implementations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the contract COR. The contractor's appointed Security Officer shall track all personnel holding local government badges at contract or TO level.

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

Some government facilities/implementations (e.g., Joint Base Charleston) require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or implementations. 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/implementation 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:

- Eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DOD facilities or access to multiple non-DOD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DOD facility and access to DOD network on site or remotely, or (c) individual requires remote access to DOD networks that use only the CAC logon for user identification.
- 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)).
- Completion of background vetting requirements according to FIPS PUB 201-2 and DOD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DOD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SSC Atlantic Security Office to obtain the latest CAC requirements and procedures.
- 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.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 38 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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-VI, CAC PKI certificates will be associated with an official government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the TO COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SSC Atlantic Information Assurance Management (IAM) office:

1. For annual DOD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SSC Atlantic IAM office at phone number (843)218-6152 or e-mail questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

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

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

#### 8.2.2.6 Accessing Navy Enterprise Resources Planning (Navy ERP) System

As specified at the task order level, contractor personnel assigned to perform work under this contract may require access to Navy Enterprise Resource Planning (Navy ERP) Management System. Prior to accessing any Navy ERP System, contractor personnel shall contact the COR or Contracting Officer to obtain the applicable Navy, Marine Corps Internet (NMCI) Assistant Customer Technical Representative (ACTR) who can assign each personnel with an NMCI account. ACTRs can be found on the NMCI Homeport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp). After an NMCI account has been established, the contractor shall submit a request for Navy ERP access and specify the role required via the COR to the Competency Role Mapping POC. The COR will validate the need for access, ensure all prerequisites are completed, and with the assistance of the Role Mapping POC, identify the Computer Based Training requirements needed to perform the role assigned. Items to have been completed prior to requesting a role for Navy ERP include: System Authorization Access Request Navy (SAAR-N), Annual Cybersecurity training certificate, and Questionnaire for Public Trust Positions. For directions on completing the Questionnaire for Public Trust Positions, the contractor is instructed to consult with its company's Security Officer. In order to maintain access to required systems, the contractor shall ensure completion of annual Cybersecurity training, monitor expiration of requisite background investigations, and initiate re-investigations as applicable.



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 39 of 77	FINAL
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### 8.2.3 IT Position Categories

Pursuant to DODI 8500.01, DOD 8570.01-M, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DOD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DOD missions or functions. As defined in DOD 5200.2-R, SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

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

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

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall support the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication will be performed Pursuant to DODI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SSC Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

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

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

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

### 8.2.4 Security Training

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 40 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

5220.22-M.

#### 8.2.5 Disclosure of Information

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

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

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

#### 8.3.1 Local and Internal OPSEC Requirement

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

#### 8.3.2 OPSEC Training

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

#### 8.3.3 SSC Atlantic OPSEC Program

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 41 of 77	FINAL
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#### 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

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

### 10.0 CONTRACTOR FACILITIES

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 SSC Atlantic, Charleston, SC. Close proximity allows for proper contract administration duties. The contractor's facility is not necessary for the exclusive use of this contract and can be utilized on a shared basis. The contractor's local facility shall include sufficient physical security to protect government assets. The contractor's facility shall meet all location and size requirements to perform work requirements within 30 days after contract award. Facility space shall include offices, conference rooms, lab work, and a staging area for materials and equipment.

### 11.0 TASK PROPERTY ADMINISTRATION

#### 11.1 PROPERTY TYPES

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 42 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

### 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.

Item #	Description	GFI Estimated Delivery Date
1	I-Guides Enterprise License	30 calendar days after TO awarded
2	I-Guides Enterprise Product & Support (Warranty)	30 calendar days after TO awarded

### 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.

The contractor shall utilize Government property in accordance with FAR clause 52.245-1 and 52.245-9. The contractor shall have the means to provide an effective and efficient stewardship of Government property.

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for their intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. GFE is to be provided on this task order as identified on the Consolidated Government Furnished Property form, Attachment 2.

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

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

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 43 of 77	FINAL
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#### 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 not required for this task order.

### 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.

#### 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 Contractor

The Contractor shall not take receipt or transfer custody of any GFP without possessing proper contractual authority; i.e.; item specifically is identified as GFP in a Consolidated Government Furnished Property Attachment form. The contractor shall use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (an application within WAWF) to electronically report property transfer receipts to the GFP Repository in the Item Unique Identification (IUID) Registry, and to report subsequent transactions affecting custody for serially-managed items in accordance with DFARS clause 252.211-7007 (Reporting of Government Furnished Property).

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

#### 11.2.4 GFP Tagging, Labeling or Marking

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

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#### 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, at a minimum, 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 SSC Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly contract/TO status report (CDRL A008).

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 44 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 contract/TO. For reporting purposes, the contractor shall include a copy of the NMCI asset list (separate from the GFP inventory list) in the contract/TO status report (CDRL A008).

11.2.5.3 For all GFP items including laptops (required to be identified on the applicable Consolidated Government Furnished Property attachment form) removed from a government facility, the contractor employee shall possess at all times a government signed copy of the DD1149 specifying contract and applicable TO number, company name, model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession 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 3.4.3. 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 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. CAP cannot be transferred. If CAP is required to be utilized on a task order other than the one that funded it, it must be delivered to the Government. Once received and accepted by the Government, it can be provided back as GFP on the same or another contract.

### 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 TO 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 orders, 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.

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 A010). At the time of the contractor's regular annual

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 45 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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 is not limited to -- hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations.

### 12.3 SAFETY TRAINING

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

## 13.0 TRAVEL

### 13.1 LOCATIONS

The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DOD Civilian Personnel. A trip report (CDRL A018) shall be furnished NLT 5 working days after completion of travel; weekly situational reports for trips exceeding two weeks.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 46 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

<b>TASK 1 / BASE</b>					
<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>
Charleston, SC	Norfolk, VA (4 Facilities)	1	4	15	14
Charleston, SC	Norfolk, VA (4 Facilities)	1	4	30	29
Charleston, SC	Key West, FL	1	4	30	29
Charleston, SC	Culter, ME	1	4	30	29
Charleston, SC	Lamoure, ND	1	4	30	29
Charleston, SC	Norfolk, VA (TR - LANT/NW)	1	4	11	10
Charleston, SC	Honolulu, HI (TR - PAC/WAH)	1	4	11	10
<b>TASK 1 / OPTION 1</b>					
Charleston, SC	Guam (TR)	1	2	7	6
Charleston, SC	Diego Garcia (TR)	1	2	11	10
Charleston, SC	Lago Patria, IT (TR)	1	2	7	6
Charleston, SC	Manama, Bahrain (TR)	1	2	7	6
Charleston, SC	Norfolk, VA (TR - 4 Facilities)	1	4	7	6
Charleston, SC	Key West, FL (TR)	1	2	7	6
Charleston, SC	Culter, ME (TR)	1	2	7	6
Charleston, SC	Lamoure, ND (TR)	1	2	7	6
Charleston, SC	Rota, Spain	1	4	30	29
Charleston, SC	Naples*, Gaeta, Italy; Sigonella, Niscemi, Sicily	1	2	30	29
Charleston, SC	Naples*, Gaeta, Italy; Sigonella, Niscemi, Sicily	1	4	58	57
<b>TASK 1 / OPTION 2</b>					
Charleston, SC	Kings Bay; Jacksonville, Panama City, Milton, Pensacola, FL*	1	2	37	36
Charleston, SC	Kings Bay; Jacksonville, Panama City, Milton, Pensacola, FL*	1	4	72	71
Charleston, SC	Forth Worth*, Corpus Christi, Kingsville, TX	1	2	23	22
Charleston, SC	Forth Worth*, Corpus Christi, Kingsville, TX	1	4	44	43
Charleston, SC	Belle Chase* LA, Meridian MS; Millington, TN	1	2	23	22
Charleston, SC	Belle Chase* LA, Meridian MS; Millington, TN	1	4	44	43
<b>TASK 1 / OPTION 3</b>					
Charleston, SC	Silverdale, Snohomish, Kitsap, Oak Harbor, Arlington, WA	1	2	37	36
Charleston, SC	Silverdale, Snohomish, Kitsap, Oak Harbor, Arlington, WA	1	4	72	71
Charleston, SC	San Diego,* Travis AF Base, CA	1	2	15	14
Charleston, SC	San Diego,* Travis AF Base, CA	1	4	30	29
Charleston, SC	Chinhae, S Korea; Singapore	1	2	15	14
Charleston, SC	Chinhae, S Korea; Singapore	1	4	30	29
Charleston, SC	Misawa, Yokosuka, Atsugi, Sasebo, Okinawa, Japan	1	2	37	36
Charleston, SC	Misawa, Yokosuka, Atsugi, Sasebo, Okinawa, Japan	1	4	72	71
Charleston, SC	Geraldton, Australia	1	4	30	29
<b>TASK 1 / OPTION 4</b>					
Charleston, SC	Guantanamo, Cuba	1	4	30	29
Charleston, SC	Souda Bay, Greece (Crete)	1	4	30	29
Charleston, SC	Keflavik, Iceland	1	4	30	29
<b>TASK 2 / BASE</b>					
<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 47 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Charleston, SC	Colorado Springs, CO (Schriever AFB)	1	2	5	4
Charleston, SC	San Luis Obispo, CA (Camp Roberts)	4	1	5	4
Charleston, SC	Hyannis, MA (Cape Cod AFS)	1	2	5	4
Charleston, SC	Fairbanks, AK (Clear AB)	1	2	5	4
Charleston, SC	Washington DC (Fort Belvoir)	1	2	5	4
Charleston, SC	Augusta, GA (Fort Gordon)	1	2	5	4
Charleston, SC	Delta Junction, AK (Fort Greely)	1	2	7	6
Charleston, SC	Baltimore, MD (Fort Meade)	2	3	5	4
Charleston, SC	Manchester, NH (New Boston)	1	2	5	4
Charleston, SC	Belvue, NE (Offutt AFB)	1	2	5	4
Charleston, SC	Scranton, PA (Wilkes Barre)	2	2	5	4
Charleston, SC	Santa Monica, CA (Vandenberg AFB)	1	2	5	4
Charleston, SC	Croughton, UK	1	2	6	5
Charleston, SC	Menwith Hill, UK	1	2	6	5
Charleston, SC	Fylingdales, UK	1	2	6	5
Charleston, SC	Oakhanger, UK	1	2	6	5
Charleston, SC	Landstuhl, Germany	4	1	7	6
Charleston, SC	Camp Zama, Japan	1	2	7	6
Charleston, SC	Finegayan, Guam	1	1	7	6
Charleston, SC	Okinawa, Japan (Fort Buckner/Torii Station)	4	1	7	6
Charleston, SC	Honolulu, HI (Kunia)	1	2	6	5
Charleston, SC	Kwajalein Atol	1	2	6	5
Charleston, SC	Misawa, Japan	1	2	7	6
Charleston, SC	Qatar City, Qatar (Al Udeid AB)	1	2	7	6
Charleston, SC	Kuwait City, Kuwait (Arifjan)	1	3	7	6
Charleston, SC	Sierra Vista, AZ (Fort huachuca)	1	2	5	4
<b>TASK 2 / OPTION 1</b>					
Charleston, SC	Aberdeen, MD (APG)	1	3	6	5
Charleston, SC	Colorado Springs, CO (Schriever AFB)	1	2	6	5
Charleston, SC	Denver, CO (Buckley AFB)	1	2	6	5
Charleston, SC	San Luis Obispo, CA (Camp Roberts)	1	4	6	5
Charleston, SC	Washington DC (Fort Belvoir)	1	2	6	5
Charleston, SC	Frederick, MD (Fort Detrick)	1	3	6	5
Charleston, SC	Frederick, MD (Site C)	1	2	6	5
Charleston, SC	Baltimore, MD (Fort Meade)	1	3	6	5
Charleston, SC	Thule, Greenland	1	2	6	5
Charleston, SC	Scranton, PA (Wilkes Barre)	1	2	6	5
Charleston, SC	Ascension Island	1	2	6	5
Charleston, SC	Landstuhl, Germany	1	4	6	5
Charleston, SC	Ramstein, Germany	1	3	6	5
Charleston, SC	Camp Carroll, Korea	1	2	6	5
Charleston, SC	Camp Humphreys, Korea	1	2	6	5
Charleston, SC	Seoul, Korea (CP Tango)	1	2	6	5
Charleston, SC	Finegayan, Guam	1	1	6	5
Charleston, SC	Okinawa, Japan (Fort Buckner/Torii Station)	1	4	6	5
Charleston, SC	Abu Dhabi, UAE (Al Dhafra AB)	1	2	6	5
Charleston, SC	Qatar City, Qatar (Al Udeid AB)	1	2	6	5
Charleston, SC	Kuwait City, Kuwait (Arifjan)	1	3	6	5
<b>TASK 2 / OPTION 2</b>					
Charleston, SC	San Luis Obispo, CA (Camp Roberts)	1	4	6	5

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 48 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Charleston, SC	Hyannis, MA (Cape Cod AFS)	1	2	6	5
Charleston, SC	Fairbanks, AK (Clear AB)	1	2	6	5
Charleston, SC	Shemya, AS (Eareckson AS)	1	2	6	5
Charleston, SC	Augusta, GA (Fort Gordon)	1	2	6	5
Charleston, SC	Delta Junction, AK (Fort Greely)	1	2	6	5
Charleston, SC	Manchester, NH (New Boston)	1	2	6	5
Charleston, SC	Belvue, NE (Offutt AFB)	1	2	6	5
Charleston, SC	Santa Monica, CA (Vandenberg AFB)	1	2	6	5
Charleston, SC	Croughton, UK	1	2	6	5
Charleston, SC	Menwith Hill, UK	1	2	6	5
Charleston, SC	Fylingdales, UK	1	2	6	5
Charleston, SC	Oakhanger, UK	1	2	6	5
Charleston, SC	Landstuhl, Germany	1	4	6	5
Charleston, SC	Camp Zama, Japan	1	2	6	5
Charleston, SC	Finegayan, Guam	1	1	6	5
Charleston, SC	Honolulu, HI (Kunia)	1	2	6	5
Charleston, SC	Kwajalein Atol	1	2	6	5
Charleston, SC	Misawa, Japan	1	2	6	5
<b>TASK 2 / OPTION 3</b>					
Charleston, SC	San Luis Obispo, CA (Camp Roberts)	2	2	6	5
Charleston, SC	Baltimore, MD (Fort Meade)	2	2	6	5
Charleston, SC	Scranton, PA (Wilkes Barre)	1	2	6	5
Charleston, SC	Landstuhl, Germany	2	2	6	5
Charleston, SC	Finegayan, Guam	1	1	6	5
Charleston, SC	Okinawa, Japan (Fort Buckner/Torii Station)	2	2	6	5
<b>TASK 2 / OPTION 4</b>					
Charleston, SC	San Luis Obispo, CA (Camp Roberts)	2	2	6	5
Charleston, SC	Baltimore, MD (Fort Meade)	2	2	6	5
Charleston, SC	Scranton, PA (Wilkes Barre)	1	2	6	5
Charleston, SC	Landstuhl, Germany	2	2	6	5
Charleston, SC	Finegayan, Guam	1	1	6	5
Charleston, SC	Okinawa, Japan (Fort Buckner/Torii Station)	2	2	6	5
<b>TASK 3 / BASE</b>					
<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	40	39
Charleston, SC	Paso Robles, CA (Camp Roberts)	1	1	39	38
<b>TASK 3 / OPTION 1</b>					
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	40	39
Charleston, SC	Paso Robles, CA (Camp Roberts)	1	1	39	38
<b>TASK 3 / OPTION 2</b>					
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	40	39
Charleston, SC	Paso Robles, CA (Camp Roberts)	1	1	39	38
<b>TASK 3 / OPTION 3</b>					
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	40	39
Charleston, SC	Paso Robles, CA (Camp Roberts)	1	1	39	38
<b>TASK 3 / OPTION 4</b>					
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	40	39
Charleston, SC	Paso Robles, CA (Camp Roberts)	1	1	39	38

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 49 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>
<b>TASK 4 / BASE</b>					
Charleston, SC	Paso Robles, CA (Camp Roberts)	2	2	38	37
<b>TASK 4 / OPTION 3</b>					
Charleston, SC	Okinawa, Japan (Fort Buckner)	2	2	40	39
<b>TASK 4 / OPTIONS 1, 2, AND 4</b>					
	NO TRAVEL				
<b>TASK 5 / BASE</b>					
<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>
Charleston, SC	Chesapeake, VA (Northwest)	1	1	3	2
Charleston, SC	Naples, Italy	1	1	4	3
Charleston, SC	Ramstein, Germany	1	1	4	3
Charleston, SC	Manama, Bahrain	1	1	4	3
Charleston, SC	San Luis Obispo, Ca	1	1	3	2
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	4	3
Charleston, SC	Honolulu, Hi (Wahiawa)	1	1	4	3
<b>TASK 5 / OPTION 1</b>					
Charleston, SC	Chesapeake, VA (Northwest)	1	1	3	2
Charleston, SC	Naples, Italy	1	1	4	3
Charleston, SC	Ramstein, Germany	1	1	4	3
Charleston, SC	Manama, Bahrain	1	1	4	3
Charleston, SC	San Luis Obispo, Ca	1	1	3	2
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	4	3
Charleston, SC	Honolulu, Hi (Wahiawa)	1	1	4	3
<b>TASK 5 / OPTION 2</b>					
Charleston, SC	Chesapeake, VA (Northwest)	1	1	3	2
Charleston, SC	Naples, Italy	1	1	4	3
Charleston, SC	Ramstein, Germany	1	1	4	3
Charleston, SC	Manama, Bahrain	1	1	4	3
Charleston, SC	San Luis Obispo, Ca	1	1	3	2
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	4	3
Charleston, SC	Honolulu, Hi (Wahiawa)	1	1	4	3
<b>TASK 5 / OPTION 3</b>					
Charleston, SC	Chesapeake, VA (Northwest)	1	1	3	2
Charleston, SC	Naples, Italy	1	1	4	3
Charleston, SC	Ramstein, Germany	1	1	4	3
Charleston, SC	Manama, Bahrain	1	1	4	3
Charleston, SC	San Luis Obispo, Ca	1	1	3	2
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	4	3
Charleston, SC	Honolulu, Hi (Wahiawa)	1	1	4	3
<b>TASK 5 / OPTION 4</b>					
Charleston, SC	Chesapeake, VA (Northwest)	1	1	3	2
Charleston, SC	Naples, Italy	1	1	4	3

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 50 of 77	FINAL
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Charleston, SC	Ramstein, Germany	1	1	4	3
Charleston, SC	Manama, Bahrain	1	1	4	3
Charleston, SC	San Luis Obispo, Ca	1	1	3	2
Charleston, SC	Okinawa, Japan (Fort Buckner)	1	1	4	3
Charleston, SC	Honolulu, Hi (Wahiawa)	1	1	4	3

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<b>TASK 6 / BASE</b>					
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<b>Origin</b>	<b>Destination</b>	<b># of Trips</b>	<b># of Travelers</b>	<b>Days</b>	<b>Nights</b>
Charleston, SC	Ft. Meade	2	1	7	6
Charleston, SC	Aberdeen, MD	2	1	7	6
Charleston, SC	Norfolk, VA	2	1	7	6
Charleston, SC	Colorado Springs, CO	2	1	7	6
Charleston, SC	San Diego, CA	2	1	7	6
Charleston, SC	Wahiawa, Hawaii	2	1	7	6
Charleston, SC	Okinawa, Japan	2	1	7	6
Charleston, SC	Lago Patria, Italy	2	1	7	6
Charleston, SC	Paso Robles, California	2	1	7	6
Washington D.C.	Ft. Meade	2	1	7	6
Washington D.C.	Aberdeen, MD	2	1	7	6
Washington D.C.	Norfolk, VA	2	1	7	6
Washington D.C.	Colorado Springs, CO	2	1	7	6
Washington D.C.	San Diego, CA	2	1	7	6
Washington D.C.	Wahiawa, Hawaii	2	1	7	6
Washington D.C.	Okinawa, Japan	2	1	7	6
Washington D.C.	Lago Patria, Italy	2	1	7	6
Washington D.C.	Paso Robles, California	2	1	7	6
Washington D.C.	Charleston, SC	2	1	7	6

<b>TASK 6 / OPTION 1</b>					
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Charleston, SC	Ft. Meade	2	1	7	6
Charleston, SC	Aberdeen, MD	2	1	7	6
Charleston, SC	Norfolk, VA	2	1	7	6
Charleston, SC	Colorado Springs, CO	2	1	7	6
Charleston, SC	San Diego, CA	2	1	7	6
Charleston, SC	Wahiawa, Hawaii	2	1	7	6
Charleston, SC	Okinawa, Japan	2	1	7	6
Charleston, SC	Lago Patria, Italy	2	1	7	6
Charleston, SC	Paso Robles, California	2	1	7	6
Washington D.C.	Ft. Meade	2	1	7	6
Washington D.C.	Aberdeen, MD	2	1	7	6
Washington D.C.	Norfolk, VA	2	1	7	6
Washington D.C.	Colorado Springs, CO	2	1	7	6
Washington D.C.	San Diego, CA	2	1	7	6
Washington D.C.	Wahiawa, Hawaii	2	1	7	6
Washington D.C.	Okinawa, Japan	2	1	7	6
Washington D.C.	Lago Patria, Italy	2	1	7	6
Washington D.C.	Paso Robles, California	2	1	7	6
Washington D.C.	Charleston, SC	2	1	7	6

<b>TASK 6 / OPTION 2</b>					
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CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 51 of 77	FINAL
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Charleston, SC	Ft. Meade	2	1	7	6
Charleston, SC	Aberdeen, MD	2	1	7	6
Charleston, SC	Norfolk, VA	2	1	7	6
Charleston, SC	Colorado Springs, CO	2	1	7	6
Charleston, SC	San Diego, CA	2	1	7	6
Charleston, SC	Wahiawa, Hawaii	2	1	7	6
Charleston, SC	Okinawa, Japan	2	1	7	6
Charleston, SC	Lago Patria, Italy	2	1	7	6
Charleston, SC	Paso Robles, California	2	1	7	6
Washington D.C.	Ft. Meade	2	1	7	6
Washington D.C.	Aberdeen, MD	2	1	7	6
Washington D.C.	Norfolk, VA	2	1	7	6
Washington D.C.	Colorado Springs, CO	2	1	7	6
Washington D.C.	San Diego, CA	2	1	7	6
Washington D.C.	Wahiawa, Hawaii	2	1	7	6
Washington D.C.	Okinawa, Japan	2	1	7	6
Washington D.C.	Lago Patria, Italy	2	1	7	6
Washington D.C.	Paso Robles, California	2	1	7	6
Washington D.C.	Charleston, SC	2	1	7	6
<b>TASK 6 / OPTION 3</b>					
Charleston, SC	Ft. Meade	2	1	7	6
Charleston, SC	Aberdeen, MD	2	1	7	6
Charleston, SC	Norfolk, VA	2	1	7	6
Charleston, SC	Colorado Springs, CO	2	1	7	6
Charleston, SC	San Diego, CA	2	1	7	6
Charleston, SC	Wahiawa, Hawaii	2	1	7	6
Charleston, SC	Okinawa, Japan	2	1	7	6
Charleston, SC	Lago Patria, Italy	2	1	7	6
Charleston, SC	Paso Robles, California	2	1	7	6
Charleston, SC	Ramstein, Germany	2	1	7	6
Washington D.C.	Ft. Meade	2	1	7	6
Washington D.C.	Aberdeen, MD	2	1	7	6
Washington D.C.	Norfolk, VA	2	1	7	6
Washington D.C.	Colorado Springs, CO	2	1	7	6
Washington D.C.	San Diego, CA	2	1	7	6
Washington D.C.	Wahiawa, Hawaii	2	1	7	6
Washington D.C.	Okinawa, Japan	2	1	7	6
Washington D.C.	Lago Patria, Italy	2	1	7	6
Washington D.C.	Paso Robles, California	2	1	7	6
Washington D.C.	Ramstein, Germany	2	1	7	6
Washington D.C.	Charleston, SC	2	1	7	6
<b>TASK 6 / OPTION 4</b>					
Charleston, SC	Ft. Meade	2	1	7	6
Charleston, SC	Aberdeen, MD	2	1	7	6
Charleston, SC	Norfolk, VA	2	1	7	6
Charleston, SC	Colorado Springs, CO	2	1	7	6
Charleston, SC	San Diego, CA	2	1	7	6
Charleston, SC	Wahiawa, Hawaii	2	1	7	6
Charleston, SC	Okinawa, Japan	2	1	7	6
Charleston, SC	Lago Patria, Italy	2	1	7	6

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 52 of 77	FINAL
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Charleston, SC	Paso Robles, California	2	1	7	6
Charleston, SC	Ramstein, Germany	2	1	7	6
Washington D.C.	Ft. Meade	2	1	7	6
Washington D.C.	Aberdeen, MD	2	1	7	6
Washington D.C.	Norfolk, VA	2	1	7	6
Washington D.C.	Colorado Springs, CO	2	1	7	6
Washington D.C.	San Diego, CA	2	1	7	6
Washington D.C.	Wahiawa, Hawaii	2	1	7	6
Washington D.C.	Okinawa, Japan	2	1	7	6
Washington D.C.	Lago Patria, Italy	2	1	7	6
Washington D.C.	Paso Robles, California	2	1	7	6
Washington D.C.	Ramstein, Germany	2	1	7	6
Washington D.C.	Charleston, SC	2	1	7	6

### 13.2 PERSONNEL MEDICAL REQUIREMENTS

#### 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 SSCLANTINST 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 SPECIFIED MISSION DESTINATIONS

As specified in each task order, the contractor shall be required to travel to locations designated as Specified Mission Destinations, which are listed in the latest SSC Atlantic OCONUS Travel Guide portal (latest link to be provided at contract and task order award). Pursuant to DODI 3020.41 and SSCLANTINST 12910.1A, work to be performed at Specified Mission Destinations is subject to all relevant contract clauses, as well as the requirements set forth in the aforementioned guide. The contractor shall be able to meet all clause and guide requirements 35 days prior to travel within the applicable specified destinations. When deployment to a Specified Mission Destination is required, the contractor shall be responsible for processing applicable deployment packages for its personnel in accordance with the SSC Atlantic OCONUS Travel Guide portal. Note: The portal is NOT the authoritative source, as it is only a guide. The contractor shall be responsible to know and understand travel requirements as identified by the Combatant Command (COCOM) and

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 53 of 77	FINAL
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applicable country. Commencing no later than seven (7) days after task order award requiring travel to specified mission destination(s), the contractor shall submit all required OCONUS Deployment Documentation and Package (CDRL A017) to the task order technical POC and/or Command Travel/Deployment Coordinator.

#### 14.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is *Joseph Schepisi, Code 55280* who can be reached at phone **(843) 218-3489**; e-mail: joseph.h.schepisi@navy.mil.

#### 15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

The contractor is not required to transport any equipment for this TO.

#### 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 1.

#### 17.0 OTHER CONDITIONS/REQUIREMENTS

##### 17.1 OVERTIME HOURS

Overtime is not authorized for the TO.

##### 17.2 FUNDING ALLOCATION

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

##### 17.3 CYBER SECURITY WORKFORCE DESIGNATION

The labor category of Engineer/Scientist 5 has been designated as having Cyber Security/IA functions. These functions are delineated in SECTION 3.4 – SYSTEM CYPBERSECURITY - of the DISA AND NAVIFOR C5I SUPPORT PWS.

[END OF PWS]

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 54 of 77	FINAL
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5252.237-9600

PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)

- a. Personnel assigned to or utilized by the contractor in the performance of this task order 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 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.
  
- c. When determining if educational and experience requirements are acceptable, the following criteria are applicable:
  1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.
  2. Bachelor's of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).
  3. When not specified, higher education above a labor category's minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a MS degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.
  4. Technology degrees do not qualify as Engineering or Physical Science Degrees.
  5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.
  6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).
  7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).
  8. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1 This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 55 of 77	FINAL
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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, Contractor personnel shall be required to meet vendor/platform certification.

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

1. Program Manager (TASKS 1, 2, 3, 4, 5, and 6)

Education: Bachelor's degree in Engineering, Physics, Physical Sciences, Information Security, Mathematics, Management Information Systems, Business or Health Sciences Related Field.

Experience: Fifteen (15) years of technical experience in support of information technology and/or C4I programs to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years Program Management Experience, to include: Technology Assessments, Infrastructure Operations, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of information technology, C4I, information assurance or computer network defense projects. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

2. Engineer/Scientist 5 (TASKS 1, 2, and 6)

Education: BS degree in Engineering, Physics, Network Security, Information Systems or Computer Science.

Experience: Fifteen (15) years of experience in communications engineering to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of Command, Control, Computers, Communications, and Cybersecurity, and Intelligence (C5I) requirements. Recognized as an expert in satellite communications systems. Note: Experience may be concurrent.

3. Engineer/Scientist 4 (TASK 6)

Education: BS degree in Engineering, Physics, Network Security, Information Systems or Computer Science.

Experience: Ten (10) years of experience in Engineering, Systems Analysis, Information Assurance, or Engineering Management to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C5I requirements. Five (5) years of technical experience in support of satellite communications systems. Note: Experience may be concurrent.

4. Electronics Technician 3 (TASK 5)

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: Eight (8) years of practical experience, to include: Electronics Repair, Maintenance, Installation and Checkout. Two (2) years of experience, to include: supervision, and shop practices. Three (3) years of practical experience, to include: electronics repair and installation, and six (6) years of experience with satellite communications systems. Note: Experience may be concurrent.

5. Warehouse Specialist (TASK 5)

Education: High School diploma or GED.

Experience: Two (2) year of warehouse experience, to include: performing inventory, staging, packing, storage and shipping of electronic equipment and related material; operating motor vehicles and material handling equipment; and utilizing a computer-based inventory and bar coding system for entry, identification and tracking of material.

6. Drafter/CAD Operator III (SCA 30063) (TASKS 1)

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 56 of 77	FINAL
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Education: High School diploma or GED.

Experience: Three (3) years of experience drafting/illustrating in the electronics field, to include: computerized drafting applications, digital imaging techniques, use of AutoCad, planning and preparing graphic presentations of complex items. Experience with DoD processes and procedures.

7. Administrative Assistant (TASKS 1 & 2)

Education: Associate's Degree in Business or Computer Science.

Experience: Four (4) years of experience, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD.

Note: Experience may be concurrent.

OR

Education: High School Diploma or GED.

Experience: Eight (8) years of experience to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails.

8. Logistician 4 (TASKS 2 & 5)

Education: Bachelor's degree or Current Professional Logistics Certification – i.e., Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics **Level 2, or have equivalent logistics training, or possess an additional three (3) years** working in direct support of defense life-cycle logistics.

Experience: Ten (10) years of experience in defense life-cycle (acquisition) logistics support (or 13 years if not DAWIA Level 2 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Six (6) years of experience in support of C4ISR systems. Demonstrated management skills, to include: Analyzing Contracts, Analyzing System Design Specifications, Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Experience supervising Logistics Specialists. Note: Experience may be concurrent.

9. Subject Matter Expert (SME) 1 (TASKS 1 & 2)

Education: GED or High School Diploma and Technical Training in inventory and database management.

Experience: Eight (8) years of hands-on experience with network and inventory management systems, with three (3) years specific experience with Site Asset Management Tools. Experience includes three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated leadership in improving accountability for and visibility into WAN and Satellite system equipment components.

OR

Education: Technical Training in telecommunications, Wideband, Narrowband or Protected satellite communications.

Experience: Eight (8) years of hands-on experience with DoD MILSATCOM to include three (3) of the following five (5) areas: Systems Requirements, Systems Engineering, Test & Evaluation, Implementation & Integration, and Training.

10. Subject Matter Expert (SME) 2 (TASKS 1 & 2)

Education: GED or High School Diploma and Technical Training in inventory and database management

Experience: Ten (10) years of hands-on experience with network and inventory management systems, with three (3) years specific experience with Site Asset Management Tools. Experience includes three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated leadership in improving accountability for and visibility into WAN and Satellite system equipment components.

OR

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 57 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

Education: GED or High School Diploma and Technical Training in telecommunications, Wideband, Narrowband or Protected satellite communications.

Experience: Ten (10) years of hands-on experience with DoD MILSATCOM to include three (3) of the following five (5) areas: Systems Requirements, Systems Engineering, Test & Evaluation, Implementation & Integration, and Training.

11. Subject Matter Expert (SME) 3

For TASK 1 & 2:

Education: GED or High School Diploma and Technical Training in inventory and database management

Experience: Twelve (12) years of hands-on experience with network and inventory management systems, with three (3) years specific experience with Site Asset Management Tools. Experience includes three (3) of the following five (5) areas: Systems Requirements, Systems Engineering, Test & Evaluation, Implementation & Integration, and Training. Recognized expert who has demonstrated leadership in improving accountability for and visibility into WAN and Satellite system equipment components.

OR

For TASK 2:

Education: GED or High School Diploma and Technical Training in telecommunications, Wideband, Narrowband or Protected satellite communications

Experience: Twelve (12) years of hands-on experience with DoD MILSATCOM to include three (3) of the following five (5) areas: Systems Requirements, Systems Engineering, Test & Evaluation, Implementation & Integration, and Training.

OR

For TASK 3:

Education: GED or High School Diploma and Technical Training in electronics repair and maintenance, protected satellite communications, satellite communications, Navy Multi-band Terminal (NMT)

Experience: Five (5) years of hands-on experience with Extremely High Frequency (EHF)/Follow On Terminal (FOT)/NMT, to include three (2) of the following four (3) areas: Advanced Time Division Multiple Access (TDMA) Interface Processor (ATIP) Operations, EHF TIP Operations, Test & Evaluation, and Training.

12. Subject Matter Expert (SME) 4 (TASK 4 & 5)

Education: GED or High School Diploma and Technical Training in electronics repair and maintenance, protected satellite communications, satellite communications, and Navy Multi-band Terminal (NMT)

Experience: Seven (7) years of technical experience in support of protected satellite/satellite communications systems, electronics repair and maintenance, EHF/FOT/NMT, to include three (3) of the following four (4) areas: ATIP Operations, EHF TIP Operations, Test & Evaluation, and Training.

13. Subject Matter Expert (SME) 5 (TASK 2)

Education: GED or High School Diploma and Technical Training in telecommunications, Wideband, Narrowband or Protected satellite communications.

Experience: Eighteen (18) years of hands-on experience with DoD MILSATCOM to include three (3) of the following five (5) areas: Systems Requirements, Systems Engineering, Test & Evaluation, Implementation & Integration, and Training. Recognized expert who has demonstrated leadership in DoD MILSATCOM.

14. Computer System Analyst III (SCA 14103) (TASKS 1 & 2)

Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 58 of 77	FINAL
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Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

Experience: Five (5) years of Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 59 of 77	FINAL
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## **SECTION D PACKAGING AND MARKING**

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 60 of 77	FINAL
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## SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the COR or his/her duly authorized representative.

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
7003	Destination	Government	Destination	Government
7004	Destination	Government	Destination	Government
7005	Destination	Government	Destination	Government
7006	Destination	Government	Destination	Government
7101	Destination	Government	Destination	Government
7102	Destination	Government	Destination	Government
7103	Destination	Government	Destination	Government
7104	Destination	Government	Destination	Government
7105	Destination	Government	Destination	Government
7106	Destination	Government	Destination	Government
7201	Destination	Government	Destination	Government
7202	Destination	Government	Destination	Government
7203	Destination	Government	Destination	Government
7204	Destination	Government	Destination	Government
7205	Destination	Government	Destination	Government
7206	Destination	Government	Destination	Government
7301	Destination	Government	Destination	Government
7302	Destination	Government	Destination	Government

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 61 of 77	FINAL
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7303	Destination	Government	Destination	Government
7304	Destination	Government	Destination	Government
7305	Destination	Government	Destination	Government
7306	Destination	Government	Destination	Government
7401	Destination	Government	Destination	Government
7402	Destination	Government	Destination	Government
7403	Destination	Government	Destination	Government
7404	Destination	Government	Destination	Government
7405	Destination	Government	Destination	Government
7406	Destination	Government	Destination	Government
9001	Destination	Government	Destination	Government
9002	Destination	Government	Destination	Government
9003	Destination	Government	Destination	Government
9004	Destination	Government	Destination	Government
9005	Destination	Government	Destination	Government
9006	Destination	Government	Destination	Government
9101	Destination	Government	Destination	Government
9102	Destination	Government	Destination	Government
9103	Destination	Government	Destination	Government
9104	Destination	Government	Destination	Government
9105	Destination	Government	Destination	Government
9106	Destination	Government	Destination	Government
9201	Destination	Government	Destination	Government
9202	Destination	Government	Destination	Government

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 62 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

9203	Destination	Government	Destination	Government
9204	Destination	Government	Destination	Government
9205	Destination	Government	Destination	Government
9206	Destination	Government	Destination	Government
9301	Destination	Government	Destination	Government
9302	Destination	Government	Destination	Government
9303	Destination	Government	Destination	Government
9304	Destination	Government	Destination	Government
9305	Destination	Government	Destination	Government
9306	Destination	Government	Destination	Government
9401	Destination	Government	Destination	Government
9402	Destination	Government	Destination	Government
9403	Destination	Government	Destination	Government
9404	Destination	Government	Destination	Government
9405	Destination	Government	Destination	Government
9406	Destination	Government	Destination	Government

**CLAUSES INCORPORATED BY REFERENCE**

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 63 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

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

7001	9/29/2017 - 9/28/2018
7002	9/29/2017 - 9/28/2018
7003	9/29/2017 - 9/28/2018
7004	9/29/2017 - 9/28/2018
7005	9/29/2017 - 9/28/2018
7006	9/29/2017 - 9/28/2018
9001	9/29/2017 - 9/28/2018
9002	9/29/2017 - 9/28/2018
9003	9/29/2017 - 9/28/2018
9004	9/29/2017 - 9/28/2018
9005	9/29/2017 - 9/28/2018
9006	9/29/2017 - 9/28/2018

### CLIN - DELIVERIES OR PERFORMANCE

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

7001	9/29/2017 - 9/28/2018
7002	9/29/2017 - 9/28/2018
7003	9/29/2017 - 9/28/2018
7004	9/29/2017 - 9/28/2018
7005	9/29/2017 - 9/28/2018
7006	9/29/2017 - 9/28/2018
9001	9/29/2017 - 9/28/2018
9002	9/29/2017 - 9/28/2018
9003	9/29/2017 - 9/28/2018
9004	9/29/2017 - 9/28/2018
9005	9/29/2017 - 9/28/2018
9006	9/29/2017 - 9/28/2018

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

7101	9/29/2018 - 9/28/2019
7102	9/29/2018 - 9/28/2019
7103	9/29/2018 - 9/28/2019
7104	9/29/2018 - 9/28/2019
7105	9/29/2018 - 9/28/2019

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 64 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

7106	9/29/2018 - 9/28/2019
7201	9/29/2019 - 9/28/2020
7202	9/29/2019 - 9/28/2020
7203	9/29/2019 - 9/28/2020
7204	9/29/2019 - 9/28/2020
7205	9/29/2019 - 9/28/2020
7206	9/29/2019 - 9/28/2020
7301	9/29/2020 - 9/28/2021
7302	9/29/2020 - 9/28/2021
7303	9/29/2020 - 9/28/2021
7304	9/29/2020 - 9/28/2021
7305	9/29/2020 - 9/28/2021
7306	9/29/2020 - 9/28/2021
7401	9/29/2021 - 9/28/2022
7402	9/29/2021 - 9/28/2022
7403	9/29/2021 - 9/28/2022
7404	9/29/2021 - 9/28/2022
7405	9/29/2021 - 9/28/2022
7406	9/29/2021 - 9/28/2022
9101	9/29/2018 - 9/28/2019
9102	9/29/2018 - 9/28/2019
9103	9/29/2018 - 9/28/2019
9105	9/29/2018 - 9/28/2019
9106	9/29/2018 - 9/28/2019
9201	9/29/2019 - 9/28/2020
9202	9/29/2019 - 9/28/2020
9203	9/29/2019 - 9/28/2020
9205	9/29/2019 - 9/28/2020
9206	9/29/2019 - 9/28/2020
9301	9/29/2020 - 9/28/2021
9302	9/29/2020 - 9/28/2021
9303	9/29/2020 - 9/28/2021
9304	9/29/2020 - 9/28/2021
9305	9/29/2020 - 9/28/2021
9306	9/29/2020 - 9/28/2021
9401	9/29/2021 - 9/28/2022
9402	9/29/2021 - 9/28/2022
9403	9/29/2021 - 9/28/2022
9405	9/29/2021 - 9/28/2022
9406	9/29/2021 - 9/28/2022

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."

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 65 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

CLAUSES INCORPORATED BY REFERENCE

52.242-15 - Stop-Work Order, AUG 1989

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 66 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

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

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

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

### **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:

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 67 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

Cost Voucher

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

Not Applicable

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0337
Issue By DoDAAC	N65236
Admin DoDAAC	S3101A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S3101A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	HAA310
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.

[joseph.h.schepisi@navy.mil](mailto:joseph.h.schepisi@navy.mil)

(g) *WAWF point of contact.*

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 68 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

LaVerne Brown; [laverne.brown@navy.mil](mailto:laverne.brown@navy.mil)

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

(End of clause)

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

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

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

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

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

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

1. to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and
2. to the Procuring Contracting Officer.

#### Accounting Data

SLINID	PR Number	Amount
700101	130060911600004	1013195.43
LLA :		
AB 1771804 60CP 257 36001 068892 2D C007SH 360017TPORTQ		
Standard Number: N3600117RC007SH		
700201	130060911600002	220000.00
LLA :		
AA 9770100 4300 P70 30361 0 K LBSZ 0 IE 257 5 DIEMR7N012 S12137		
Standard Number: DIEMR7N012		
700501	130060911600003	160801.90
LLA :		
AC 9770100 4300 P70 30361 0 K LBA1 0 IE 255 4 DIEMR7N016 S12137		
Standard Number: DIEMR7N016		
900101	130060911600004	195079.88
LLA :		
AB 1771804 60CP 257 36001 068892 2D C007SH 360017TPORTQ		
Standard Number: N3600117RC007SH		
900201	130060911600002	30000.00
LLA :		
AA 9770100 4300 P70 30361 0 K LBSZ 0 IE 257 5 DIEMR7N012 S12137		
Standard Number: DIEMR7N012		

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 69 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

900501 130060911600003

31131.98

LLA :

AC 9770100 4300 P70 30361 0 K LBA1 0 IE 255 4 DIEMR7N016 S12137

Standard Number: DIEMR7N016

BASE Funding 1650209.19

Cumulative Funding 1650209.19

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 70 of 77	FINAL
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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 upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the task order authorizes performance at SPAWARSYSCEN Atlantic prior to completion of the picture badge request.

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

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

### SEA 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 281,915 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.

a. 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.

i. 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.

i. The level of effort for this contract shall be expended at an average rate of approximately 1,175 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

i. 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.

i. 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.

i. 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:

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

Required LOE

or (ii) be 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.

a. 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.



CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 71 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

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

(a) Definition.

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

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

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

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

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

- (1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);
- (2) Access to Information is restricted to individuals with a bona fide need to possess;
- (3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;
- (4) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 72 of 77	FINAL
----------------------------------	-------------------------------------	------------------	-------

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

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

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

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

(a) Definition. As used in this clause, "sensitive information" includes:

(i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;

(ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);

(iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;

(iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—

(i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.

(iv) Execute a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information Non-Disclosure Agreement" for each employee prior to assignment;

(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as "proprietary," "procurement sensitive," or "source selection sensitive," or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the "Contractor Non-Disclosure Agreement," a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor's plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A "firewall" may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

(End of clause)

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 73 of 77	FINAL
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**5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)--ALTERNATE II (SEP 2001)**

(a) Contractor Request and Government Approval of Travel

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

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

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

(b) General

(1) The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this task order. 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 task order. 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 task order, 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 task order, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this task order.

(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 task order per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

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

(d) Transportation

(1) The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the task order 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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 74 of 77	FINAL
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rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles (35 + 50 + 25 + 10 - 70 = 50).*

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

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

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

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

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

**5252.222-9600 WAGE DETERMINATION APPLICABLE, SERVICE CONTRACT ACT (JUL 1989)**

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 75 of 77	FINAL
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Attachment 6, incorporated herein sets forth the applicable Service Contract Act Wage Determination by the Secretary of Labor.

**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 [/pdfs/CPARS-Guidance.pdfhttps://www.cpars.gov/cparsfiles](https://www.cpars.gov/cparsfiles).
- 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 [].

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

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

<u>ITEM(S)</u>	<u>ALLOTED TO COST</u>	<u>ALLOTED TO FEE</u>	<u>ESTIMATED PERIOD OF PERFORMANCE</u>
7001	951,357.21	61,838.22	29 Sept 2017-28 Sept 2018
7002	206572.77	13,427.23	29 Sept 2017-28 Sept 2018
7005	150,987.70	9,814.20	29 Sept 2017-28 Sept 2018
9001	195,079.88	*No Fee	29 Sept 2017-28 Sept 2018
9002	30,000	*No Fee	29 Sept 2017-28 Sept 2018
9005	31,131.98	*No Fee	29 Sept 2017-28 Sept 2018

(b) The parties contemplate that the Government will allot additional amounts to this task order from time to time for the incrementally funded CLINs/SLINs by unilateral task order 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 7005, 9001, 9005 are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

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

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 76 of 77	FINAL
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## SECTION I CONTRACT CLAUSES

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

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

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

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

#### FAR CLAUSES INCORPORATED BY REFERENCE:

52.251-1 GOVERNMENT SUPPLY SOURCES (APR 2012)

252.251-7000 ORDERING FROM GOVERNMENT SUPPLY SOURCES (AUG 2012)

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

52.219-14 LIMITATIONS OF SUBCONTRACTING (NOV 2011)

52.224-2 PRIVACY ACT (APR 1984)

#### DFARS CLAUSES INCORPORATED BY REFERENCE:

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

#### FAR CLAUSES INCORPORATED BY FULL TEXT:

### 52.222-42 -- Statement of Equivalent Rates for Federal Hires (May 2014)

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

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

Employee Class	SCA#	Monetary Wage-Fringe Benefits
Administrative Assistant	SCA 01020	GS-10
Computer System Analyst III	SCA 14103	GS-12
Drafter/CAD Operator III	SCA 30063	GS-9

(End of clause)

CONTRACT NO. N00178-14-D-8035	DELIVERY ORDER NO. N6523617F3139	PAGE 77 of 77	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Attachment 2 Consolidated Government Furnished Property Form

Attachment 6- Wage Determination

Attachment 1 Quality Assurance Surveillance Plan (QASP)

Exhibit A- CDRLS- DD FORM 1423