

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. <b>N00178-04-D-4024</b>	2. DELIVERY ORDER NO. <b>MUT1</b>	3. EFFECTIVE DATE <b>09/21/2007</b>	4. PURCHASE REQUEST NO. <b>M00264-07-NR-55368</b>
5. ISSUED BY  <b>RCO Quantico                  3250 Catlin Ave                  Quantico VA 22134-5001                  shaun.marnien@usmc.mil 703-784-5260</b>		6. ADMINISTERED BY  <b>DCMA VIRGINIA                  10500 BATTLEVIEW PARKWAY, SUITE 200                  MANASSAS VA 20109-2342</b>	CODE <b>S2404A</b>
7. CONTRACTOR  <b>Booz Allen Hamilton, Inc                  8283 Greensboro Drive                  McLean VA 22102</b>		CODE <b>17038</b>	8. DELIVERY DATE  <b>See Section F</b>
11. SHIP TO  <b>See Section D</b>		12. PAYMENT WILL BE MADE BY  <b>DFAS Columbus Center, South Entitlement Operations                  P.O. Box 182264                  Columbus OH 43213</b>	9. CLOSING DATE/TIME  (hours local time – Block 5 issuing office) SET ASIDE TYPE  10. MAIL INVOICES TO  <b>See Section G</b>
13. TYPE OF ORDER D    X    This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.		CODE <b>HQ0338</b>	

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

Booz Allen Hamilton, Inc	[Redacted Signature]	Vice President	
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
**See Section G**

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
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See the Following Pages

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA  By: <b>Jennifer L Dubon</b>	09/21/2007  CONTRACTING/ORDERING OFFICER	22. TOTAL  \$ [Redacted]
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services Qty	Unit	Est. Cost	Fixed Fee	CPFF
1000	LABOR - BASE YEAR To be provided in accordance with Section C. (O&MN,N)	1.0 Lot	\$ ██████████	\$ ██████████	\$ ██████████
100001	Funding for CLIN 1000 in the amount of \$ ██████████				
100002	Funding for CLIN 1000 in the amount of \$ ██████████				
1100	LABOR - OPTION YEAR 1 To be provided in accordance with Section C. (O&MN,N) Option	1.0 Lot	\$ ██████████	\$ ██████████	\$ ██████████

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
3001	Other Direct Costs - Base Year The contractor shall provide data supporting invoices for this CLIN. This is a Not To Exceed cost reimbursable CLIN. No fee allowed. (O&MN,N)	1.0 Lot	\$ ██████████
3002	Travel - Base Year In accordance with the Joint Travel Regulations (JTR). The contractor shall provide data supporting invoices for this	1.0 Lot	\$ ██████████

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CLIN. This is a  
cost reimbursable  
CLIN. No fee  
allowed. (O&MN,N)

3101 Other Direct 1.0 Lot \$ ██████████  
Costs - Option  
Year 1  
The contractor  
shall provide  
data supporting  
invoices for this  
CLIN. This is a  
Not To Exceed  
cost reimbursable  
CLIN. No fee  
allowed. (O&MN,N)  
Option

3102 Travel - Option 1.0 Lot \$ ██████████  
Year 1  
In accordance  
with the Joint  
Travel  
Regulations  
(JTR). The  
contractor shall  
provide data  
supporting  
invoices for this  
CLIN. This is a  
cost reimbursable  
CLIN. No fee  
allowed. (O&MN,N)  
Option

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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4200	LABOR - OPTION YEAR 2 To be provided in accordance with Section C. (O&MN,N) Option		1.0 Lot	\$ ██████████	\$ ██████████	\$ ██████████
4300	LABOR - OPTION YEAR 3 To be provided in accordance with Section C. (O&MN,N) Option		1.0 Lot	\$ ██████████	\$ ██████████	\$ ██████████
4400	LABOR - OPTION YEAR 4 To be provided in accordance with Section C. (O&MN,N) Option		1.0 Lot	\$ ██████████	\$ ██████████	\$ ██████████

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For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6201	Other Direct Costs - Option Year 2 The contractor shall provide data supporting invoices for this CLIN. This is a Not To Exceed cost reimbursable CLIN. No fee allowed. (O&MN,N) Option	1.0 Lot	\$ ██████████
6202	Travel - Option Year 2 In accordance with the Joint Travel Regulations (JTR). The contractor shall provide data supporting invoices for this CLIN. This is a cost reimbursable CLIN. No fee allowed. (O&MN,N) Option	1.0 Lot	\$ ██████████
6301	Other Direct Costs - Option Year 3 The contractor shall provide data supporting invoices for this CLIN. This is a Not To Exceed cost reimbursable CLIN. No fee allowed. (O&MN,N) Option	1.0 Lot	\$ ██████████
6302	Travel - Option Year 3 In accordance with the Joint Travel Regulations (JTR). The contractor shall provide data supporting invoices for this CLIN. This is a cost reimbursable	1.0 Lot	\$ ██████████



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Based Statement of Work (PBSOW)

**United States Marine Corps  
Department of Headquarters (HQ)  
Facilities and Services Division (LFF)  
Installation and Logistics**

**Installation and Environmental Information Technology (IT) and  
Base Realignment and Closure (BRAC) Support**

### C-1.0 INTRODUCTION

**C-1.1 Mission.** The Installation and Logistics (I&L) Department of Headquarters (HQ), United States Marine Corps (USMC) is responsible for logistics policy and management, and coordinates logistics actions with other agencies. The Facilities and Services Division of I&L is responsible for formulating program policy, providing technical guidance, overseeing management and disposal of real property assets, and providing support services. Specific functional responsibilities include: acquisition, maintenance, and disposal of real property; management of natural resources and protection of endangered species; conservation of installation assets; management of transportation programs; and management of garrison mobile equipment and property programs. The Facilities Branch (LFF) manages funding and implements policy for maintenance and repair of real property; provides across the board oversight of all Marine Corps housing; and exercises cognizance over fire protection, utilities, and recycling throughout the Marine Corps. LFF has been designated by the Deputy Commandant for I&L as the functional area manager for all Marine Corps Installation and Environmental (I&E) systems.

**C-1.2 Backgrounds and Objective.** The Facilities Branch (LFF) requires Contractor expertise to provide program analysis, management support, information technology services and associated hardware (H/W) and software (S/W), technology upgrades and enhancements, planning and program support. LFF has maintained contractor support for its information technology (IT) programs continuously since 1987. The support has evolved from providing field site operation automation to the current requirement to provide a various array of both IT and USMC policy and guidance operational support. In 2001, LFF acquired an enterprise web-based project management solution know as the Facilities Integration (FI) Website to manage and support Marine Corps facilities sustainment, restoration, modernization and environmental projects to support its installation management mission. Since then, LFF has continued to develop or designate several IT systems as standard applications for use across the Marine Corps installation management community. These include the establishment of MAXIMO® as the standard facilities maintenance management system, development of a installation geospatial information and services program known as GEOFidelis, implementation of a standard facilities readiness reporting system known as CORRS, and development of tools and applications to support facilities master planning, base relocation and closure (BRAC) and other facilities and environmental initiative. In 2004, LFF was designated as the functional area manager for all Installation and Environmental (I&E) systems in the Marine Corps. With this designated, LFF now must oversee and manage an IT portfolio of over 250 systems of various sizes and functionality. As such, LFF began developing a long term strategic plan to manage it portfolio, reduce or collapse the number of applications within the IT portfolio and integrate and/or interface its many disparate system. In 2006, the Marine Corps initiated an effort to build a standard environmental management system, known as the Environmental Management (EM) Portal to address the Marine Corps environmental management mission. Contractor support is required to assist in the development and maintenance of the various IT systems, policies and initiatives that exist and continue to emerge.

LFF management and stakeholders require support to develop and implement strategic and tactical plans to meet policy, strategy, program management, and IT needs into the 21st Century. LFF management and stakeholders, with Contractor support, shall conceptualize, plan, develop, implement, and maintain cost-effective, state-of-the-art policy analysis and IT solutions to support the business processes of LFF and its client communities. The Contractor expertise is necessary to provide technical and management excellence in support of existing and future systems and business processes, implementation of current initiatives, and development and implementation of new initiatives.

Overarching Objectives. LFF seeks to accomplish several strategic and overarching objectives through this program:

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- Enterprise integration between separate programs, IT solutions, and supporting business processes.
- Consolidation of programs, processes, IT systems, and contractor support efforts.
- Significant reduction of program support and operating costs through consolidation and integration.
- Reduction in the number of legacy applications in the I&E IT portfolio by 25% by the end of 2008.
- Improved customer/stakeholder service and mission accomplishment.
- Improved flexibility to respond quickly to changing business needs and opportunities.
- Improved compliance with program and regulatory mandates.

This PBSOW is continuous level of effort support in nature, and therefore, there is no defined start and end date for many of the tasks. The IT services required by the Contractor will result in improving the mission and operations of this organization as a whole, and not gauged by the start and completion of individual tasks. Because many of the initiatives have unpredictable timelines, the Contractor will work with the USMC lead to develop schedules as required and in accordance with the performance standards of this PBSOW.

### **C-2.0 SCOPE**

This contract will be a cost plus fixed fee and will be incrementally funded. The technical scope of this effort applies to the full range of I&L programs and I&E systems that share common requirements for technical and program support spanning Program Management, Planning, Studies and Assessments, Operations and Maintenance Support, IT Development & Enhancement Support, Training and Training Support, Security and Accreditation Support, and Customer Support and Outreach. A sample listing of I&E enterprise programs and related initiatives are as follows:

- Facility Integration (FI) Website
- Base Regionalization and Closure (BRAC)
- Environmental Management (EM Portal)
- USMCmax
- GEOFidelis Portal
- Command Officers Readiness Reporting System (CORRS)
- IT Portfolio Management
- MCEITS
- NMCI

The technical scope of this task is intended to ensure that enterprise objectives for integration, consolidation, and cost reductions are fully satisfied for the current, broad range of I&L programs, I&E IT systems, and other related programs as they arise during the performance period of this task.

### **C-3.0 TECHNICAL REQUIREMENTS**

**C-3.1 Program Management.** The Contractor shall provide program management support to ensure the successful and timely completion of all tasks and performance standards of this PBSOW. Program management support shall include proactive planning and coordination of the overall program strategy and all project activities; cost and schedule management; staff direction and supervision; quality assurance and status reporting. A listing of work of this nature is as follows:

- Project Planning Analysis
- Project Management
- Status and financial reporting
- Quality assurance
- Configuration management
- Customer relationship management
- Other related Program activities

Given the dynamic nature of program requirements, the program management task provides the necessary planning, direction, oversight, and control to ensure all work performed is consistent with program direction and requirements. The contractor shall utilize the core elements of this task to continuously manage the workload, priorities, schedules, performance standards, and costs associated with multiple concurrent and dynamic work activities.

Kickoff meeting - Upon contract award, the contractor shall conduct a kickoff meeting with the USMC lead to establish clear understanding of the USMC program plans, priorities, and operating procedures. Information gathered during the kickoff meeting shall be used by the contractor to prepare the initial version of the PMP. The USMC LEAD

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may request additional kickoff meetings anytime a new work activity is initiated.

Program Management Plan (PMP) – The contractor shall develop and maintain throughout the contract an integrated PMP to clearly document a common understanding between the Government and the contractor of the planned work activities to be performed under the contract. The PMP shall describe all key work activities, plans, schedules, performance standards, and resources associated with the program. Anytime a change in program requirements, work activities, resources, schedules, or other factors occurs, these changes shall be incorporated into a revised PMP. The PMP will be the baseline plan against which program progress will be measured.

The initial PMP shall be delivered within 30 days after contract award. Updates to the PMP shall be provided anytime significant new work activities or changes in existing work activities occur. Updates to the PMP shall be provided at least quarterly throughout the contract.

Monthly Status Reports (MSR) – The contractor shall submit a comprehensive written MSR to the USMC LEAD, by the 15th day of each month, detailing the accomplishments of the prior month. The MSR shall address the following topics:

- Activities and accomplishments for the previous month
- Schedule and performance standards status
- Task order financial status (current month, year to date, contract to date, projected cost to completion per completed performance standards)
- Planned activities
- Discussion of contract risks or issues

The MSR shall address all current activities as outlined in the PMP.

Quarterly In-Progress Reviews (IPR) – The contractor shall provide a formal oral IPR no later than the last working day of each quarter addressing at a minimum, the topics included in the PMP and MSRs. The IPR provides an opportunity to validate and refine, if necessary, the work activities, priorities, plans, performance standards, schedules, and resource allocations outlined in the PMP. The contractor shall plan and schedule the IPR, provide the IPR review materials, lead the IPR discussions, and document the results in the form of meeting minutes.

#### **Service Deliverable Objective:**

Program Management Plan. The Program Management Plan must clearly document a common understanding between the Government and the contractor of the planned work activities to be performed under the contract. Plan will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Due 30 days after contract award.

Monthly Status Report. A monthly summary of tasks performed. Includes task expenditures versus planned expenditures, technical progress made, schedule status, travel conducted, meetings attended, equipment/materials procured and accessed, issues and recommendations. Copies of analyses and reports generated will be included. Supporting documentation will be attached. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. The monthly status report will be due the 15th of each month.

In Process Reviews (IPR). IPRs must clearly address and convey status, issues and problem areas related to the SOW provide an opportunity to validate and refine work activities, priorities, plans, performance standards, schedules, and resource allocations outlined in the PMP. IPR will be scheduled no later than the last day of each quarter.

**C-3.2 BRAC Planning and Assessments Support.** The Contractor shall become versed in the Marine Corps BRAC business processes, organizational goals, and implementation requirements while being aware of trends, and business concepts that relate to and impact the BRAC process. The Contractor shall prepare plans, and assessments to help identify and understand forces driving change and identify strategic alternatives. This covers business, technology, and analytical studies as they relate and interact. The Contractor shall gather and analyze critical information for strategic and operational business and technical assessments. Assessments include the identification and feasibility of new technologies and business process assessments to optimize the BRAC implementation process. At a minimum, the Contractor will conduct a detailed review of the Marine Corps BRAC implementation status and provide a recommend course of action on areas that require attention in the Monthly Status Report.

#### **Service Deliverable Objective:**

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BRAC Plans, Studies and Assessments. BRAC and BRAC related plans, studies and assessments documentation will be in accordance with the PMP. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due based on the timeline outlined in the PMP.

**C-3.3 I&E IT Planning, Studies and Assessments.** The Contractor shall become versed in the Marine Corps I&E business processes, organizational goals, systems and information processing requirements while being aware of applications technologies, trends, and business concepts that relate to and impact their overarching requirements. The Contractor shall prepare plans, studies, and assessments to help identify and understand forces driving change and identify strategic alternatives. This covers business, technology, and analytical studies as they relate and interact. The Contractor shall gather and analyze critical information for strategic and operational business and technical assessments. Technical assessments include the identification and feasibility of new technologies and business process assessments to optimize the application of a given technology. Strategic and operational planning should be linked to other activities within this statement of work, such as Business Process Re-engineering (BPR), risk management, and business case analyses, among others. A sample listing of work of this nature is as follows:

- Architecture and IT portfolio analysis
- Business Case Analysis
- Independent Validation and Verification
- Operational and Strategic Planning
- Gap Analysis
- Business Process Re-engineering (BPR)/ Continuous Process Improvement (CPI)
- Knowledge Management (KM)
- Financial Analysis
- Site Surveys

At a minimum, it is estimated that the Contractor will conduct a detailed review of the entire Marine Corps I&E IT portfolio (currently at 250 systems) and current architecture and provide a strategic plan to address current Marine Corps IT policies and requirements. It is also anticipate that two business case analysis and three functional BPR review of I&E business process will be required annually.

**Service Deliverable Objective:**

Marine Corps I&E Architecture Strategic Plan. The strategic plan will outline the goals, steps and activities required to implement a robust IT portfolio management process for I&E systems and an architecture strategy to meet current and projected Marine Corps IT policies and requirements. The plan is due 180 days after contract award.

BPR Documentation. Service Deliverable Objective shall provide BPR recommendation and strategies for improving IT tool support for the business areas reviewed. Documentation shall include all relevant charts, documents and process flows used in the BPR. Documentation shall be delivered at the completion of each BPR review.

Other Plans, Studies and Assessments. Plans, studies and assessments documentation will be in accordance with the PMP. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due based on the timeline outlined in the PMP.

**C-3.4 IT Operations and Maintenance Support.** The contractor shall provide IT operations, sustainment, technical support and maintenance (O&M) procedures for the Facilities Integration Website and the Environmental management (EM) Portal. The current operating environment hosting the Facilities Integration website consist of a web-based application using the Internet for data entry, transfer, manipulation, and communications. Users access the application via Internet Explorer web browser connecting to a file/web server running IIS 5.0, Windows 2000, Cold Fusion Server 5.0, and the application developed in Cold Fusion Professional 5.0, HTML, and Java Script. Data requests are made to the database server running Windows 2000 and Oracle 8.1.7. The application also supports a data feed from the Internet Naval Facilities Assets Data Store (iNFADS). The EM Portal application is currently hosted at the MAGTF IT Center at MCB Camp Lejeune, NC on Share Point Portal Server 2003 with a Microsoft SQL Server 2000 database. Operations and maintenance on the Facilities Integration Website and the EM Portal shall include software, hardware, and networks. A sample listing of work of this nature is as follows:

- Operational and Maintenance Planning and Support
- Software, Hardware, Network Support

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- Technical Support
- Help Desk/IT Assistance Hotline
- Web site and server administration
- IT Service Management
- Data Center Management
- Software and Hardware Acquisition

**Service Deliverable Objective:**

FI Website Operation and Maintenance. FI Website availability will be greater than 99% during normal business hours for all Marine Corps installations (6:00 pm Sunday – 9:00 pm Friday). FI Website will also be evaluated on accuracy, performance, appropriateness of content, and compliance with established standards. A report of all maintenance activities performed in accordance with this task shall be included in the MSR.

Operation and Maintenance Support for other I&E Systems. The contractor will provide O&M support for any additional software, application, or tool developed per the guidelines in paragraph 3.4. Performance standards and service level agreement will be based on new system, application and tool requirements. A report of all maintenance activities performed in accordance with this task shall be included in the MSR.

**C-3.5 IT Development and Enhancement Support.** The contractor shall design and develop hardware and software for new integrated systems or modernize/upgrade existing systems. The Contractor shall analyze requirements, design, and develop integrated IT support plans such as configuration management and quality assurance. The Contractor shall provide system development services by analyzing requirements, designing system configurations, writing application code, conducting integration tests, writing documentation and training personnel to provide an effective, efficient, technical solution. The contractor shall develop software using approved application languages as required. System documentation shall be developed to accurately reflect the hardware/software system. The contractor shall develop system unique software as necessary; however, utilize commercial-off-the-shelf (COTS) software components when ever possible. The Contractor shall design, build, write and execute web enabled applications, and host web servers when needed. The contractor shall identify and propose product upgrades (technical refreshments) for infrastructure, software products and network components to better serve the client’s. Based on the client’s needs, the contractor shall provide staff and resources necessary to design and implement IT systems and support. A sample listing of work of this nature is as follows:

- Requirements and Design Analysis
- System Development
- Testing Services
- Technical Support
- Systems Installation and Integration
- Technology Refresh
- IT Architecture
- Database Design and Configuration
- Data Entry and Data Conversion
- Data Warehouse
- Web Enabled Applications

The Contractor shall provide custom software tools and documentation developed for the Marine Corps that are fully functional to include software, hardware, and networks that meets the business and functional requirements. All application code, charts, documentation, state diagrams, UML, flow charts, use cases, and instructions will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards.

At a minimum, it is anticipated that the Contractor will be required to provide two major update release of the Facilities Integration Website annually based on new requirements and will develop a portal framework to integrate all Marine Corps I&E enterprise systems (8 systems total).

**Service Deliverable Objective:**

Custom Software Tools and Documentation. Service Deliverable Objective shall provide custom software tools and documentation developed for the Marine Corps to include analytical tools and web-enabled applications. Application code, charts, documentation, state diagrams, UML, flow charts, use cases, and instructions will be evaluated on

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timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation and code will be provided within 10 business days of each implemented software tool or enhancement.

**C-3.6 EM Portal Implementation Support.** The contractor shall provide systems implementation and transition support to roll out and implement the EM Portal developed at MCB Camp Lejeune, NC to 19 Marine Corps installations in the United States and Japan. The Contractor shall analyze requirements and provide an implementation plan to move forward. All implementation services will be provided in an EM Portal Site Implementation Report. The required work includes the following:

- Initial installation meetings to define user roles, collect data migration and set expectations
- Site setup to install installation templates/layouts, define libraries, web page layouts and Subject Matter Expertise pages
- Defines security groups/user roles
- Data migration of existing installation data into EM Portal
- Conduct of Final Installation review of site setup, layouts, users, groups and roles
- Address installation comments and deliver final installation implementation of EM Portal
- Train users (administrators, users and managers).

The Contractor shall provide an EM Portal Implementation Plan highlighting the steps to successfully roll out the EM Portal within 60 days of contract award. The contractor shall provide an EM Portal Site Implementation Report detailing the actions, accomplishments and issues related with the implementation of each Marine Corps installation.

**Service Deliverable Objective:**

EM Portal Implementation Plan. The implementation plan will outline the goals, steps and activities required, timelines and implementation schedule to roll out and implement the EM Portal to all Marine Corps installations. The plan is due 60 after contract award.

EM Portal Site Implementation Report. The EM Portal implementation report shall summarize all the steps, services, actions, issues and follow-on items concerning the implementation of the EM Portal at each Marine Corps installation. The report is due 10 days after the implementation of the EM Portal at each Marine Corps installation.

**C-3.7 Training and Training Support.** The contractor shall be required to design, develop and implement effective training. Training shall be provided for various systems and levels of users from managers to operators. Training objectives shall be established to support the clients' objectives. They should be clear and concise to address the clients' goals, time frame, initial and follow-on training requirements. The Contractor shall conduct training using a variety of training materials and equipment where appropriate. Training, delivery, and materials should be reviewed and refreshed with each new software release. Training delivery shall be robust and creative using techniques such as centralized, regional, on-site training, train-the-trainer, distance learning, and computer-based training. A sample listing of work of this nature is as follows:

- Development of Training Curricula and Materials
- Conduct and Administer Training
- On-Site Training
- Computer-Based Training Systems
- Multi-Media Instructional Systems
- Training Evaluations

As the need for training arises, the Contractor shall work with the USMC lead to determine training requirements, plans, and schedules. The Contractor shall help to identify the purpose and scope of all training requirements, define target audiences, address training logistics, describe training evaluation criteria, proposed instructional, and delivery methods as required. Each training session will be uniquely tailored and modularized for the target audience. Training instructors may include USMC personnel, Contractor personnel, and/or a third-party vendor or training institution.

For planning purposes, the Marine Corps anticipates four (4) training sessions, each lasting one (1) week, per year. Two (2) training sessions will be for the Facilities Integration Website and two (2) for newly developed software. Training class attendance will be limited to 20 people per session. Due to limitations within the Navy Marine Corps Intranet, all training must be conducted at a commercial facility. Training classes will be deemed as acceptable when

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the satisfactory approval rating for the class is 80 percent or greater.

**Service Deliverable Objective:**

Training Materials. Provide training manuals, materials and course evaluations to use in training classes. Training materials are due 20 business days prior to the scheduled training for review and approval. If revisions are necessary, final revisions of the training materials will be due 7 business days prior to the scheduled training.

Training Session. Provide training session to prepare systems administrators, end users and site management personnel as effectively as possible to utilize the USMC I&E systems as outlined in the PMP.

Training Trip Report. Provide training feedback for each training session in the form of a trip report (to include course evaluations forms) for each class measuring training effectiveness. Trip Report is due within 5 business days from completion of each Regional Training Session.

**C-3.8 Security and Accreditation Support.** I&E systems must be as secure as possible using all available means such as technology, hardware, and encryption. The Contractor will ensure all requirements and processes outlined in various DoD policies are adhered to like the DoD Information Technology Security Certification and Accreditation Process—DITSCAP and information assurance policies. The Contractor will be responsible for supporting LFF in satisfying DISA minimum NIPRNET and SIPRNET connectivity requirements. This includes the development of a security concept of operations document, sufficient architecture documentation, a full SSAA, risk assessments, risk mitigation plans, and other documents as required. Systems within I&L’s purview must be secure in support of Marines, employees, contractors, and other agencies. The Contractor must provide secure access to information assets anytime, anywhere, using secure devices and software. Some examples are as follows:

- Risk Assessment
- Technical Fixes
- Security Plans
- Certification and Accreditation Plans
- Disaster Recovery
- COOP
- Security Documentation Support

Currently Certification and Accreditation (C&A) plans exist for all major IT systems used by LFF. The Contractor will provide support in updating C&A documents as required. The Contractor will be required to provide C&A documentation for all software, applications and tools developed per paragraph 3.4. Disaster Recovery and COOP plans exist for some systems and are in the process of being developed for other systems. Contractor support is required for those plans that need to be updated and developed. The Contractor shall work with the LEAD in determining which systems will require new C&A, Disaster Recovery, COOP, and any other documentation, and which systems will require updates to existing documentation.

**Service Deliverable Objective:**

DITSCAP Documentation - Updates and new documentation will be provided to comply with Marine Corps Information Assurance requirements based on the USMCmax program architecture and any changes. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due within 20 business days of any change requiring documentation update.

NMCI Certification and Accreditation Documentation - Updates and new documentation will be provided as required based on USMCmax program architecture or software changes. Documentation will be evaluated on timeliness, accuracy, thoroughness, professional appearance, appropriateness of content, and compliance with established standards. Documentation will be due within 20 business days of any change requiring documentation update.

**C-4.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

The Quality Assurance Surveillance Plan (QASP) provides a quality assurance surveillance strategy for monitoring the I&E IT and BRAC Support for HQMC. The QASP establishes the performance standards, method of surveillance, and incentives for each major area of the PBSOW. It provides the Quality Assurance Evaluator (QAE) and the COR a systematic approach for conducting contract surveillance to insure the standards of the contract are met. The

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Contractor shall satisfy all performance standards within the acceptable quality levels in the QASP and is incorporated as part of the contract.

The performance standards for this PBSOW are stated in the Performance Requirements Summary (PRS) table within the QASP which is provided as Attachment 1 to this solicitation. The PRS table can not be easily viewed within the body of the solicitation due to formatting constraints of SEAPORT and therefore it is provided as a separate attachment.

### **C-5.0 DELIVERABLES**

C-5.1 All products delivered under this statement of work will conform to current DoD, Department of Navy (DON) and USMC standards and guidelines. The USMC will maintain full data rights to all products and deliverables.

C-5.2 The Contractor shall submit one (1) copy of deliverable reports in both hard copy and electronic format via Microsoft Word format. The Contractor shall deliver a transmittal letter to the Government each time it conveys a deliverable. The letter shall specify the deliverable(s) and the task(s), of which it is a part, as specified in the SOW. The transmittal letter shall be delivered to:

Headquarters, United States Marine Corps  
Attn: LFF-2 (Mr. Roger Welborn)  
2 Navy Annex  
Washington DC 20380-1775

### **C-6.0 GOVERNMENT FURNISHED INFORMATION, SERVICES, AND EQUIPMENT**

C-6.1 The USMC shall provide the software and source code for the Facilities Integration Website. The USMC shall also provide the required number of user licenses of Oracle® and all future upgrades.

C-6.2 Access to documents required in support of the execution of this statement of work.

### **C-7.0 TRAVEL**

The Contractor shall be required to travel and visit LFF, and various Marine Corps installations. The Contractor will coordinate travel arrangements with the Contracting Officer's Representative (COR). All travel must be approved, in writing, by the COR prior to any travel taking place. Travel and travel reimbursements shall be conducted in accordance with the Joint Travel Regulations (JTR). All travel will be CONUS.

The amount estimated for travel on this task order is paid only on a reimbursable basis. Please note: No premium travel is authorized.

### **C-8.0 OTHER DIRECT COSTS (ODCS)**

ODCs are required for this task. The contractor will be required to submit its documentation to the Government that the proposed prices for all ODCs (except travel) are fair and reasonable. The amount estimated for ODCs on this task order is paid only on a reimbursable basis. ODCs include the following costs: Server Hosting Facilities, Local Travel, Shipping, Document Production, Client Meetings/Conference, and Tools. The amount estimated for Tools on this task order is included in the total ODC estimate.

**C-8.1 Server Hosting Facilities.** In order to support the Marine Corps facilities personnel in the execution of their local facilities programs, a Facilities Integration web site shall be hosted off-site. This site shall provide the Marine Corps Bases with the capability to process funding documents via the Internet to develop, prioritize, and fund major and minor construction projects.

The server hosting facility can be at the contractor's site or via a commercial hosting facility or service. The server hosting facilities for the two (2) servers should comply with current industry standards for hosting sensitive but not classified data and information. This would minimally include a secure (cipher lock protected) climate controlled facility, services such as general network administration, T-1 access, Internet connectivity, DNS entry, power management, SSL VPN for Remote Access, firewall protection, redundant power, backup capability, and on call staff. The system itself contains sensitive but not classified data and should minimally include an SSL certificate with 128 bit encryption.

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### **C-9.0 POINTS OF CONTACT (POC)**

The Contracting Officer's Representative (COR) will be designated upon contract award.

### **C-10.0 MEETINGS AND REVIEWS**

C-10.1 All meetings and reviews shall be held at either the COR's office, the Contractor's office, or at any other mutually agreed upon by the COR and the Contractor.

C-10.2 The Contractor shall conduct and attend meetings required for the accomplishment of this task order. Meetings shall include those required for information gathering from Marine Corps installations, briefings to LFF and activity commands, and with other support Contractors. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, results of research, and presentation of draft conclusions or reports. The Contractor shall provide meeting minutes of all meetings attended. These minutes shall include all participants and a summary of all relevant actions and/or recommendations. The minutes shall be provided to the Project Director in Microsoft Word format in soft copy (i.e., email), with one (1) hard copy.

### **C-11.0 PERIOD OF SERVICE**

This PBSOW period of service will be for one (1) base year beginning on the date of award, with four (4) option years.

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## **SECTION D PACKAGING AND MARKING**

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

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## SECTION E INSPECTION AND ACCEPTANCE

### E.1 COR RESPONSIBILITIES

E-1.1 The resulting contract shall designate a Contracting Officer's Representative (COR) who shall perform inspections and final acceptance for the Government.

E-1.2 Formal inspection and acceptance of all services shall be performed by the Government. The payment shall not be made under this contract for services performed without formal acceptance by the COR.

E-1.3 All deliverables produced under this contract shall meet applicable standards, quality acceptance criteria, and will be accepted or rejected, in writing, by the COR within 20 days of receipt unless a different period is specified in the task order.

E-1.4 The COR is the accepting authority. Failure by the Government to give written notice within 20 days will constitute acceptance by the Government. If rejected, the Government will list the task order deficiencies in a letter of rejection to the contractor.

E-1.5 Contractual deficiencies shall be corrected within a time period agreed upon between the Contracting Officer and the Contractor. The deliverable will not be considered as having been accepted until such contract deficiencies have been corrected. Deficiencies in deliverables shall be corrected at no additional cost to the Government. If a time cannot be mutually agreed upon between the parties, the Contracting Officer reserves the right to unilaterally establish a date for delivery of the corrected deliverable(s).

### E.2 PERFORMANCE

E-2.1 The performance of the Contractor and the quality of the work delivered including any services rendered, and documentary material written or compiled shall be subject to in-process review and inspection during performance. Inspection may be accomplished at any work location involved, and authorized Government personnel shall be permitted to observe the work or to conduct inspections at any time work is being performed under the contract. The location for final inspection and acceptance shall be identified on the resulting contract. Inspection or test by the Government of any services rendered hereunder does not relieve the Contractor from any responsibility regarding failure to meet contract requirements that may be disclosed subsequent to inspection but prior to final acceptance.

E-2.2 The COR will inspect the services provided in accordance with the Government's QASP (See Attachment A).

E-2.3 The contractor will be evaluated as to the quality of output of their work. The contractor's personnel should be technically competent in the functional area(s) identified in the task order. Included in the technical performance are the contractor's contributions in meetings and reviews, the quality of the contractor's technical reports, contractor's productivity, and the overall quality of the technical support provided to the Government.

#### E-2.4 Performance Ratings

E-2.4.1 Exceptional (E). E indicates performance clearly exceeds contractual requirements. The area of evaluation contains few minor problems for which corrective actions appear highly effective.

E-2.4.2 Acceptable (A). A indicates performance clearly meets contractual requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory.

E-2.4.3 Unacceptable (U). U indicates the contractor is in danger of not being able to satisfy contractual requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective.

E-2.4.4 Upward or downward arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

#### E-2.5 Documentation

E-2.5.1 Documentation used and referenced to perform surveillance will consist of technical reports, contractor plans and procedures, schedules, and customer feedback. The COR shall use Surveillance Logs to record information on scheduled observations and defects noted for tasks. Each observation is recorded on the log. The document(s) then become a formal record for reference. The contractor is told each time a defect is found during scheduled observations. The COR makes a notation on the surveillance log of the date and time the defect was discovered, then, the COR asks a contractor task leader to initial the notation, documenting notification of the defect only.

#### E-2.5.2 Documenting Unacceptable Performance

E-2.5.2.1 The COR attempts to resolve the problem with the contractor. The surveillance log and the attempted solution (along with an evaluation of results) are forwarded to the Contracting Officer (KO).

E-2.5.2.2 The contractor shall complete a response to the unacceptable evaluation if requested by the COR, KO, or by its own choice.

#### E-2.5.3 Taking Action

E-2.5.3.1 The COR may evaluate the contractor's performance and document any non-compliance, but only the KO may take action against the contractor for an unacceptable rating.

E-2.5.3.2 When the contractor's performance is unacceptable and a formal action is indicated, the COR will make a recommendation to the KO.

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E-3 QUALITY ASSURANCE (QA)

The Quality Assurance Program and the procedures to be followed in the detection, reporting, analysis, and correction of deficiencies in deliverables that will apply to each separate task order, shall include at a minimum, the QA program that the contractor describes in the technical proposal submitted in response to the solicitation.

CLAUSES INCORPORATED BY FULL TEXT

FAR 52.246-5 INSPECTION OF SERVICES--COST-REIMBURSEMENT (APR 1984)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

(End of clause)

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## SECTION F DELIVERABLES OR PERFORMANCE

### DELIVERIES / PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

1000	9/21/2007 - 9/20/2008
3001	9/21/2007 - 9/20/2008
3002	9/21/2007 - 9/20/2008

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

1100	9/21/2008 - 9/20/2009
3101	9/21/2008 - 9/20/2009
3102	9/21/2008 - 9/20/2009
4200	9/21/2009 - 9/20/2010
4300	9/21/2010 - 9/20/2011
4400	9/21/2011 - 9/20/2012
6201	9/21/2009 - 9/20/2010
6202	9/21/2009 - 9/20/2010
6301	9/21/2010 - 9/20/2011
6302	9/21/2010 - 9/20/2011
6401	9/21/2011 - 9/20/2012
6402	9/21/2011 - 9/20/2012

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## **SECTION G CONTRACT ADMINISTRATION DATA**

### G-1 CONTRACT ADMINISTRATION

G-1.1 All contract administration functions not assigned to DCMA shall be retained by the Commanding Officer, Regional Contracting Office Northeast (B401), Marine Corps Base, 3250 Catlin Avenue, Quantico, VA 22134. Any inquiries pertaining to the administration of performance of this contract should be directed to the Regional Contracting Office.

G-1.2 In accordance with FAR Clause 52.216-7 the Government shall make contract payments via electronic vouchers submitted by the contractor using Wide Area Workflow (WAWF) not more often than once every two weeks. Per DFARS 242.803 the designated Defense Contract Audit Agency (DCAA) Auditor for the contractor is the Contracting Officer's representative for receiving and reviewing interim vouchers, authorizing direct submission of vouchers to the appropriate DFAS office, and forwarding the final voucher to the Administrative Contracting Officer. The submission of the vouchers via WAWF to the DCAA, does not obviate or prevent the Contracting Officer from reviewing vouchers submitted and disallowing such costs found to be unallowable as stated in FAR Clause 52.216-7 (g). The COR acting on behalf of the Contracting officer is authorized to review all direct costs included on interim vouchers in WAWF and advise the Contracting Officer and the DCAA auditor of any cost recommended for disallowance. For assistance in preparing interim vouchers and supporting documentation please see DCAA's pamphlet DCAAP 7641.90 of January 2005 available at <http://www.dcaa.mil/>. The designated Administrative Contracting Officer (ACO) or DCAA auditor assigned responsibility for settlement of the contractor's final indirect rates, may question any cost when there is reason to believe such costs should be suspended or disallowed.

### G-2 CONTRACT CORRESPONDENCE AND INQUIRIES

G-2.1 All correspondence/inquiries shall reference the appropriate Contract Number, and shall be submitted to the following address:

Commanding General  
Regional Contracting Office, NE (B402)  
Attn: [reference Contract #]  
Marine Corps Base  
Quantico, VA 22134-5001  
Phone: 703-784-5260  
FAX: 703-784-3592

### G-3 TECHNICAL INQUIRIES

G-3.1 Upon contract award, all inquiries that relate to technical issues shall be directed to the Contracting Officer's Representative (COR) NOTE: The Contractor hereby understands that only technical issues can be discussed with the COR. The COR is not authorized to modify or alter the terms and conditions of this contract. The COR will be identified in the award document.

### G-4 REMITTANCE ADDRESS

G-4.1 The offeror will indicate below, the address to which payments should be mailed if such address is different from the address shown on the face of the Standard Form 1449.

### G-5 AUTHORITY OF GOVERNMENT PERSONNEL

G-5.1 Notwithstanding any provision to the contrary contained elsewhere in this solicitation, the Contracting Officer is the only person authorized to approve and issue amendments to this solicitation. Any amendment to this solicitation, in order to be effective, shall be issued by the Contracting Officer.

G-5.2 The Contracting Officer is the only person who can legally modify any resulting contract or obligate the Government for the expenditure of public funds. Costs shall not be incurred by recipients of the solicitation in anticipation of receiving direct reimbursement from the Government.

G-5.3 The Government shall not be liable for any charges incurred after the original date of contract expiration unless the contract has been renewed in accordance with FAR 52.217-9 by the Contracting Officer.

G-5.4 Only the Contracting Officer has the authority to authorize deviations from the terms and conditions of this contract, including deviations from specifications and requirements. In the event the Contractor does deviate, without written approval of the Contracting Officer, such deviations shall be at the risk of, and any cost related thereto shall be borne by the contractor. Any matter concerning a change to the scope, prices, terms, or conditions of this contract shall be referred to the Contracting Officer.

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#### G-6 CONTRACT AUDIT OFFICE

G-6.1 Defense Contract Audit Agency (DCAA) is responsible for performing audits on the contract.

G-6.2 FOR DoD ADMINISTRATION USE ONLY: The Contracting Officer's Representative shall advise the Contracting Officer of any problems encountered in the administration of this contract not otherwise assigned to a Contract Administration Office and shall furnish a Final Receiving Report within thirty (30) days after completion of the contract.

#### CLAUSES INCORPORATED BY REFERENCE

FAR 52.232-18: Availability Of Funds (APR 1984)

DFARS 252.201-7000: Contracting Officer's Representative (DEC 1991)

DFARS 252.232-7003: Electronic Submission of Payment Requests (MAY 2006)

#### CLAUSES INCORPORATED BY FULL TEXT

FAR 52.232-22 LIMITATION OF FUNDS (APR 1984)

(a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause--

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of (i) the amount then allotted to the contract by the Government or, (ii) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any

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costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of (1) the amount previously allotted by the Government or, (2) if this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equaling the percentage of completion of the work contemplated by this contract.

(End of clause)

#### USMC WIDE AREA WORKFLOW IMPLEMENTATION (AUG 2006)

To implement DFARS 252.232-7003, "ELECTRONIC SUBMISSION OF PAYMENT REQUEST (JAN 2004)", the United States Marine Corps (USMC) utilizes Wide Area WorkFlow-Receipt and Acceptance (WAWF-RA) to electronically process vendor requests for payment. This application allows DoD vendors to submit and track Invoices and Receipt/Acceptance documents electronically.

The contractor is required to utilize this system when processing invoices and receiving reports under this contract/order, unless the provision at DFARS 252.232-7003(c) applies. ***The contractor shall (i) ensure an Electronic Business Point of Contact is designated in Central Contractor Registration at <http://www.ccr.gov> and (ii) register to use WAWF-RA at the <https://wawf.eb.mil> site, within ten (10) calendar days after award of this contract or modification. Step by step procedures to register are available at the <https://wawf.eb.mil> site.***

***The USMC WAWF-RA point of contact (POC) for this contract is Mrs. Casey Evans, and can be reached at telephone number (703) 784-1928; email address [casey.evans@usmc.mil](mailto:casey.evans@usmc.mil)***

The contractor is directed to use the **Cost Voucher** format when processing invoices and receiving reports.

***When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:***

***The Contracting Office provides the following to assist the contractor with entering data in WAWF-RA, as follows:***

Contract Number	N00178-04-D-4024
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Cage Code/Ext	17038
Pay DoDAAC	HQ0338

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Issue Date	Refer to Page 1, Block #31c
Issue By DoDAAC	M00264
Admin By DoDAAC	S2404A
DCAA Auditor	HAA47F
Service Approver	M00264
Inspect By DoDAAC/Ext	M00088

In some situations the WAWF-RA system will pre-populate the "Issue By DoDAAC", "Admin By DoDAAC" and "Pay DoDAAC". Contractor shall verify those DoDAACs automatically entered by the WAWF-RA system match the above information. If these DoDAACs do not match, then the contractor shall correct the field(s) and notify the Contracting Officer of the discrepancy (ies). Step by step WAWF-RA invoicing procedures for "Combo," "2-in-1," and "Cost Voucher" are available at the USMC paperless site at <http://www.marcorsyscom.usmc.mil/sites/pa/> under "Vendor Interface" section. On the Vendor Interface page click on "WAWF-RA" header at the top of the page. Under downloads on the WAWF-RA page that appears, click the appropriate document either "Combo," "2-in-1," or "Cost Voucher" to download the instructions.

**NOTE TO CONTRACTOR:**

Before closing out of an invoice session in WAWF-RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the acceptor's/receiver's email address (Note this address is their work email address not their WAWF-RA organizational email address) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF-RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to whom questions are to be addressed.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
100001	M0008807SUFS157	██████████
LLA :		
AA	177110627A0 250 00027	067443 2D 000000
100002	M9549007SUBC002	██████████
LLA :		
AB	97X0512M75H 250 00027	067443 2D 000000
3001	M9549007SUBC002	██████████
LLA :		
AB	97X0512M75H 250 00027	067443 2D 000000
3002	M9549007SUBC002	██████████
LLA :		
AB	97X0512M75H 250 00027	067443 2D 000000

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

All terms and conditions of the basic contract are hereby incorporated in this task order.

## SECTION I CONTRACT CLAUSES

All terms and conditions of the basic contract are hereby incorporated in this task order.

[REDACTED]

(End of clause)

[REDACTED]

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## **SECTION J LIST OF ATTACHMENTS**

Attachment A - QASP