

2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE 29-Jan-2018	4. REQUISITION/PURCHASE REQ. NO. 1300690621	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A

SPAWAR-Systems Center Lant (CHRL)
P.O. BOX 190022
North Charleston SC 29419-9022

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

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) ManTech Advanced Systems International, Inc. 2251 Corporate Park Drive Herndon VA 20171	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4080 / N6523617F3123 10B. DATED (SEE ITEM 13) 25-Sep-2017
CAGE CODE 5N741 FACILITY CODE	[X]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

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

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) [REDACTED] Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/ [REDACTED] (Signature of Contracting Officer)	29-Jan-2018

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GENERAL INFORMATION

The purpose of this modification is to incrementally fund Task Order N6523617F3123 in the amount of \$821,501.54 in accordance with PR 1300690621. All other terms and conditions remain the same. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$863,679.06 by \$821,501.54 to \$1,685,180.60.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
██████	Fund Type - OTHER	0.00	██████	██████
██████	Fund Type - OTHER	0.00	██████	██████
██████	Fund Type - TBD	0.00	██████	██████
██████	Fund Type - TBD	0.00	██████	██████

The total value of the order is hereby increased from \$1,685,180.60 by \$0.00 to \$1,685,180.60.

SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT (Fund Type - OTHER)	1.0	LO			
700001	R425	Funding (Fund Type - OTHER)					
700002	R425	ACRN AB: Labor for PWS PR: 1300690621 DOC: SC06001800201 NWA/JON: 100001333228 0091 (Fund Type - OTHER)					
700003	R425	ACRN AC: Labor for PWS PR: 1300690621 DOC:SC06001800221 NWA/JON: 100001331770 0091 (Fund Type - OTHER)					
7001	R425	AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT (Fund Type - TBD) Option	1.0	LO			
7002	R425	AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT (Fund Type - TBD) Option	1.0	LO			
7003	R425	AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT (Fund Type - TBD) Option	1.0	LO			
7004	R425	AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT (Fund Type - TBD) Option	1.0	LO			

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	ODC in support of CLIN 7000 (Fund Type - TBD)	1.0	LO	
900001	R425	ACRN AA - ODCs PR 1300678145-0001 (Fund Type - TBD)			
900002	R425	ACRN AB: ODCs for PWS PR: 1300690621 DOC:SC06001800201 NWA/JON: 100001333228 0091 (Fund Type - TBD)			
900003	R425	ACRN AC: ODCs for PWS PR: 1300690621 DOC: SC06001800221 NWA/JON: 100001331770 0091 (Fund Type - TBD)			
9001	R425	ODC in support of CLIN 7001 (Fund Type - TBD)	1.0	LO	

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
		Option			
9002	R425	ODC in support of CLIN 7002 (Fund Type - TBD)	1.0	LO	██████████
		Option			
9003	R425	ODC in support of CLIN 7003 (Fund Type - TBD)	1.0	LO	██████████
		Option			
9004	R425	ODC in support of CLIN 7004 (Fund Type - TBD)	1.0	LO	██████████
		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 contract.

Fee paid is based on total fee dollars divided by total man-hours to be provided.

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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) shall be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein shall be referred to as Performance Work Statement (PWS):

SHORT TITLE: AUTOMATED FUEL SYSTEMS TECHNICAL SUPPORT

1.0 PURPOSE

1.1 BACKGROUND

This PWS details the parameters and requirements for supporting the Defense Logistics Agency (DLA) Systems and Application Sub Portfolio. Programs under the Sub Portfolio include Automated Tank Gauge (ATG), Automation Fuel Service Station (AFSS), Independent Alarm System (IAS), Overfill Protection Equipment (OPE), Automated Fuel Handling Equipment (AFHE), Hydrant Fueling Automation Maintenance (HFAM), Hydrant Automation Monitoring System (HAMS), and Electronic Leak Detection (ELD). These are technical and maintenance support programs at Space and Naval Warfare Systems Center (SPAWARSYSCEN or SSC) Atlantic which administer Department of Defense (DoD) automated fuel sites. DLA programs install, manage, and maintains automated fuel handling equipment and systems at DoD fuel facilities worldwide. SPAWARSYSCEN Atlantic is tasked by DLA with life-cycle maintenance support for these systems.

1.2 SCOPE

The objective of this PWS is to obtain the full range of technical support services to assist and support the DLA Systems and Application Sub Portfolio Fuels Automation Program to carry out its duties and responsibilities to install and maintain ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE systems.

NOTE: Work will not be performed in Afghanistan.

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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.

2.1 REQUIRED DOCUMENTS

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

	Document Number	Title
a.	AUTO-D-GEN-PM-01-3.4	DLA Systems and Applications Sub-Portfolio Integrated Project Management Plan
b.	AUTO-D-GEN-SOP-14	How to Use CIMS
c.	MAIN-D-GEN-SOP-09	Maintenance Site Visit Request Standard Operating Procedure
d.	MAIN-D-GEN-TEP-02	Inspection and Operational Verification Procedures for Corrective and Preventive Maintenance of ATG/AFSS /IAS/OPE/HFAM Systems
e.	MAIN-D-GEN-PM-01	AFHE/ATG/AFSS Maintenance Program Management Plan
f.	MAIN-D-GEN-SOP-02	Corrective Maintenance Standard Operating Procedure
g.	MAIN-D-GEN-SOP-03	Automation Program Corrective Maintenance Follow - Up Standard Operating Procedure
h.	MAIN-D-GEN-SOP-01	Automation Program Preventive Maintenance Standard Procedure
i.	MAIN-D-GEN-SOP-04	Automation Program Site Support Standard Operating
j.	MAIN-D-GEN-SOP-05	CIMS & Support Magic Ticket Status Review Operating Procedure
k.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
l.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
m.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
n..	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
o.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
p.	DoD 5220.22M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06

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	Document Number	Title
q.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
r.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
s.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
t.	DoDR 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
u.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
v.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
w.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
x.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
y.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
z.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
aa.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
ab.	DoDI 4161.02	Accountability and Management of Government Contract Property, Apr 27,2012
ac.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
ad.	SPAWARSYSCENL ANTINST 12910.1A	Deployment of Personnel and/or Contractor Employees to Specific Mission Destinations [required if using Para 7.2]

2.2 SOURCE OF DOCUMENTS

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

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

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents

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

3.1. RELEVANT EXPERIENCE

Work under this TOt will require a wide array of experienced Engineers, Subject Matter Experts and Computer Operators to work with the DLA systems and Applications Portfolio. All work activities interface with DLA fuels and fueling operations. SPAWARSYSCEN Atlantic under DLA sponsorship has installed Automated Fuel Handling Equipment (AFHE), Automated Tank Gauging (ATG), Independent Alarm System (IAS), Overfill Protection Equipment (OPE), Hydrant Fueling Automation Maintenance (HFAM) system, Hydrant Automation Monitoring System (HAMS), Electronic Leak Detection (ELD), and Automated Fuel Service Station (AFSS) equipment. ATG, IAS, OPE, HFAM, HAMS, ELD, and AFHE systems provide safety and environmental controls as well as fuel inventory status and controls over a vast array of military fueling systems worldwide. AFSS systems are installed at retail and bulk fuel distribution locations and track fuel transactions and maintenance services for military ground vehicles. The contractor shall provide functional and technical expertise supporting the following systems:

3.1.1 ATG/IAS Systems

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3.1.1.1 The ATG Systems involve electronic equipment and sensors to monitor tank level and temperature readings at bulk terminals and service stations at DoD sites. The contractor shall be experienced, knowledgeable, and (as required by various state laws) certified in the following ATG:

- a. Veeder Root TLS (TLS) Series ATG System (Level 3 Veeder-Root certified)
- b. Ronan (X76CTM) Series ATG System (Ronan factory trained/certified)
- c. ENRAF 854 Servo ATG System
- d. Barton 3500 ATG System
- e. MTS Level Plus M-Series Probes
- f. Red Lion.

3.1.1.2 The DoD fuel sites have several Independent Alarms installed throughout the various sites that are separate to the ATG systems. Some of these alarm systems are controlling pumps and valves. The contractor shall be experienced with the following installed independent alarm systems (IAS) and systems components.

- a. Scully
- b. Magnetrol
- c. Mercoïd
- d. Omnitrol
- e. Pneumercator

3.1.2 Overfill Protection Equipment (OPE)

The DoD fuel sites have Scully OPE systems installed at various sites. The contractor shall be experienced with the following installed OPE systems and components.

- a. Scully Intellitrol
- b. Scully Intellicheck
- d. Scully ST-15-E
- e. Scully ST-47

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3.1.3 Automated Fuels Service Station (AFSS)

The contractor shall be experienced in the Automated Fuels Service Station (AFSS) (FuelMaster® Units (FMUs) Master Models 2500 series and 3500 series and Mobile Model 2525) equipment and components and operations. Site support and maintenance are critical to tracking fuel transactions and providing fuels accounting data for our DLA customer. Generally AFSS operations include tracking fuel issue/transactions and accounting via the AFSS system and uploading that data into the Fuels Automated System/Fuels Manager Defense (FAS/FMD). The AFSS systems also include the Automotive Information Module (AIM) vehicle interface system. The AFSS equipment currently exists at military fuel facilities worldwide. The contractor shall have completed the SYNTECH FUELMASTER training course on operations procedures and troubleshooting.

3.1.4 Electronic Leak Detection

The Electronic Leak Detection program provides leak detection engineering services for DLA to ensure DoD installations meet environmental regulatory requirements. The contractor shall be experienced, knowledgeable, and capable of working both with and independently of SPAWARSYSCEN Atlantic engineers and technicians monitoring the following systems:

- a. Pipeline Leak Detection: Provide annual pipeline leak detection certification quarterly and periodic leak detection testing & technical support for sites using installed Hansa and Vista leak detection systems.
- b. Leak Manager Support via installed Fuels Manager Defense (FMD) systems to provide certification and technical support for sites using where Varec Leak Manager.
- c. Leak detection certification for Cegelec systems.
- d. Designated underground storage tank operator (DUSTO) requirements for 11 sites with USTs in California.

3.1.5 Hydrant Automation Monitoring Systems (HAMS)

The Hydrant Automation Monitoring Systems (HAMS) program provides monitoring of active Type III hydrant systems/pump houses. The monitoring (24/7) allows for unmanned operation of the hydrant system and pump house via remote monitoring at the fuels office control center. The contractor shall be experienced and capable of supporting the HAMS program to ensure that the installation, maintenance and PMs of the system are performed as required. The contractor shall be experienced in the installation, setup, operation, and/or trouble shooting of the hydrants programmable logic controller (PLC). At the component level, contractor personnel must have and maintain Veeder-Root Level 3 certification for the TLS 350 Tank Monitoring Unit and experience with the a variety of leak sensors normally encountered at Hydrant sites. Additionally, the contractor shall have experience with the monitoring of the hydrant

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system, leak status data from the new liquid hydrocarbon leak detection systems located in each pump house and the integration and transmission of data back into Fuels Manager Defense (FMD). The contractor shall be familiar with the FMD computers and the setup of communications ensuring secure connectivity over the existing base network for remote monitoring.

3.1.6 Hydrant Fueling Automation Maintenance (HFAM)

The Hydrant Fueling Automation Maintenance (HFAM) program requires site support for Programmable Logic Controller (PLC) automated Hydrant Fueling Systems at specified DoD fuels facilities worldwide for our (DLA) customer. This support includes system upgrades, corrective and preventive maintenance, testing, and documentation of system condition for automated Hydrant Fueling Systems. The contractor shall be experienced and provide SPAWARSYSCEN Atlantic support in the hydrant system automation which includes the PLCs, various operator interfaces, system parameter transmitters, flow switches, solenoids, motor operators, control valves, other control devices, and associated software. HFAM maintained equipment provides electronic, mechanical, and safety controls for automatic system shutdown, monitoring system parameters, and pump and valve control. The contractor shall perform as an HFAM team member and must be capable of understanding and translating DoD hydrant system specifications in both verbal and written form. As an HFAM team member, the contractor shall be responsible for overseeing hydrant system professionals during replacement, repair, diagnostics, or adjustment of individual components of the Hydrant Fueling System automation.

3.1.7 Automated Fuel Handling Equipment (AFHE)

The contractor shall be familiar with distributed digital control systems with real-time data acquisition/control and inventory management. The primary purpose of the Automated Fuel Handling Equipment (AFHE) control system is to automate both transfer and inventory functions in order to reduce the risk of leakage of petroleum products thus reducing the risk of polluting the environment. The contractor shall support the systems engineering life cycle by identifying and analyzing the scope of engineering/technical tasks and ensures proper review of engineering/technical deliverables and provide engineering discipline in support of installing systems into physical platforms and ensures integration between systems components. The contractor shall be familiar with bulk fuels operations, fuel product accounting, automation of valves, fuel transfer pumps, tank gauging, metering systems, pipeline instrumentation, operations control centers (OCC), and Supervisory Control and Data Acquisition (SCADA) systems.

3.1.8 Helpdesk Services

Personnel working with Help Desk shall have the following skills:

a. The ability to use the following Microsoft application software.

- (1) Word
- (2) Excel
- (3) Access

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(4) Power Point

(5) Internet Explorer

b. Knowledge of military protocol and the importance of the military chain of command.

c. The contractor shall be experienced with working with Technical Help Desk to include, DLA Business Systems Modernization Energy (BSME) Help Desk programs.

3.2 PROGRAM MANAGEMENT

3.2.1 Program Support

The contractor will work closely with the government project manager supporting the needs of the program. Coordination of meetings, preparing budget drills, developing agenda items, attending high-level meetings, generating minutes, and tracking action items are required. The contractor will recommend policies, doctrine, tactics, and procedures at the Federal, State, and Local level given their past expert opinion or using analysis of actual outcomes. Program support will require significant coordination and interface with various DOD activities located in and out of the continental United States.

3.2.2 Program Support Documentation

The contractor shall develop and draft various program management (PM) documents (CDRL T001). The following documents are typical PM deliverables that the contractor shall have knowledge writing:

- Meeting Agenda and Minutes
- Plans of Action and Milestone
- Work Breakdown Structure (WBS)
- Project Requirement Documents (PRDs)

3.3 TECHNICAL SUPPORT

The contractor shall provide technical services to support the monitoring, definition, standardization, and modernization of the ATG, AFSS, OPE, IAS, HFAM, HAMS, ELD, and AFHE systems as outlined in DLA Systems and Applications Sub-Portfolio Integrated Project Management Plan (IPMP) (Ref Para 2.1.a, AUTO-D-GEN-PM-01). The tasking goals include increased operational efficiency, supporting real time control of fuel operations, tightening inventory accountability, and efficiently managing fuel allocation. In accordance with this effort, the contractor shall include monitoring corrective actions, evaluating preventive maintenance document, telephone support, and on site evaluation of site support projects. The contractor technical personnel will be located in SPAWARSYSCEN Atlantic facilities and

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shall be available during normal work hours to communicate with the government project manager (i.e. – cell phones).

3.3.1 Help Desk Services

The Integrated Support Center (ISC) interfaces with the DLA Business Systems Modernization Energy (BSME) Help Desk; these operations are generally referred to as the Help Desk. The contractor shall manage all discrepancies called in to the help desk and determine the best course of action given the options provided under the guidance of the ATG, AFSS, OPE, IAS, HFAM, HAMS, ELD, and AFHE programs. The contractor shall ensure that the standard operating procedures set forth for the helpdesk services follow the government defined work process “How to Use CIMS” SOP (Ref Para 2.1.b, AUTO-D-GEN-SOP-14).

3.3.1.1 The contractor shall manage the data flow between the SPAWARSYSCEN Atlantic Integrated Support Center (ISC) and the BSME Help Desk.

(a) The contractor shall review the work orders from the BSME Help Desk to ISC to ensure the tickets are being routed to the right maintenance contractor.

(b) The contractor shall resolve any misrouted work orders and determine the best course of action required to have the work order routed to the correct maintenance contractor that can resolve the associated work order.

(c) The contractor shall follow the work processes set forth in these programs under paragraph 2.0 of this PWS and ensure the maintenance technicians of these programs follow the government defined work process.

(d) The contractor shall review each active work order each day to ensure the maintenance technicians are properly updating the tickets.

(e) The contractor shall determine and gather the facts behind any conflict that arises with a work order and record the facts in the work order providing the information to the SPAWARSYSCEN Atlantic personnel assigned.

(f) The contractor shall update the BSME Help Desk database on each work order assigned to SPAWARSYSCEN Atlantic.

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(g) The contractor shall prepare weekly and monthly reports. (CDRL T001):

1. The weekly reports shall inform the status of the active work orders that the BSME Help Desk assigned to the SPAWARSYSCEN Atlantic ISC. The report shall involve trends for the active work orders over period of time recording the new work orders during a period and the number of closed work orders. The contractor shall plan to review and process 300 new work orders in one week and update 800 active work orders in the BSME Help Desk each week.
2. A weekly report shall be prepared for all work orders that are over 60 days old.
3. A weekly report shall be prepared for all work orders with a status of Follow-up.
4. A monthly report shall include all New tickets, Closed tickets, Active tickets, Average Days to Close and Median Days to Close for the last 6 months.

(h) The contractor shall prepare all visit requests required by Maintenance Site Visit Request SOP (Ref Para 2.1.c MAIN-D-GEN-SOP-09).

(i) The contractor shall track and review inventory data sheets, drawings, configuration files, and Preventive Maintenance (PM) Reports from the maintenance technicians. The contractor shall review PM reports to determine what data was collected by the maintenance technicians, enter the date that SPAWARSYSCEN Atlantic received the inventory data, drawings, configuration files, and PM reports. The contractor shall report any missing data or drawings to SPAWARSYSCEN Atlantic Project Manager. The contractor shall enter the inventory data reported in the PM package to the Collaborative Information Management System (CIMS) Equipment database. The contractor shall also upload configuration drawings and files into Automation Document Repository.

3.3.2 Corrective Maintenance

Corrective Maintenance includes response, diagnosis, and resolution to site trouble calls for ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE at the various Army, Air Force, Navy and Marine Corps fuels facilities as detailed under the corrective maintenance SOPs (Ref Para 2.1.f, MAIN-D-GEN-SOP-02 and Ref Para 2.1.g, MAIN-D-GEN-SOP-03).

3.3.2.1 The contractor shall ensure each CIMS ticket has the proper status in accordance with the SOP (Ref Para 2.1.f, MAIN-D-GEN-SOP-02). If the CIMS tickets are not updated or adhering to standard operating procedures in paragraph 2.1.a, the contractor shall contact and notify the assigned maintenance personnel to determine the reason.

3.3.2.2 The contractor shall determine and gather the facts behind any conflicts that arise with a ticket. This support includes contacting fuel site personnel, various maintenance contractors, and government agencies to gather the data.

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3.3.2.3 The contractor shall record all pertinent information in the ticket, inform the appropriate SPAWARSSYSCEN Atlantic Project Engineer of the conflict, and recommend a course of action. The assigned SPAWARSSYSCEN Atlantic Project Engineer will take the problem/conflict for action.

3.3.2.4 The contractor shall verify the issues and situation involving Follow-up trouble tickets in CIMS and shall assist in resolving Follow-up tickets with individual sites. Follow-up operations shall be performed in accordance with (Ref Para 2.1.g, MAIN-D-GEN-SOP-03).

3.3.2.5 The contractor shall also review CIMS trouble tickets for trends and rework and shall assist with conducting trend analysis of trouble tickets seeking indicators of recurring failures, seasonal failures, poorly performing equipment or materials, etc.

3.3.2.6 The contractor shall prepare and revise test procedures (CDRL T002) for verifying ATG, AFSS, OPE, IAS, HFAM, HAMS, ELD, and AFHE systems under corrective issues.

3.3.2.7 The contractor shall travel as required by paragraph 14 to assist with and perform corrective maintenance on ATG, AFSS, OPE, IAS, HFAM, HAMS, ELD, and AFHE systems. The contractor shall prepare a trip report (CDRL A002) for each trip and submit it within 7 days from the travel completion day.

3.3.3 Preventive Maintenance

The contractor shall provide preventive maintenance support that includes the testing, verification, inspection, inventory, and drawing creation for ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE at the various Army, Air Force, Navy and Marine Corps fuels facilities as detailed under the preventive maintenance SOP (Ref Para 2.1.h, MAIN-D-GEN-SOP-01)

3.3.3.1 The contractor shall monitor the Preventive Maintenance Schedule for changes and progression. The contractor shall verify completion and accuracy of Preventive Maintenance documents, equipment inventory list, certification testing, drawings, and updates.

3.3.3.2 The contractor shall review and compare equipment data to the configuration drawings for each site making sure that number and type of equipment data gathered matches the drawings. They shall report any discrepancies between the data and site configuration drawings to the SPAWARSSYSCEN Atlantic Project Manager.

3.3.3.3 The contractor shall prepare and revise test procedures (CDRL A002) for verifying ATG,

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AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE systems under preventive issues.

3.3.3.4 The contractor shall travel to provide oversight of preventive maintenance operations. The contractor shall ensure Inspection and Operational Verification Procedures for Corrective and Preventive Maintenance of ATG/AFSS/IAS/OPE Systems (Ref Para 2.1.d, MAIN-D-GEN-TEP-02) test procedures to test and document the system condition; facilitate the detection, isolation, and perform the timely repair of deficiencies to optimize system performance and safety are being followed.

3.3.4 Site Support

Site Support is a classification of work that is a reaction to the alteration to DoD fuel facilities. The Maintenance, Repair and Environmental (MR&E) program provisions for construction, repair, and maintenance of the fuel facilities. In addition, site support includes work at sites caused by accidental damage. Some examples of MR&E work are: 1) Any automation system modification or upgrading of existing automation equipment, 2) Installation, reinstallation or relocation of automation equipment; 3) The repair of accidental damage done by others, and 4) Site surveys.

The contractor shall review each ticket to determine whether a specific ticket is out of the scope of the normal corrective maintenance programs. If the ticket is not within the scope, the lead SPAWARSYSCEN Atlantic Project Engineer/technician will handle the issue as site support project in accordance with (Ref Para 2.1.i, MAIN-D-GEN-SOP-04). The contractor shall collect facts concerning site support and shall provide a description on the scope of work to resolve each ticket. The contractor shall initiate discussions with the SPAWARSYSCEN Atlantic Project Engineer to determine if travel to the site to gather more information is required.

3.3.4.1 If a Site support ticket requires on site evaluation, the contractor shall perform site surveys to determine scope of work on site support issues or to verify satisfactory completion of repairs. Once the survey is completed, the contractor shall update individual site support projects and coordinate work with site personnel.

3.3.4.2 The contractor shall assist with the development of requirement and requirement descriptions for new systems or system upgrades. This support includes preparing task descriptions of Site Support issues, PWS's and PRD's associated with the ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE maintenance programs.

3.3.4.3 The contractor shall prepare and revise test procedures (CDRL A002) for verifying ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE systems under site support issues.

3.3.5 CMMI and other Command Business Processes

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The program is Capability Maturity Model Integration (CMMI) level 3 compliant and maintains referenced SPAWARSSYSCEN Atlantic CMMI documentation on the NSERC website. The contractor shall be responsible for requesting website access from the COR.

3.3.5.1 The contractor shall foster, implement, and resolve team CMMI and other command business process issues. This support includes maintaining the accuracy of and adherence to the PMP (Ref Para 2.1.e, MAIN-D-GEN-PM-01). The contractor shall assist with maintaining the development and implementation of Standard Operating Procedures (SOP) (Ref Para 2.1.j, MAIN-D-GEN-SOP-05).

3.3.5.2 The contractor shall assist the Quality Assurance and Requirements Managers with development, implementation, and sustainment of metrics for the ATG, AFSS, IAS, OPE, HFAM, HAMS, ELD, and AFHE programs.

3.3.5.3 The contractor shall assist analyzing and seeking better ways to collect data, improve hardware and software performance, and communications. This support includes assisting with conducting trend analysis of trouble tickets, seeking indicators of recurring failures, seasonal failures, poorly performing equipment or materials.

3.3.5.4 The contractor shall monitor tasking, schedules and the completion of scheduled action items. This support includes working with other team members to resolve site, programmatic, contractual issues, concerns, and problems. The contractor shall travel with team members to discover and resolve issues, concerns, and problems. When travel is required, the contractor shall complete and submit a trip report (CDRL A002) for each site visit within 7 days from the travel completion day.

3.3.5.5 The contractor shall assist with developing presentations to inform the Program Manager, Senior Management, customers, and sponsors of status, development initiatives, program issues, concerns, and problems, and financial status.

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.

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4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.

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

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

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

5.0 CONTRACT/TASKORDER ADMINISTRATION

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

5.1 CONTRACT LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the government Contracting Officer and Contracting Officer's Representative (COR), as applicable. A COR will be assigned at the TO level. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for contract performance. The PM shall have authority to approve task order modifications in emergent situations. The PM shall also be responsible for, but not be limited to, the following: personnel management; management of government material and assets, if applicable; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR and periodic reviews with the Project Engineer (PE).

5.2 CONTRACT MONITORING AND MAINTENANCE

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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 TO award or modification. Prior to TO award/modifications, the contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO approval process. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO award or modification. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

5.2.1 Contract Administration Documentation

Various types of contract administration documents are required throughout the life of the 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 Task Order Status Reports (CDRL A003) and shall submit it either monthly, weekly, and/or as specified. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) **Monthly TOSR** – The contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10th of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (Attachment 1), Personnel Listing (Attachment 2), and Government Furnished Property (GFP) Template (Attachment 3) necessary for additional data collection as required.

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

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

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6. Notification when obligated costs have exceeded 75% of the amount authorized

5.2.1.2 Task Order Closeout Report

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

5.2.1.3 Contractor Manpower Reporting

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

(a) Contractor Manpower Quarterly Status Report (QSR)

Contractor Manpower Quarterly Status Report (CDRL A005) shall be provided to the government four times throughout the calendar year. Required for all active service contracts, beginning at the time of TO award, the Manpower report shall itemize specific contract and/or TO administrative data. Utilizing the format provided in QSR CDRL Attachment 1, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

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

(b) Enterprise-wide Contractor Manpower Reporting Application

In addition to the QSR CDRL reporting requirements noted above and pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;

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(4) S, Utilities ONLY;

(5) V, Freight and Shipping ONLY.

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

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

5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant with DFARS clause 252.232-7003, 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (formerly known as Wide Area Work Flow (WAWF)) which is a secure government Web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the WAWF. The contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. The contractor shall also provide a soft copy of the invoice and any supporting invoice documentation (CDRL A006) directly to the COR to assist in validating the invoiced amount against the products/services provided during the billing cycle. As applicable, the contractor shall forward copies of invoices to the COR within 24 hours after submittal of iRAPT /WAWF payment request.

5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service TOs, the contractor shall monitor the following labor rates as part of the monthly TO status report (see TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively shall be included in the TO Quality Assurance Surveillance Plan (QASP).

(a) Fully burden labor rates per person (subcontractor included) charged on the TO – 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 A007) 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.

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(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 A007) 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.

5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs shall include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A007) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs shall be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to cumulative cost of all program task orders on the basic contract (base plus all options) does not exceeding \$20M.

6.0 QUALITY

6.1 QUALITY SYSTEM

Upon award, the prime contractor shall provide and maintain a quality system that, as a minimum, adheres to the latest requirements of International Organization for Standardization (ISO) 9001 – Quality Management Systems, its equivalent (American National Standard Institute/American Society for Quality (ANSI/ASQ) Q9001), and any other supplemental requirements imposed by this TO. 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 their internal auditing system. At all times, the contractor shall have the Quality Assurance Plan (QAP) and quality documentation (CDRL A008) available to the government for review at both a program and worksite services level. Existing quality documents that meet the requirements of this TO may continue to be used. The contractor shall also require all subcontractors to possess a quality assurance and control

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program commensurate with the services and supplies to be provided as determined by the Prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level.

6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

Due to existing Program requirements, the contractor shall have a quality system for all services provided under this TO that conforms to the standards of Software Engineering Institute's Capability Maturity Model (CMM) and/or Capability Maturity Model Integration (CMMI) in the relevant profession, trade, or field of endeavor. The prime contractor shall be CMMI for Services and/or CMMI for Development Level III appraised at their local facility at time of TO award by an independent Standard CMMI Appraisal Method for Process Improvement (SCAMPI) assessment. The contractor shall provide evidence of said certifications upon request. The documented quality system shall be used to ensure that the end product of each task conforms to contract requirements whether produced by the contractor or provided by approved subcontractors or vendors. The quality system shall provide for control over all phases of the various types of tasks, from initial manning and material ordering to completion of final tasking, before offering to the government for acceptance as specified in this TO. PWS. The contractor shall ensure all services are rendered accordingly to the documented quality system, and personnel are directly supervised by individuals qualified in the relevant profession or trade.

6.3 QUALITY ASSURANCE

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

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A008) shall include any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records

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

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

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A009) submitted 10 days after TO award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A010) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this TO and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. No CDRL classified TOP SECRET with SCI shall be developed.

CDRL #	Deliverable Title	PWS	Frequency	Date Due
		Ref Para		
T001	Program Management Reports, General	3.2.2, 3.3.1	MTHLY	ASREQ
T002	Technical/Analysis Reports – Test Procedures	3.3.2.6, 3.3.3.3, 3.3.4.3	MTHLY	ASREQ
T002	Technical/Analysis Reports – Trip Report	3.3.2.7, 3.3.5.4	EA Trip	NLT 7 days from travel completion date

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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
T003	Task Order Status Report (TOSR)	3.3.1.1.g, 5.2.1.1, 11.2.5	MTHLY	30 Days after TO award (DATO) and monthly on the 10th
T004	Task Order Closeout Report	5.2.1.2, 11.5	1TIME	NLT 30 days after completion date
T005	Contractor Manpower Quarterly Status Report (QSR)	5.2.1.3a	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct
T006	Invoice Support Documentation	5.2.1.4	EA Req	Within 24 hrs from request
T007	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	EA REQ	Within 24 hrs from occurrence
T008	Quality Documentation	6.1, 6.4	EA Req	Within 24 hrs from request
T009	Cost and Schedule Milestone Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review
T010	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 th

7.2 ELECTRONIC FORMAT

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

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Spreadsheet/Graphics	Microsoft Excel

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	Deliverable	Software to be used
c.	Presentations	Microsoft PowerPoint
d.	Scheduling	Microsoft Project
e.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

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

7.3.2 Information Security

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

7.3.2.1 Safeguards

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

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI)

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when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

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

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

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

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

- (i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:
 - 1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.

 - 2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.

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3. Prompt application of security-relevant software patches, service packs, and hot fixes.

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

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

7.3.2.2 Compliance

The contractor shall include in their quality processes procedures that are compliant with information security requirements per DoDM 5200.01.

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

All work performed under this TO, is “unclassified.” A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, exist. Any sensitive government information will be safeguarded per Volume 4, Controlled Unclassified Information, of DoDM 5200.01.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this TO. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this TO. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is part of TOSR Attachment 1 (CDRL T003) – applicable Staffing Plan sheets include: Security Personnel Tracking sheet, CAC SPAWAR Badge Tracking sheet, Mandatory Training Sheet.

8.2 PERSONNEL

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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 the TO, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLIC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and IT resources, or SPAWARSSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSSYSCEN 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 SPAWARSSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task.

8.2.1 Access Control of Contractor Personnel

8.2.1.1 Physical Access to Government Facilities and Installations

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

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

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

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

8.2.1.2 Identification and Disclosure Requirements

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

8.2.1.3 Government Badge Requirements

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

8.2.1.4 Common Access Card (CAC) Requirements

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

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

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a

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period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.

2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).

3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. As required by DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the TO's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number (843)218-6152 or e-mail questions to ssc_lant_iam_office.fcm@navy.mil for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to ssclant_it_secmtg@navy.mil.

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8.2.1.5 Contractor Check-in and Check-out Procedures

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

8.2.2 IT Position Categories

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

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

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

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

8.2.2.1 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

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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.

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

8.2.2.3 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).

8.2.3 Security Training

Regardless of the contract security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing CACs, issued & expired dates for SPAWARSYSCEN Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc.

8.2.4 Disclosure of Information

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

8.2.5 Handling of Personally Identifiable Information (PII)

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

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unauthorized disclosure may result in both criminal and civil penalties.” Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or TO termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

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

8.3.1 Local and Internal OPSEC Requirement

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

8.3.2 OPSEC Training

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

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

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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 TO as For Official Use Only (FOUO) material.

8.4.2 Effective Use of Controls

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

9.0 GOVERNMENT FACILITIES

As specified in task order, Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located at 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

The contractor's facility location shall not present a hardship to complete work required on the TO. The contractor shall have real-time communication available. No specific facility location is required.

11.0 CONTRACT PROPERTY ADMINISTRATION

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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 TO will have the following property in support of the tasking requirements in PWS Para 3.0.

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of a contract. Depending on information contained in a document, the contractor shall comply with additional controls for access and distribution (e.g., technical specifications, maps, buildings designs, schedules, etc.). No GFI is to be utilized on this contract or any subsequent task order.

11.1.2 Tangible Property – Government Property (GP)

As defined in FAR Part 45, Government Property includes all property owned or leased by the Government. Government property includes both Government-furnished property (GFP) and contractor-acquired property (CAP). Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, 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. GFP also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract.

Note: For the purposes of DoN GFP tracking, NMCI assets are currently not considered GFP. For those NMCI assets that are assigned to a contractor and can be removed from a government facility (e.g., laptops versus desktops), the contractor shall have a Property Pass (OF-7) for each asset which will be authorized and signed by the COR. The contractor shall separately track all NMCI assets assigned to all contractor employees for use on this TO. At any time requested, the contractor shall send a copy of the NMCI asset list electronically to the COR for auditing purposes.

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In accordance with DFARS PGI 245.103-70, the determination to furnish GP on this contract is authorized. 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 GP. The following types of government property are applicable for this TO:

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for its 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. Typically, GFE has a unique item identifier (UII), meets IUID requirements, and is serially managed.

NOTE: Equipment (GFE) and material (GFM) identified at the project/design level does not adhere to the same identification convention at the contractual level. For contract purposes, to determine if an item is GFE or GFM, one must consider the end user of the item in question. If the end user of the item is SPAWARSYSCEN Atlantic or its contractor that would eventually return the item to the government, then the item is considered GFE. If the end user is another government customer, installation, or warfighter, then the item (although deemed as “equipment” in a design plan) is considered GFM and is typically not returned at the end of the contract/TO.

In accordance with PGI 245.103-72, GFP items are identified on the Scheduled GFP (SGFP) form, Attachment 2. NOTE: Only one set of SGFP/RGFP forms is applicable on the TO. Any required updates or revisions must be made to the SGFP/RGFP of record.

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.

No CAP will be utilized on this task order.

11.2 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 Contracting Officer and contract government Property Administrator. The contractor’s property

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management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1 and include the required data elements in DFARS clause 252.211-7007. The contractor shall ensure GFP in the possession of a subcontractor shall also be reported using the required data elements cited in DFARS clause 252.211-7007.

11.2.2 Government Property Administrator

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

11.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any government property without possessing proper contractual authority; i.e.; item specifically is identified as GFP in the TO. Per DoDI 4161.02, the government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the government. The contractor shall use WAWF to receipt property transfer or use Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The contractor shall cite the applicable contract number for each item to properly track property shipments.

Note: If electronic receipt is not available, at a minimum, the contractor shall ensure transfer of property occurs with proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

11.2.4 GFP Tagging and Item Unique Identification (IUID) Registry

In accordance with DFARS clause 252.245-7001, contractor shall tag, label, or mark all GFP items not previously tag, labeled, or marked. In accordance with DFARS clause 252.211-7007 (revised Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Module. After a contractor takes possession of GFP, the contractor shall designate the item as GFP in the IUID Registry. If the item cannot be found in the IUID registry, the contractor shall enter the item. When GFP is returned to the government at the completion of the contract/task order, the contractor shall update the IUID registry Custody status. If the GFP item is consumed, destroyed, scrapped, lost, or abandoned during the contract/TO performance, the contractor shall update the item's status and annotate that it has been disposed.

11.2.4.1 IUID Reporting Criteria. Pursuant to DFARS Clause 252.211-7007, the contractor shall ensure the following types of GFP are reported in the Item Unique Identification (IUID) Registry: (1) all serially managed GFP regardless of unit acquisition cost and (2) all non-serially managed items, unless tracked as an individual item, reported in the Registry in the same unit packaging, e.g., original manufacturer's package, box, or container as it was received.

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11.2.4.2 Exception to IUID Reporting Criteria. Pursuant to DFARS Clause 252.211-7007, CAP does not have to be reported to the IUID Registry; however, if any CAP is returned to the government, the contractor shall appropriately tag, label, or mark items and enter it into the IUID registry. Other exceptions to IUID reporting include the following: property under statutory leasing authority; property the government has acquired a lien or title solely because of partial, advance, progress, or performance-based payments; intellectual property or software; real property; or property released for work in process. Contractors shall annotate within their property management system if an item is exempt from IUID reporting requirements. The government has final determination.

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. For GFP only, the contractor shall ensure that items designated as Special Tooling (ST) and Special Test Equipment (STE) are correctly annotate in the SPAWARSSYSCEN Atlantic approved GFP central Automated Information System (AIS). The contractor shall work with the COR and designated contract Property Administrator to maintain adequate GFP records which shall be forwarded as required to SPAWARSSYSCEN Atlantic functional mailbox for tracking and centralization. The contractor shall ensure GFP and CAP records contain at a minimum the data elements as described in FAR clause 52.245-1 and shall be submitted for review as part of the TO status report (CDRL A003).

11.3 TRANSFERRING ACCOUNTABILITY

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

11.4 LOST OR DAMAGED ITEMS

Contractor shall promptly report to the COR and Contracting Officer 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 INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting

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shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

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

A final GFP inventory reporting list shall be included in the TO Closeout Report (CDRL A004). At the time of the Contractor's regular annual inventory, the Contractor will 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 GP administrator.

11.6 PERFORMANCE EVALUATION

Non-compliance with the contract's GP 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 GP. 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) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors under this TO. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

12.1.1 Performance at government facilities

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

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Contracting Officer.

12.2 SAFETY EQUIPMENT

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

12.3 SAFETY TRAINING

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

13.0 SMALL BUSINESS SUBCONTRACTING PLAN

Pursuant to FAR clause 52.219-9, the contractor shall effectively implement their government approved Small Business Subcontracting Plan throughout the life of the contract. The contractor shall provide for maximum practicable opportunity for Small Business to participate in contract performance consistent with efficient contract performance. The contractor shall demonstrate or at least document they have provided their best attempt to meet all terms and conditions in the contract relating to Small Business participation. Inability to adhere to an effective subcontracting program shall negatively affect a contractor's annual government Contractor Performance Assessment Report (CPAR) rating.

14.0 TRAVEL

14.1 LOCATIONS

The majority of the work under this contract shall be performed at SPAWARSYSCEN Atlantic

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Government facilities. The contractor shall ensure all travel is performed pursuant to clause 5252.231-9200. Travel shall be required to locations listed in Attachment (3) Estimated Travel Requirements.

Note: Travel specifically to Iraq or Afghanistan shall not be performed under this contract.

14.2 PERSONNEL MEDICAL REQUIREMENTS

14.2.1 OCONUS Immunization Requirements

The contractor shall be required to travel to locations outside the Continental limits of the United States (OCONUS). Contractor employees who deploy to locations that require immunizations shall do so in accordance with Department of Defense Instruction (DoDI) 6205.4, Department of the Navy (DON), and SPAWARSYSCENLANTINST 12910.1A.

14.3 LETTER OF AUTHORIZATION

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

15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

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

16.0 ACCEPTANCE PLAN

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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), PWS Attachment 1.

17.0 OTHER CONDITIONS/REQUIREMENTS

17.1 OVERTIME HOURS

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

17.2 NON-DISCLOSURE AGREEMENT (NDA)

All contractor personnel who receive or have access to proprietary information shall sign and abide by a non-disclosure agreement.

17.3 COMMUNICATION

Contractor personnel shall have communication capability with the government during normal office hours (e.g., cell phones).

LIST OF PWS ATTACHMENTS

Attachment 1 – Quality Assurance Surveillance Plan (QASP)

Attachment 2 -- Scheduled GFP form (SGFP)

Attachment 3 – Estimated Travel Location Requirements

Attachment 4 – DD FORM 1423 (A001 through A010)

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

(a) Personnel assigned to or utilized by the Contractor in the performance of this TO shall 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. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

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(b) The Government will review resumes of contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from potential employee to work will be part of the technical proposal.

(c) If the Ordering Officer questions the qualifications or competence of any persons performing under the TO, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in in this TO. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

(e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See www.ed.gov for more accreditation information. To receive credit for a Master and Doctorate, all degrees shall come from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

2. Bachelor of Science (BS) or Associates (AS) degrees in Applied science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see www.abet.org).

3. When not specified, higher education above a labor category's minimum can be credited 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.

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 performing IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1. This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified IAW DoD 8570 within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with an employee who does meet the minimum certification requirements as mandated above.

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9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification. The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications.

1. Program Manager

Education: Bachelor's degree in Engineering, Physics, Mathematics, Management, Information Systems, or Business.

Experience: Fifteen (15) years of technical experience in support of C4ISR systems/equipment, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

2. Accounting Clerk II (SCA 01012)

Education: High School Diploma or GED.

Experience: Two (2) years of clerical accounting experience to include: double entry bookkeeping, posting actions to journals, making debit/credit entries. Performing one (1) or more accounting tasks such as: verifying mathematical accuracy of accounting documents; examining and verifying clerical accuracy of various types of reports, lists, calculations, etc.; or making entries or adjustments to accounts. Demonstrated knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system. Knowledge and understanding of the terminology, codes, and processes used in automated accounting systems.

3. Administrative Assistant (SCA 01020)

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 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.

4. Engineer/Scientist 3

Education: BS degree in Electrical, Electronic or Computer Engineering.

Experience: Six (6) years of experience with complex electronic systems, to include: Systems Analysis, Systems Architecture, Systems/Equipment Support, Test and Evaluation, and Logistics support of C4ISR requirements.

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Specific experience: three (3) years of technical experience with complex electronic systems to include: Repair; Maintenance; Configuration Management; Documentation; Designing electronic process control and data acquisition systems; Project Engineering; Project Management; Government drawing standards and practices; Maintenance engineering applications for electronic and electrical system for hazardous areas; Knowledge of engineering economic concepts; Working knowledge of the National Electrical Code; Thorough knowledge of automation systems used in large fuel distribution and storage facilities; Design of automated fuel handling and gauging systems.

5. Subject Matter Expert (SME) 3

Education: Technical Training in commercial or government automated fuel systems. Certification in Veeder Root TLS (TLS), Ronan (X76CTM), ENRAF 854 Servo

Experience: Twelve (12) years of experience with Automated Fuel Systems such as: Automated Fuel Handling Equipment (AFHE), Automated Tank Gauging (ATG), Independent Alarm System (IAS), Overfill Protection Equipment (OPE), Hydrant Fueling Automation Maintenance (HFAM) system, Hydrant Automation Monitoring System (HAMS), Electronic Leak Detection (ELD), and Automated Fuel Service Station (AFSS) equipment. Specifically, must have demonstrated technical support expertise in at least eight (8) of the following systems: Veeder Root TLS (TLS), Ronan (X76CTM), ENRAF 854 Servo, ENRAF 818 STIC, Hectronic Optilevel HLS 3010HF, Barton 3500, GSI-MTG, MTS Level Plus M, Scully Intellitrol, Scully Intellicheck, Scully ST-15E, Scully ST-47, FuelMaster 2500 series, FuelMaster 3500 series, Programmable Logic Computers (PLC) such as the Modicon, Allen Bradley, and GE Fanuc, pipeline leak detection, leak manager support, and designated underground storage tank operator requirements

6. Subject Matter Expert (SME) 2

Education: Technical Training in commercial or government fuel terminal/pipeline operations or projects.

Experience: Ten (10) years of experience with Automated Fuel Systems such as: Automated Fuel Handling Equipment (AFHE), Automated Tank Gauging (ATG), Independent Alarm System (IAS), Overfill Protection Equipment (OPE), Hydrant Fueling Automation Maintenance (HFAM) system, Hydrant Automation Monitoring System (HAMS), Electronic Leak Detection (ELD), and Automated Fuel Service Station (AFSS) equipment. Specifically, must have demonstrated technical support expertise in at least five (5) of the following systems: Veeder Root TLS (TLS), Ronan (X76CTM), ENRAF 854 Servo, ENRAF 818 STIC, Hectronic Optilevel HLS 3010HF, Barton 3500, GSI-MTG, MTS Level Plus M, Scully Intellitrol, Scully Intellicheck, Scully ST-15E, Scully ST-47, FuelMaster 2500 series, FuelMaster 3500 series, Programmable Logic Computers (PLC) such as the Modicon, Allen Bradley, and GE Fanuc, pipeline leak detection, leak manager support, and designated underground storage tank operator requirements

7. Subject Matter Expert (SME) 1

Education: Technical Training in commercial or government fuel terminal/pipeline operations or projects.

Experience: Eight (8) years of experience with Automated Fuel Systems such as: Automated Fuel Handling Equipment (AFHE), Automated Tank Gauging (ATG), Independent Alarm System (IAS), Overfill Protection Equipment (OPE), Hydrant Fueling Automation Maintenance (HFAM) system, Hydrant Automation Monitoring System (HAMS), Electronic Leak Detection (ELD), and Automated Fuel Service Station (AFSS) equipment. Specifically, must have demonstrated technical support expertise in at least three (3) of the following systems:

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Veeder Root TLS (TLS), Ronan (X76CTM), ENRAF 854 Servo, ENRAF 818 STIC, Hectronic Optilevel HLS 3010HF, Barton 3500, GSI-MTG, MTS Level Plus M, Scully Intellitrol, Scully Intellicheck, Scully ST-15E, Scully ST-47, FuelMaster 2500 series, FuelMaster 3500 series, Programmable Logic Computers (PLC) such as the Modicon, Allen Bradley, and GE Fanuc, pipeline leak detection, leak manager support, and designated underground storage tank operator requirements

8. Computer Operator II (SCA 14042)

Education: High School diploma or GED.

Experience: Two (2) years of progressive experience in computer systems operations. One (1) year of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute. One (1) year of technical experience working with Technical Help Desk to include, but not limited to, DLA Business Systems Modernization (BSME) Help Desk Program

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SECTION D PACKAGING AND MARKING

See Section G - Task Order Manager

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

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

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SECTION E INSPECTION AND ACCEPTANCE

E-303 INSPECTION AND ACCEPTANCE- - DESTINATION (JAN 2002)

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

CLIN

INSPECT AT INSPECT BY ACCEPT AT ACCEPT BY

7000 Destination Government Destination Government

7001 Destination Government Destination Government

7002 Destination Government Destination Government

7003 Destination Government Destination Government

7004 Destination Government Destination Government

For ODC Items:

9000 Destination Government Destination Government

9001 Destination Government Destination Government

9002 Destination Government Destination Government

9003 Destination Government Destination Government

9004 Destination Government Destination Government

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SECTION F DELIVERABLES OR PERFORMANCE

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

7000	9/25/2017 - 9/24/2018
9000	9/25/2017 - 9/24/2018

CLIN - DELIVERIES OR PERFORMANCE

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

7000	9/25/2017 - 9/24/2018
9000	9/25/2017 - 9/24/2018

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

7001	9/25/2018 - 9/24/2019
7002	9/25/2019 - 9/24/2020
7003	9/25/2020 - 9/24/2021
7004	9/25/2021 - 9/24/2022
9001	9/25/2018 - 9/24/2019
9002	9/25/2019 - 9/24/2020
9003	9/25/2020 - 9/24/2021
9004	9/25/2021 - 9/24/2022

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

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

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative

[REDACTED]
1 Innovation Dr
North Charleston, SC 29419
[REDACTED]
[REDACTED]

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

CLAUSES INCORPORATED BY REFERENCE

REFERENCE CLAUSE TITLE & DATE

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

CLAUSES INCORPORATED BY FULL TEXT

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—

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

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

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

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

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

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

Cost Type Orders - Cost Voucher

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

N65236

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

Routing Data Table*

*Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S2404A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236

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

*** To Be Completed at the time of Task Order award.**

(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.

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
*	*	*	COR
Same as above	Same as above	Same as above	Receiver
Same as above	Same as above	Same as above	Acceptor

*** To Be Completed at the time of Task Order award.**

(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.

E-MAIL: [REDACTED]

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

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

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(2) to the Procuring Contracting Officer.

5252.232-9210 LIMITATION OF LIABILITY--INCREMENTAL FUNDING (JAN 1992)(SPAWAR)

The task/delivery order, when specified, may be incrementally funded and the amount currently available for payment hereunder is limited to \$1,685,180.60 inclusive of fee. It is estimated that these funds will cover the cost of performance through 24 September 2018. Subject to the provisions of the FAR 52.232-22 "Limitation of Funds" clause of this contract, no legal liability on the part of the Government for payment in excess of \$1,685,180.60 shall arise unless additional funds are made available and are incorporated as modifications to this contract.

Accounting Data

SLINID	PR Number	Amount
██████████	130054003800002	██████████
LLA :		
AA 97X4930 5CFX 203 4610 0 01 311 1 P.2017 .00070.001 S33189		
Standard Number: SC06001700268		

BASE Funding 863679.06
Cumulative Funding 863679.06

MOD P00001

██████████	130054003800002	██████████
LLA :		
AA 97X4930 5CFX 203 4610 0 01 311 1 P.2017 .00070.001 S33189		
Standard Number: SC06001700268		

██████████	130067814500002	██████████
LLA :		
AA 97X4930 5CFX 203 4610 0 01 311 1 P.2017 .00070.001 S33189		
ACRN AA - ODCs		
PR 1300678145-0001		

MOD P00001 Funding 0.00
Cumulative Funding 863679.06

MOD P00002 Funding 0.00
Cumulative Funding 863679.06

MOD P00003

██████████	130069062100001	██████████
LLA :		
AB 97X4930 5CFX 203 4610 0 01 257 2 P.2018 .00132.001 S33189		
Standard Number: SC06001800201		
ACRN AB: Labor for PWS		
PR: 1300690621		
DOC: SC06001800201		
NWA/JON: 100001333228 0091		

██████████	130069062100002	██████████
LLA :		
AC 97X4930 5CFX 203 4610 0 01 257 2 P.2018 .00078.001 S33189		
Standard Number: SC06001800221		
ACRN AC: Labor for PWS		
PR: 1300690621		

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DOC:SC06001800221
NWA/JON: 100001331770 0091

██████████ 130069062100003 ██████████
LLA :
AB 97X4930 5CFX 203 4610 0 01 257 2 P.2018 .00132.001 S33189
Standard Number: SC06001800201
ACRN AB:ODC for PWS
PR: 1300690621
DOC:SC06001800201
NWA/JON: 100001333228 0091

██████████ 130069062100004 ██████████
LLA :
AC 97X4930 5CFX 203 4610 0 01 257 2 P.2018 .00078.001 S33189
Standard Number: SC06001800221
ACRN AC: ODCs for PWS
PR: 1300690621
DOC: SC06001800221
NWA/JON: 100001331770 0091

MOD P00003 Funding 821501.54
Cumulative Funding 1685180.60

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

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

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

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

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.

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

(b) Of the total man-hours of direct labor set forth above, it is estimated that [REDACTED] are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

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

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

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

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cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

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

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

Required LOE

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

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

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

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

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

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

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

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

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

(b) General

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

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

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

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

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

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

(c) Per Diem

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

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

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

(d) Transportation

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

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

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

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

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

(6) Definitions:

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(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

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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.

5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)

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

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

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

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

(a) Definition.

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

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

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

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

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

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

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

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

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

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

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

(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.

and this task order.

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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.

52.222-42 Statement of Equivalent Rates for Federal Hires.

As prescribed in [22.1006\(b\)](#), insert the following clause:

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:

Employee Class	Monetary Wage—Fringe Benefits
Accounting Clerk II	14.49
Administrative Assistant	22.55
Computer Operator II	16.72

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SECTION J LIST OF ATTACHMENTS

PWS Attachment 1 - Quality Assurance Surveillance Plan (QASP)

PWS Attachment 2 - Scheduled GFP form (SGFP)

PWS Attachment 3 - Estimated Travel Location Requirements

PWS Attachment 4 CDRL's (T001 through T010)

RFP Attachment 4 - Wage Determination