

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE U	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 02	3. EFFECTIVE DATE 30-May-2012	4. REQUISITION/PURCHASE REQ. NO. N4496612RC00005	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S2404A	

NAVSUP Fleet Logistics Center Norfolk, Contracting Dept
Philadelphia

700 Robbins Avenue, Bldg. 2B

Philadelphia PA 19111-5083

shawn.thomas1@navy.mil 215-697-9619

DCMA Manassas

10500 BATTLEVIEW PARKWAY, SUITE 200

MANASSAS VA 20109-2342

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Booz Allen Hamilton 8283 Greensboro Drive McLean VA 22102		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	[X]	10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-EX05
		10B. DATED (SEE ITEM 13) 28-Feb-2012
CAGE CODE 17038	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

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

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

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Rosemary J McWilliams, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY /s/Rosemary J McWilliams (Signature of Contracting Officer)	16C. DATE SIGNED 30-May-2012
(Signature of person authorized to sign)			

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)

Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to add Steve Finch to the contract as an alternate COR and to add incremental funding in the amount of \$800,000.00. As a result of this modification the total value of the task order will increase from by \$800,000 from \$1,000,000 to \$1,800,000.

Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,000,000.00 by \$800,000.00 to \$1,800,000.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400002	O&MN,N	0.00	795,161.04	795,161.04
600001	O&MN,N	7,000.00	4,838.96	11,838.96

The total value of the order is hereby increased from \$2,065,087.53 by \$0.00 to \$2,065,087.53.

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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
4000	Level of Effort (O&MN,N)	1.0	LO			\$2,053,248.57
400001	Level of Effort (O&MN,N)					
400002	Level of Effort (O&MN,N)					

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
6000	Other Direct Charges			\$11,838.96
600001	Other Direct Charges in support of CLIN 4000 (O&MN,N)	1.0	LO	\$11,838.96

LEVEL OF EFFORT (COST TYPE CONTRACT)(JUN 1995)

(a) The level of effort for the performance of this contract during the period from the start of contract performance to six months thereafter is based upon 25,728 estimated manhours of direct labor (hereinafter referred to as the "Estimated Total Hours").

(b) The estimated composition by labor category of the Estimated Total Hours is as follows:

<u>Labor Category</u>	<u>Hours</u>
Program Manager	960
Principle System Engineer/ SARMIS SME	960
Principle System Engineer/Principle Matter Expert	960
Master System Engineer	960
ACTR Help Desk	960
Local IT Administrator	960
CSR	960
C & A Specialist III	960
IA Sys Admin	960
IA II	960

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Senior System Admin	960
System Admin III	960
Systems Engineer	960
Systems Engineer	960
Web Engineer II	960
SharePoint Developer /Designer	960
SharePoint Developer	960
SharePoint Developer	960
Sharepoint Power User	960
Analyst III/Web Developer	960
Sr. DBA	960
SME III	768
Database Administrator	960
Applications Developer/Application Architect	960
Project Coordinator	960
Admin Assistant I	960
Admin Assistant I	960
Total Level of Effort (LOE)	25,728

(c) The Estimated Total Hours include overtime* and subcontracting hours but exclude holidays, sick leave, vacation days and other absences.

(d) The number of manhours expended per month shall be commensurate with the effort needed and the required delivery date of such effort. The number of manhours expended per month may fluctuate in pursuit of the technical objective, provided that such fluctuation does not result in the utilization of the total manhours of effort prior to the expiration of the term thereof. The number of manhours for any labor category may be utilized by the contractor for any other labor category if necessary in performance of the contract.

(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph

(e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this contract the contractor expends in excess of 85% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

(End of Provision)

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PAYMENT OF FIXED FEE (INDEFINITE DELIVERY, COST PLUS FIXED FEE) (OCT 1992)

The fixed fee for work performed under this contract is [REDACTED] provided that approximately 25,728 hours of technical effort are employed by the contractor in performance of this contract. If substantially fewer than 25,728 hours of said services are so employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of [REDACTED] per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216-8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." The total of all such payments shall not exceed eighty-five (85%) percent of the fixed fee specified under each applicable delivery/task order. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

(End of Provision)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

DON/AA Statement of Work

1.0 PURPOSE

The Department of Navy Assistant for Administration's (DON/AA) Information Technology Division (ITD) is seeking contractor support to maintain and operate DON/AA-owned systems and applications; provide support and Subject Matter Experts (SMEs), Information Assurance (IA), information technology/information management (IM/IT), Document Management (DM), Records Management (RM), Knowledge Management (KM) and other related tasks, to the Secretary of the Navy (SECNAV) Headquarters.

2.0 BACKGROUND

DON/AA provides a wide array of Information Technology (IT) oriented services to its customers. These services include: conducting program analysis and studies; operating and maintaining hardware and software applications; maintaining vigilance with regard to information assurance including compliance with the Federal Information Security Management Act (FISMA); interfacing with the Navy Marine Corps Intranet (NMCI) Program Office to support ordering services, track Moves, Adds and Changes (MACs), seek approval of new requests for services and provide for the certification of invoices. These IT services are deployed either directly or indirectly to support DON/AA customers across the Navy Headquarters within the National Capital Region (NCR) including sites located at the Pentagon, Navy Annex, Washington Navy Yard, Navy Air Station Anacostia, Arlington Annex and Crystal City. The contractor shall provide services to all DON/AA sites within 25 miles of the national Capital Region (NCR).

The Navy Marine Corps Intranet (NMCI) contract is currently undergoing several changes, from NMCI to Continuity of Services Contract (CosC) to Next Generation (NGen). Regardless of what stage the NMCI contract is in, hereinafter shall be referred as NMCI, to be inclusive of any of the contracts.

DON/AA currently owns and operates several Oracle-based Data Base Management System (DBMS) applications. DON/AA also provides a suite of "knowledge management" services through the SECNAV Portal. The Portal uses the Plumtree portal engine with Oracle as its back-end DBMS. The DON/AA applications are deployed across Windows 2003 servers, which are used to facilitate the production, testing and development environments.

ITD serves as the liaison between the DON/AA Claimancy, the Office of the Department of the Navy Chief Information Officer (DON CIO), and the Naval Network Warfare Command (NNWC). ITD must track and report to DON CIO IT user compliance with mandated annual

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Information Assurance (IA) awareness training and all other mandated reportable FISMA requirements. ITD is also responsible for coordinating with the DON/AA Claimancy and NNWC to ensure that each software application, system and network obtains a valid Certification and Accreditation approval from the appropriate source(s).

This task order shall be used to facilitate a wide array of contracted resources to achieve IT, DM, RM and KM related requirements.

As ITD continues to refine its execution strategies, key elements to its overall success are the knowledge of the ITD business plans, the understanding of the DON/AA's business requirements and continuity of the service provided once support has begun.

3.0 SCOPE

The Contractor shall provide Information (IT) and IT-related support services in the following areas: database administration, software development, data center operational support, data center migration, information assurance, customer services and helpdesk, NMCI tech refreshes, blackberry upgrades, inventory logs, maintenance of Sharepoint sites, portal upgrades, program analysis, system analysis, development of Plan of Action and Milestones (POA&Ms), engineering, installation, integration, training, research, development, testing, assessing, tracking, managing and/or operating DON/AA Claimancy/SECNAV Headquarters' hardware, software and related systems, including legacy systems and legacy system migration, as needed. The Contractor shall assist in the transition of a variety of legacy systems, including operating, maintaining and managing those systems in their current configuration, until the transition has been successfully completed.

The transition services shall include inventorying current server and software applications, assisting the customer with the transition, disposal of old systems and other transition activities as defined by ITD. During transition periods, the contractor shall work to ensure continuity of operations, minimizing any disruption to the existing operations, and maximizing use of existing assets.

3.1 Critical and Sensitive.

Due to the volatility and sometimes, immediate emergence of requirements based upon political, time sensitivities and seniority levels of the Secretariat, efficient and effective services are required; expecting services are to be quality, on time, the first time. The contractor shall provide personnel capable of effectively and professionally communicating and servicing the highest level seniors within the Department of Navy.

3.2 Support Coverage

Continuous helpdesk services are required Monday through Friday (except holidays) between 6:30 AM ET to 5:00 PM ET. During this timeframe, the contractor shall provide onsite, staggered support to sustain normal business operations. Normally, all other services are to be provided onsite

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during the core timeframe of Monday through Friday (except federal holidays) between the hours of 7:30 AM ET to 5:00 PM EST. Services provided outside these core hours shall not performed without prior written approval from the Contracting Officer's Representative (COR).

4.0 STATEMENT OF WORK

The contractor shall provide technical and professional support as required to satisfy the Scope stated in paragraph 3.0 of this PWS and as further detailed in the tasking below.

The requirements stated in this PWS are derived from within the following areas:

- Task 1: Program Management
- Task 2: Transition Out Plan
- Task 3: Operations and Maintenance (O&M) Support
- Task 4: Information Assurance Support
- Task 5: Engineering/Integration Support
- Task 6: Business and Technical Analysis and Planning
- Task 7: Transition and Modification of Legacy Applications
- Task 8: System Support
- Task 9: Application and Database Development Services
- Task 10: Data Center Services
- Task 11: Miscellaneous Support
- Task 12: Liaison Services

4.1 TASK 1 – PROGRAM MANAGEMENT

The Contractor's program management team is responsible for ensuring that costs are contained within the budget parameters established by approved work plans, as discussed below. The contractor is also responsible for ensuring that required quality levels are met.

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The contractor shall provide all necessary personnel, administrative, financial, and managerial resources necessary for the support of this task order. The contractor shall designate a Program Manager (PgM) who shall act as the single point of contact (POC) for the purpose of communicating issues, concerns, or problems arising during the performance of this task order. The PgM shall have the ultimate authority to commit the contractor and make decisions for the contractor in response to Government issues, concerns or problems. The PgM shall be readily available to respond to ITD questions, concerns, and comments, and be proactive in promptly alerting the Government to potential contractual and programmatic issues. Although Government staff may coordinate with contractor staff, the PgM shall serve as the single contractor representative responsible for resolving all issues, concerns, and problems.

The contractor shall attend meetings and provide the ITD Program Manager (ITD PgM) and/or the ITD PgM's designees with briefing information in the form of presentations, papers and/or analyses as directed by the ITD PgM. Presentations shall be scheduled by the ITD PgM, in coordination with the contractor and shall consider the contractor's schedule of activities and deliverables, which may result in briefings to the ITD PgM. The contractor may be required to attend or schedule ad hoc meetings to discuss accomplishments, issues and planned activities.

4.1.1 Subtask 1.1 -Prepare a Program Management Plan (PMP)

The Contractor shall develop and maintain throughout the task order performance period, a Program Management Plan (PMP), that shall be used as a foundation for technical direction and resources management planning. The PMP shall include, but not be limited to, the following, information:

- Planned initiatives and programs
- Work Breakdown Structure (WBS) to the Work Package (WP) Level
- Schedule and Critical Milestones
- Task dependencies and interrelationships
- Staffing Plan
- Contractor/Government Organizational relationships, including subcontractors and problem escalation
- Key deliverables
- Budget information
- Planned
- Expected at Completion (EAC)
- Risk Management
- Risk Identification

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-Risk Mitigation Planning (including any conflict of interest issues)

-Risk Management, including risk ID, and mitigation

-Subcontract Management · (too inherently Governmental)

-Quality Assurance (QA)/Quality Control (QC)

The contractor shall structure the WBS allowing for Technical Instructions (TIs) to be cross-referenced to a specific WBS task. The WBS shall be identified to at least the subtask level (as identified within the context of this Task Order), to include planned projects and initiatives, in order to discretely identify schedule, performance, and cost.

The PMP shall be coordinated with, approved and signed by the COR *before* work is initiated on a particular task. The contractor shall not deviate from the PMP without prior authorization from the COR. Where the contractor identifies necessary deviations from the PMP, the contractor shall provide the supporting rationale necessitating the deviation, in a written submission to the COR.

The Contractor shall keep the PMP up-to-date, and be prepared to brief any plan content to ITD at short notice (within 24 hours). Projects and tasks shall be identified and reported in accordance with ITIL v.3 standards. The PMP shall be used as a foundation for the Monthly Status Report.

4.1.2 Subtask 1.2 -Monthly Status Report (MSR) - need a DD 1423 CDRL item for this.

The contractor shall deliver a Monthly Status Report (MSR). The MSR shall focus on contractual issues, such as finances, performance, personnel, innovative ideas and schedules, and recap all problems, issues, concerns, and actions taken over the report period. The format of the MSRs shall be agreed to after contract award. The contractual information in the MSRs shall coordinate with the contractor's invoices to include all financial information reported. The contractor shall prepare a MSR within three (3) work days of the contractor's accounting system close, but no later than the 15th day of the following month, that:

-Summarizes projects, schedules, activities, travel, and actions taken

-Identifies concerns, issues, risks, and resolutions of identified problems or concerns

4.2 TASK 2 –TRANSITION OUT PLAN

The Contractor shall prepare a Transition Out Plan, which presents a detailed methodology of how the transition out shall occur from this task order to any follow-on contract. The Government requires that the Contractor deliver the Transition Out Plan 6 weeks prior to task order expiration.

The Government will review the Transition Plan, and provide to the Contractor, within 5 working days, a statement of requested changes, rejection, or approval of the Transition Out Plan.

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4.3 TASK 3- OPERATIONS & MAINTENANCE (O&M) SUPPORT

4.3.1 Subtask 3.1 -System Support

In support of the SECNAV Headquarters systems, the contractor shall perform activities in six (6) distinct support areas. These support areas are:

1. Server administration
2. Application maintenance
3. Database administration
4. Assistant Contract Technical Representative (ACTR)/ Customer Support
5. Network administration
6. Customer call center support

DON/AA ITD provides limited administrative support in the administration of the file security groups. The contractor shall perform required administrative actions to support the DON/AA user community.

As an integral function of its support activities, the contractor shall perform multiple activities, including but not limited to:

1. Backup & Restoration: The contractor shall perform daily and weekly verification for backups of all production and development servers. Server and file restoration shall be provided on an as needed basis, within 24 hours of the request. Maintain weekly backup tape rotation schedule and media inventory with off-site storage provider. Restoration process shall be tested two times during the performance period with the testing scheduled to be coordinated with the COR.
2. Incident Resolution: The contractor shall provide incident resolution to restore services that have been degraded or have experienced a mission impacting service outage. During normal business hours, the contractor shall immediately begin the resolution process, which is to include government notification within 4 hours.

The contractor shall provide a Root Cause Analysis (RCA) for all events that the COR deems to be a "mission impacting" service outage.

3. Monitoring: The contractor shall use Government provided tools to perform system monitoring of all services including customer provided applications and hardware.. The contractor shall take

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proactive measures to prevent any foreseeable system degradation or outages.

4. H/W & S/W Upgrades: During the “normal” course of system support, the contractor shall

perform/ apply hardware and software upgrades. The contractor shall plan, recommend to the government, and implement system upgrades upon approval of the COR. Whether this is a problem resolution, vendor supplied patch, security patch, total rebuild or re-configuration, the contractor shall develop an Upgrade Implementation Plan, which details the contractor plan of action, method of testing, back out process, customer notification plan, and schedule.

5. Configuration Management (CM)/Inventory: The contractor shall maintain the system configuration and inventory of all equipment, parts, supplies and software under this Task Order. The contractor shall make the effective use of the Defense Property Accountability System (DPAS). All NMCI are listed in NMCI databases. A single database for all other Government assets and resources may be required. This inventory shall be inclusive of all hardware and software.

CM tasking shall include:

- a. Development and maintenance of system configuration documentation describing hardware and software environment, configuration, patches, services, network dependencies and operational procedures.
- b. CDs for all internally developed source code and documentation used in the production environment.

The contractor shall provide the following ancillary equipment support material, as an integral component of configuration management, as part of normal commercial best practices:

-Technical Documentation, such as Technical Manuals, Standard Operating Procedures, operating instructions, etc;

6. Operating Procedures: The contractor shall develop and maintain a “library” of standard operating procedures (SOPs) for all activities and services performed by the contractor under this task order. These procedures shall be reviewed and revised upon any system configuration change, maintained online and be available for government review upon request.

7. Application Maintenance: The contractor shall provide maintenance support for SECNAV

Headquarters applications. This includes performing such functions as performance tuning, administration of applications, application enhancement/development, and web hosting. See detailed List of DON/AA Applications **attachment #1**.

8. Database Administration (DBA): The contractor shall provide DBA support for Oracle and

Microsoft SQL base systems and applications. The contractor shall perform DBA tasks, such as:

- a. Performance tuning and database maintenance

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- b. Creating databases as required
- c. Performing system management and administrative functions
- d. Maintaining a library of system documentation

9. Desktop Support & Informal Training: The DON/AA supports several services that are accessed through NMCI client software which resides on the customer's desktop. The contractor shall periodically restore this software because of a new version release, workstation refresh or repair. The contractor shall also provide informal training on the use of "new" features, or to new SECNAV Headquarters' employees. See **attachment #2** for a complete list of software.

10. Documentation: The contractor shall develop system documentation, as required to operate and maintain new and/or upgraded applications.

4.3.2 Subtask 3.2 - Customer Services

Customer Services is the face of ITD to its customer. All services are managed through a single helpdesk that accepts, tracks and measures effectiveness to the DON/AA. The contractor shall provide cross trained, qualified and knowledgeable IT personnel to review, triage, and respond to incidents and requests. The contractor shall maintain a current and accurate list of VIPs, providing immediate and exceptional response time for those on the VIP list. The contractor may require interfacing and communicating with multiple support teams to provide comprehensive services.

3.2.1 Helpdesk Support

To augment the NMCI help desk, the contractor shall operate and maintain an onsite and IT Helpdesk service. The contractor shall utilize the ITD Ticket system (currently an internally developed Sharepoint product) to track and report all incidents and requests for all departments of DON/AA. DON/AA customers have the availability to input incidents and requests directly into the ITD Ticket system. The contractor shall ensure each verbal, telephonic and email request is input to an ITD Ticket for tracking and reporting purposes. The contractor shall support ad hoc incidents and requests as directed by the Government. The contractor shall loan equipment as necessary. The contractor shall maintain the status of all equipment in accordance with Subtask 3.1.5.

3.2.1.1 Onsite Support

Onsite hours of operation are 6:30 AM – 5:00 PM ET, Monday – Friday (except Federal holidays). The contractor shall stagger its employee's hours to ensure coverage daily.

3.2.1.3 VIP Support

In addition to the top 5 most senior executives in the United States Navy (SECNAV, UNSECNAV, CNO, VCNO and DON/AA), the contractor shall support all Assistant Secretaries (ASN's), Political Appointees, Admirals, SES's, Directors and others.

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3.2.2 Desktop Support

The contractor shall provide general operational, operational training and technical desktop (tower and laptop) support. The contractor shall support online and desk side services as necessary to remediate incidents or requests. The contractor shall utilize the ITD Ticket system to service customers. These desktops are traditionally provided by NMCI. Desktops include devices connected to the NMCI NIPRNet and SIPRNet. Certain privileges are granted by NMCI to perform local technical support to the desktops. Desktop support includes all peripherals such as printers, digital senders, facsimile machines and near line storage devices. The contractor shall manage and maintain an accurate inventory of desktop assets including priority, upgrades, refresh plans and warranty services. The contractor shall maintain the status of all equipment in accordance with Subtask 3.1.5. The contractor shall have the ability to recommend strategic placement of contractor personnel at other offices outside the Pentagon (i.e., Washington Navy Yard, Crystal City, etc.).

3.2.2.1 List Services.

The contractor shall support the maintenance of user accounts, Outlook email distribution lists, shared drive access, and directories.

3.2.2.2 Technical Assistance.

Troubleshoot equipment issues or problems when a valid Request for Service has been submitted or as directed by Government. Incidents or requests may include services such as printers (setup/installation, toner and consumable replacement, paper jams, default printer setup), monitors, workstation relocations, laptop check-in/out, and coordination with NMCI, ATCRs, or CTRs, when an issue arises.

3.2.3 Conferencing Support

The contractor shall provide general operational, training, technical, scheduling and management of classified general service (GENSER) SECRET and unclassified conference rooms. Support includes controlling access, the display of briefings and the facility's general appearance. These rooms are equipped with audio visual equipment, including video conferencing, to support conferencing requirements. The contractor shall assist, where necessary, in the planning of meetings and determine the appropriate system configurations for unique conference requirements provided by the Government.

3.2.3.1 Scheduling

The contractor shall maintain an online scheduling system for all conference rooms. Each conference room has its unique capabilities and the contractor shall understand and manage the scheduling in accordance with their capabilities to ensure the best use of resources as required by the Government. The contractor shall support all calls, including after hours requirements when approved in writing by the COR. The contractor shall support multiple site calls using various

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transmission methods such as dedicated, Integrated Switched Digital Networks (ISDN) and Internet Protocol (IP) and multiple algorithms (H.320, H.323, etc.).

3.2.3.2 Testing and Troubleshooting

The contractor shall perform testing and troubleshooting activities for telepresence and teleconferencing of room systems and infrastructure. The contractor shall be prepared to support operational troubleshooting of connectivity and quality issues during live teleconferences, to include responding to alerts during “on-call” status.

3.2.4 Wireless Support

The contractor shall provide general operational, training and technical wireless support. Wireless devices currently include blackberries, cell phone, wireless air cards, wireless cellular cards, cellular phones, MiFi's , Apple iOS (iPhones, iPads, etc) devices. The contractor shall support the inventorying of over 1500 wireless assets and corresponding services, including priority, upgrades, refresh plans and warranty services. The contractor shall maintain the status of all equipment in accordance with Subtask 3.1.5.

Monthly Wireless Invoice Exceptions Recommendations Report: The contractor shall develop a process, document and produce a Monthly Wireless Invoice Exception Recommendations Report, by activity, detailing anomalies of usage, and charges.

3.2.5 Moves/ Adds/ Changes (MACs)

The contractor shall support MACs as required. The contractor shall regard a MAC as a request for more than five office moves dependent on each other. Moves, adds or changes for up to five endpoints shall be regarded as a request within the ITD Ticket System.

4.3.3 Subtask 3.3 -Disaster Planning and Disaster Recovery

In support of DON/AA IT systems, the contractor shall support disaster planning activities, consisting of developing, testing or performing several layers of disaster procedures. These procedures include but are not limited to: off -site storage and recovery processes, server and application reconstitution processes and business recovery processes. The contractor shall also provide input into and assist, as required, with periodic training and disaster recovery drills and updates to the Disaster Recovery Plan.

4.4 TASK 4 -INFORMATION ASSURANCE SUPPORT

The contractor shall provide Information Assurance Support under this contract for DON/AA

Claimancy applications, systems and networks in the following areas:

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-Assist DON/AA/ITD Program Manager to achieve and maintain Certification and Accreditation (C&A) for Secretariat Information Systems (IS) per all applicable DoD and Navy Certification & Accreditation policy from the Navy Designated Approval Authority, Navy Network Warfare Command (NNWC).

-Assist DON/AA/ITD Program Manager to achieve and maintain the goals established by the Federal Information Security Management Act (FISMA) as they pertain to the Secretariat.

-Assist DON/AA/ITD PM in recommending that the information and information systems are protected to the degree commensurate with their Mission Assurance Category (MAC) and Confidentiality Level (CL).

-Perform Web Risk Assessment (WRA) and analysis on all Secretariat networks. Coordinate and direct appropriate actions to ensure that Navy web pages residing on the World Wide Web comply with prescribed DoD and Navy guidance.

-Assist DON/AA/ITD Program Manager in the management of the Secretariat 's Information Assurance Vulnerability Management (IAVM) Program per reference CJCSM 6510.01, Defense in Depth, Information Assurance (IA) and Computer Network Defense (CND) and act as the Claimancy's Reporting Agent for IAVM and Computer Tasking Orders (CTO).

4.4.1 Subtask 4.1 -Certification and Accreditation

The contractor shall support all phases of the Federal Information Security Management Act (FISMA) certification and Accreditation process as outlined in the Defense Information Assurance Certification and Accreditation Process (DIACAP) and determined by the Mission Assurance Category (MAC) and confidentiality level. The contractor shall assist in the pre-screening of certification & accreditation packages that are to be entered into the Information Assurance Tracking System (IATS). The contractor shall be prepared to provide specialized Subject Matters Experts (SME's) to ensure that site and system certification and accreditation packages meet current specifications, as well as requirement of DIACAP and DoDI 8510.bb. The contractor shall provide assistance to the Echelon I IAM to review all Secretariat packages for collaboration and maintaining current FISMA compliance.

The contractor shall ensure that the following items are completed and correct before entering in the IATS:

Navy System Identification Profile (SIP). The SIP is based on the DIACAP-defined SIP. A template for the Navy SIP can be found on the INFOSEC website (<https://infosec.navy.mil>). PM's

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must, as part of their DITSCAP SSAA submission, complete the Navy SIP. The SIP must be physically or digitally signed by authorized individuals (government representatives, list to be published) to be valid.

System Security Authorization Agreement (SSAA): The SSAA must follow DoD 8510.1-M format guidelines and contain those sections that are appropriate to the Program Manager's (PM) accreditation request.

The contractor shall provide appropriate follow on assistance during the Navy CA and ODAA review process to ensure that an IATO/ATO is obtained from the Designated Approval Authority.

The contractor shall ensure that Navy CA and ODAA issues, if any, are properly answered in a timely manner with the originator so that when the Navy CA and ODAA reviews are complete a Navy CA and ODAA recommendation to the DAA is obtained so that the package can be certified.

4.4.2 Subtask 4.2 -Protect Information and Information Systems

The contractor shall assist in the risk management process by gathering relevant threat information to assist in defining system security requirements, and recommending the appropriate Mission Assurance Category (MAC) and Confidentiality Level (CL) for all applications, systems and networks within the DON/AA Claimancy. This information shall be properly documented in all applicable SSAAs.

The contractor shall recommend and execute government approved IA actions required to protect, monitor, analyze, detect and respond to unauthorized activity within Navy IS and legacy computer networks. These recommendations shall include at a minimum host intrusion detection, host intrusion prevention, system compliance profiling, rogue system detection, application blocking, and INFOCON base lining in accordance with USSTRATCOM Directive 527-1.

4.4.3 Subtask 4.3 -Computer Network Vulnerability Testing

The contractor shall assist with computer network vulnerability testing for Secretariat IS and legacy networks. This includes Technical Evaluations, Operational Evaluations, System vulnerability scans and Verification of Correction of Deficiencies. The contractor shall ensure compliance with IA and Computer Network Defense (CND), tracking and reporting claimancy IAVM and Command Tasking Orders (CTO) status.

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4.4.4 Subtask 4.4 -Perform Web Risk Assessment (WRA) and Analysis

The contractor shall perform Web Risk Assessment (WRA) and analysis on all Secretariat networks to ensure Navy Secretariat and Secretariat Staff web pages resident on the World Wide Web comply with prescribed Department of Defense and Department of Navy guidance.

The contractor shall assist the ITD Program Manager providing guidance and direction to ensure the content, compliance and investment of all unclassified WEB sites and their associated Uniform Resource Locators (URLs) have potential risks identified and employ the necessary IA safeguards to protect operational security, privacy of information, and information security.

The contractor shall assist the ITD Program Manager in consolidating DON web site and URL investments to reduce the infrastructure footprint, in order to better protect operational security, privacy of information, and information security.

The contractor shall assist the ITD Program Manager in the registration of all URL in the DON Application and Database Management System (DADMS) for inclusion into the DON IM/IT investment portfolio.

4.4.5 Subtask 4.5 -Management of the Secretariat's Information Assurance Vulnerability Management (IAVM) Program

The contractor shall review NNWC Online Compliance Reporting System (OCRS) on a daily basis and update the SECNAV Portal IAVM Tool, as required. The contractor shall query System Administrators on status, as required and report IAVM Compliance in OCRS, as required. The contractor shall notify the government lead when an organization fails to comply with IAVM program. The contractor shall review monthly logs with government lead to ensure to 100% compliance with applicable IAVAs, Information Assurance Vulnerability Bulletins (IAVBs), Information Assurance Vulnerability Technical Advisory (IAVTs) and Computer Tasking Orders (CTOs).

4.5 TASK 5 -ENGINEERING/INTEGRATION SUPPORT FOR ITD HOSTING CENTER TRANSITION

The contractor shall support prototyping , piloting of applications, and enhancements to existing systems and other engineering projects. The contractor shall manage and implement these efforts under project management and lifecycle development approach.

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4.6 TASK 6 -BUSINESS AND TECHNICAL ANALYSIS AND PLANNING

As part of its emergence into its new role ITD has initiated and plans to initiate more activities under the Lean Six Sigma (LSS), Best Practices and Knowledge Management umbrella. The contractor shall perform assorted business and technical management planning and analysis tasks, as discussed in the subtasks to follow.

4.6.3 Subtask 6.3 -Knowledge Management (KM)

ITD is initiating a series of projects to evaluate and implement several components in support of Knowledge Management (KM). ITD's initiative requires the support of a high level Subject Matter Expert (SME) in the areas of Enterprise Architecture, Process Engineering, Process Management, and Operational Analysis. These skills are required for the definition, analysis, and implementation of KM practices in support of DON/AA and the SECNAV. The contractor shall work directly with all levels of SECNAV and DON/AA personnel and supporting contractors in coordinating and facilitating these activities.

4.7 TASK 7 -TRANSITION AND MODIFICATION OF LEGACY APPLICATIONS

SECNAV Headquarters operates and maintains a number of legacy applications, systems, and networks, which will need to be eliminated or reengineered and/or transitioned to SPAWAR. A specific subset of this tasking includes the requirement for the contractor to assist with the transition scheduling and/or reengineering of these legacy applications intended for use by the DON that operate on NMCI. Activities associated with but not limited to this task include:

- Interfacing with representatives external to ITD (such as the ISF and PEO);
- Planning and implementing transition of legacy systems in accordance with approved schedules;
- Tracking all identified legacy applications, systems, and networks and identifying any new legacy applications not previously identified in the DON Application and Database Management System (DADMS) and the Integrated Solutions Framework (ISF) Tools databases;
- Maintaining an automated accounting of the status of each legacy application;
- Identifying customer access issues.

4.8 TASK 8 –SYSTEM SUPPORT

In addition to the operations and maintenance of systems hosted by ITD, DON/AA has full program responsibility for three specific systems. The contractor shall provide application development and test, operations, maintenance and project manager and subject matter expert (SME) support for the

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following systems:

4.8.1 Subtask 8.1- Secretariat Automated Resource Management Information System (SARMIS) SME

The contractor shall provide specialized Subject Matter Expertise (SME) support to the Financial Management Division (FMD), Department of the Navy Assistant for Administration (DON/AA). The contractor shall support the division's analysts and central application, Secretariat Automated Resource Management Information System (SARMIS).

A primary goal of DON/AA is the timely and responsive management of resources authorized for use in the execution of programs managed by the Assistant Secretaries of the Navy, the Office of General Counsel, specific Secretary of the Navy activities such as the Judge Advocate General, and specific Under Secretary activities such as the Navy-Marine Corps Intranet. This goal is realized through support provided by DON/AA's FMD in the areas of Planning, Programming and Budgeting of funds and manpower necessary for such programs. In order to achieve the greatest effectiveness and efficiencies in meeting the goals of DON/AA, SARMIS was developed to allow for the formulation, archival and reporting of program budget authority granted to the Secretary. In addition, SARMIS is used to prepare budget exhibits and track budget execution, civilian resources and military manpower requirements for the DON/AA claimancy. Monthly management reports are also produced that provide managers with information as to how resources are being executed against financial plans.

As such, a SARMIS SME is required in planning, analyzing, designing, evaluating, testing, maintaining, loading, implementing, enhancing and deploying the SARMIS Application and supporting the SARMIS Users. The scope of the work shall include:

- application maintenance,
- database administration,
- task management,
- customer support, and,
- documentation.

The SME shall provide as needed technical support for the SARMIS modules scalability, traceability and audit readiness with in-house and contracting teams working for or collaborating with DON/AA.

4.8.2 Subtask 8.2- Department of Navy Secretary (SECNAV) Portal SME (optional)

The contractor shall provide specialized Subject Matter Expertise (SME) support to the ITD, Department of the Navy Assistant for Administration (DON/AA). The contractor shall support the division's analysts and central application, Department of Navy Secretary Portal (SECNAV Portal).

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A primary goal of DON/AA is the timely and responsive management of information authorized for use in the execution of programs managed by the Assistant Secretaries of the Navy, the Office of General Counsel, specific Secretary of the Navy activities such as the Judge Advocate General, and specific Under Secretary activities such as the Navy-Marine Corps Intranet. This goal is realized through support provided by DON/AA's ITD in the area of communication. In order to achieve the greatest effectiveness and efficiencies in meeting the goals of DON/AA, SECNAV Portal was developed to allow for the formulation, archival and reporting information authority granted to the Secretary. In addition, SECNAV Portal is used to prepare continuity of operations for the DON/AA claimancy.

As such, a SECNAV Portal SME is required in planning, analyzing, designing, evaluating, testing, maintaining, loading, implementing, enhancing and deploying the SECNAV Portal Application and supporting the SECNAV Portal Users. The scope of the work shall include:

- application maintenance,
- database administration,
- task management,
- customer support, and,
- documentation.

The SME shall provide as needed technical support for the SECNAV Portal scalability, traceability and audit readiness with in-house and contracting teams working for or collaborating with DON/AA.

4.8.3 TASK 8.3 – FMO WEBSITE DEVELOPMENT AND MAINTENANCE AND IT SECURITY

The contractor shall serve as the principle web-based developer for the Financial Management Office's (FMO) Public Website and Application Website, as required, described below:

- (1) Provide primary design and functionality enhancements for the FMO Public Website and for an FMO Secure Website that provides icons for initial access to FMO Web Applications.
- (2) Provide Webmaster functions, updates to website content, reevaluation and enhancement of website functionality, verifying website links, and verifying compliance with Section 508 of the Rehabilitation Act.
- (3) Analyze software upgrades and provide recommendations for implementation. Include an estimated cost of implementation. FMO approved software upgrades shall be funded separately.

The contractor shall maintain the DON's Transportation Incentive Program (TIP) web application as described below:

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- (1) Update homepage and links monthly.
- (2) Keep documents, such as, the monthly newsletter up to date.
- (3) Provide Technical help desk support.

Contractor shall also perform IT security for FMO:

- (1) Act as FMO's Information Systems Security Officer (ISSO).
- (2) Perform and maintain any required certification/accreditation, in coordination with FMO System Developers and the Navy's DAA, for network connectivity, (interim) authority to operate (IATO/ATO) or any related security requirements at the application level.
- (3) Assist FMO staff in registering application/system information in the DON Applications and Database Management System (DADMS) and the DoD Information Technology Portfolio Repository –DON (DITPR-DON).

Provide management and engineering analysis services to assist with DoD/DON statutory and regulatory requirements for IT portfolio management in all life cycle stages. To include:

- (1) Provide management with engineering services related to network system design,
server consolidation, Information Assurance, and application development.
- (2) Provide program level support in the development and implementation of
engineering changes, testing and evaluation documentation, fielding procedures and
plans, risk assessments and various decision briefings.

4.9 TASK 9 –APPLICATION AND DATABASE DEVELOPMENT SERVICES

The contractor shall provide a range of support from providing prototypes, graphical design, piloting application, providing enhancements to existing systems and full engineering projects. The contractor shall manage and implement these efforts under a task or a project. The contractor shall manage projects through the project management and lifecycle development approach, producing management plans and system documentation. Currently, applications development uses Microsoft SharePoint technologies, and the contractor shall accommodate evolving technologies. The contractor staff must have experience with development, design, programming, branding, documentation, training and basic taxonomy. The contractor shall work onsite providing direct support to the DON/AA applications development effort. The contractor shall work as a member

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of a team and report directly to the contractor team lead. Priorities shall be provided to the contractor by the onsite Government Applications Development Team Lead. All Application and Database Source Code developed by the contractor shall be provided to the Government every six months. Indicative activities associated with Application Development Services, are:

4.9.1 Application Development and Maintenance.

The contractor shall provide application development and maintenance for legacy and future systems as requested. Although the majority of development work is SharePoint, the contractor shall be prepared to augment staffing with personnel experienced in other languages as requested.

4.9.1.1 Developer.

The contractor shall provide developer personnel with experience using the adopted technologies of the DON/AA ITD applications development initiative. The majority of development is Web technologies. The contractor shall provide Web Developers, with a requirement for other developer languages as necessary. This includes the ability to code in the respective programming language, extensive knowledge of the functionality of the technology, and the overall ability to document work performed. The contractor shall be able to determine technology limitations and provide expert knowledge to the applications development team lead. The contractor shall be capable of developing in the adopted technology based on requirements gathered and provided by the applications development team lead. The contractor shall provide three levels of developers to maximize efficiencies for the requirements.

4.9.1.2 Designer.

The contractor shall provide designer personnel that have design experience using the adopted technologies of the DON/AA ITD applications development initiative. Duties include branding, graphics, policy, governance, taxonomy and overall ability to document work performed. The contractor shall be capable of designing in the adopted technology based on requirements gathered and provided by the applications development team lead. The contractor shall provide two levels of designers to maximize efficiencies for the requirements.

4.9.1.3 Technical Writer.

The contractor shall provide personnel that have policy, training and documentation experience using the adopted technologies of the DON/AA ITD applications development initiative. Duties include training, development of policy, documentation and gathering end-user requirements. The contractor shall work with the applications development team to help fully document processes and functionality of applications being developed.

4.9.1.4 Sharepoint Power User.

The contractor shall provide personnel to assist the team designers, developers and technical writer

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with SharePoint related tasking based on the priorities specified by the onsite applications development team lead. This includes knowledge of designing, developing and documentation of system requirements and capabilities. The contractor shall be expected to serve a junior role and have an understanding of the basic functions and capabilities of out-of-the-box SharePoint 2007 and 2010.

4.9.2 Database Development and Maintenance.

The contractor shall provide database development and maintenance for legacy and future systems as requested. The contractor shall provide database administration (DBA) support for Oracle and Microsoft SQL base systems and applications. The contractor shall support ad hoc trouble tickets that do not require a lifecycle development approach. This includes, but is not limited to, troubleshooting portal sites and user accounts, making modifications to an existing portal site, and managing permissions of portal sites.

4.10 TASK 10 – DATA CENTER SERVICES

The contractor shall provide systems administration and engineering support to legacy and new systems as required. All systems must comply with information assurance standards to maintain certification and accreditation. The contractor shall implement proactive measures to ensure all systems remain operational, with no impact to DON/AA or its customers.

The Contractor shall also support the DON/AA's transition from its current hosting environment to a different data center site. The current data center hosts critical financial, communication and personnel systems required for the SECNAV staff to perform daily operations. Any interruption of operational and maintenance services of the data center would inhibit the SECNAV staff from performing their mission. Furthermore, an adequate and proper transition is essential to the prevention of failure for software development and database administration tasks.

4.10.1 Subtask 10.1 - Systems Engineering Services

The contractor shall provide Systems Engineering Services in support of DON/AA requirements. The contractor shall be responsible for gathering desired outcomes/ objectives and translate those requirements into solutions. The contractor shall support the design and operations of complex systems from the conceptual phase through product deployment. The contractor shall maintain the integrity of systems engineering hardware and software in accordance with acceptable enterprise architecture guidance.

4.11 TASK 11– MISCELLANEOUS SUPPORT

The contractor shall perform miscellaneous IT-related support functions associated with the

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implementation of NMCI Seat Orders. The contractor shall also be responsible for additional miscellaneous support functions, such as:

- Maintaining the ITD home page
- General administrative office support

4.12 TASK 12 – LIAISON SERVICES

Activities under this subtask are intended to increase awareness and understanding of these ITD services across the spectrum of potential users. Accordingly, the contractor shall provide outreach liaison between the ITD Program Manager and internal and external customers, performing tasks such as:

- Conducting training/outreach for potential customers;
- Conducting periodic customer surveys;
- Developing and/or presenting briefings to potential customers;
- Identifying relationships between customer surveys and customer support metrics, including task order incentive plan metrics;
- Conducting program analysis/studies

The contractor shall only interface with internal and external customers upon having received ***prior*** permission to do so by the COR. .

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SECTION D PACKAGING AND MARKING

Any and all data furnished hereunder shall be adequately packaged to assure safe delivery at destination.
All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Both Inspection and Acception will be performed by the Government.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

4000	3/5/2012 - 9/4/2012
600001	3/5/2012 - 9/4/2012

Services to be performed hereunder will be provided (across the Navy Headquarters within the National Capital Region (NCR) including sites located at the Pentagon, Navy Annex, Washington Navy Yard, Navy Air Station Anacostia, Arlington Annex and Crystal City. The contractor shall provide services to all DON/AA sites within 25 miles of the national Capital Region (NCR).

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SECTION G CONTRACT ADMINISTRATION DATA

POC

Shawn Thomas

Contract Specialist

215-697-9619

shawn.thomas1@navy.mil

[REDACTED]

[REDACTED]

Accounting Data

SLINID	PR Number	Amount
400001	N4496612RC00005	993000.00

LLA :

AA 1721804 12TA 252 44966 068892 2D C00005

Standard Number: N4496612RC00005

600001	N4496612RC00005	7000.00
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LLA :

AA 1721804 12TA 252 44966 068892 2D C00005

Standard Number: N4496612RC00005

BASE Funding 1000000.00

Cumulative Funding 1000000.00

MOD 01 Funding 0.00

Cumulative Funding 1000000.00

MOD 02

400002	N4496612RC00005	795161.04
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LLA :

AA 1721804 12TA 252 44966 068892 2D C00005 4496620003GQ

Standard Number: N4496612RC00005

600001	N4496612RC00005	4838.96
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LLA :

AA 1721804 12TA 252 44966 068892 2D C00005 4496620003GQ

Standard Number: N4496612RC00005

MOD 02 Funding 800000.00

Cumulative Funding 1800000.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Please see attachments I, II and III for a complete list of application, software and personnel requirements.

LIMITATION OF LIABILITY - INCREMENTAL FUNDING (NAVSUP 5252.232-9400) (JAN 1992)

This task order is incrementally funded and the amount currently available for payment hereunder is limited to \$1,788,161.04 for CLIN 4000 and \$11,838.96 for CLIN 6000 inclusive of fee. It is estimated that these funds will cover the cost of performance through 31 Aug 2012. Subject to the provisions of the clause entitled "Limitation of Funds" (FAR 52.232-22) of the General Provisions of this contract, no legal liability on the part of the Government for payment in excess of the above shown amounts per CLIN shall arise unless additional funds are made available and are incorporated as a modification to this contract.

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

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

[REDACTED]

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate

[REDACTED]

(c) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

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SECTION I CONTRACT CLAUSES

SUP 5252.232-9402 INVOICING AND PAYMENT (WAWF) INSTRUCTIONS (April 2008)

(a) Invoices for goods received or services rendered under this contract shall be submitted electronically through Wide Area Work Flow -- Receipt and Acceptance (WAWF):

(1) The vendor shall have their cage code activated by calling 866-618-5988. Once activated, the vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://www.wawftraining.com>. Additional support can be obtained by calling the NAVY WAWF Assistance Line: 1-800-559-WAWF (9293).

(2) WAWF Vendor "Quick Reference" Guides are located at the following web site:
<http://www.acquisition.navy.mil/navyaos/content/view/full/3521>.

(3) Select the invoice type within WAWF as specified below. Back up documentation (such as timesheets, receiving reports etc.) can be included and attached to the invoice in WAWF. Attachments created in any Microsoft Office product are attachable to the invoice in WAWF. Total limit for each file is not to exceed 2MB. Multiple attachments are allowed.

(b) The following information, regarding invoice routing DODAAC's, must be entered for completion of the invoice in WAWF:

	Routing Table
WAWF Invoice Type	Cost Voucher
Contract Number	N00178-04-D-4024-EX05
Delivery Order Number	
Issuing Office DODAAC	N00189
Admin Office DODAAC	N00189
Service Acceptor DODAAC (for 2 in 1), Service Approver DODAAC (Cost Voucher)	N44966
Local Processing Office (Certifier)	Matthew.Wilson3@navy.mil
DCAA Office DODAAC (Used on Cost Voucher's only)	HAA47F
Paying Office DODAAC	HQ0338
Acceptor	Andy Adams, andrew.adam@navy.mil

(c) Contractors approved by DCAA for direct billing will not process vouchers through DCAA, but may submit directly to DFAS. Vendors MUST still provide a copy of the invoice and any applicable documentation that supports payment to the Acceptor/Contracting Officer's Representative (COR) if applicable. Additionally, a copy of the invoice(s) and attachment(s) at time of submission in WAWF must also be provided to each point of contact identified in section (d) of this clause by email. If the invoice and/or receiving report are delivered in the email as an attachment it must be provided as a .PDF, Microsoft Office product or other mutually agreed upon

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form between the Contracting Officer and vendor.

(d) For each invoice / cost voucher submitted for payment, the contractor shall include the following email addresses for the WAWF automated invoice notification to the following points of contact:

Name	Email	Phone	Role
Andrew Adams	andrew.adam@navy.mil	703-695-5977	Acceptor
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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SECTION J LIST OF ATTACHMENTS

List of Applications

Personnel Qualifications/Labor Categories

List of Software