

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 05		3. EFFECTIVE DATE 31-Dec-2013		4. REQUISITION/PURCHASE REQ. NO. N6298013RCBD402		5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY CODE		N00189		7. ADMINISTERED BY (If other than Item 6) CODE		S2404A	
NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 erin.kilrain@navy.mil 215-697-9617				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 INC 8283 Greensboro Drive McLean VA 22102			9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-EX12 10B. DATED (SEE ITEM 13) 24-Sep-2013		
CAGE CODE 17038		FACILITY CODE		[X]	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

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

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) IAW SUP 5252.232-9400 'Limitation of Liability'

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 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) Steven Fredericks, Seaport-e BMO (McLean)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Erin Kilrain, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Steven Fredericks (Signature of person authorized to sign)	15C. DATE SIGNED 31-Dec-2013	16B. UNITED STATES OF AMERICA BY /s/Erin Kilrain (Signature of Contracting Officer)	16C. DATE SIGNED 31-Dec-2013

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 incorporate a revised DD254 and to incrementally fund CLINs 4000 (Labor) and 6000 (Travel). 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 \$3,623,000.00 by \$512,000.00 to \$4,135,000.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
400007	O&MN,N	0.00	500,000.00	500,000.00
600003	O&MN,N	0.00	12,000.00	12,000.00

The total value of the order is hereby increased from \$5,966,895.00 by \$0.00 to \$5,966,895.00.

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	----	----	-----	-----	-----
4000	R799	Base Period - Naval Education and Training Command (NETC) Information Management/Inform ation Technology Staff Support Services IAW PWS (O&MN,N)	1.0	LO			\$5,881,920.00
400001	R799	(O&MN,N)					
400002	R799	(O&MN,N)					
400003	R799	(O&MN,N)					
400004	R799	(O&MN,N)					
400005	R799	(O&MN,N)					
400006	R799	(O&MN,N)					
400007	R799	(O&MN,N)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
6000	R799	Base Period - Other Direct Costs (Travel) ISO PWS. NTE - \$84,975 (O&MN,N)	1.0	LO	\$84,975.00
600001	R799	(O&MN,N)			
600002	R799	(O&MN,N)			
600003	R799	(O&MN,N)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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7001	R799	Option Period I - Naval Education and Training Command (NETC) Information Management/Inform ation Technology Staff Support Services IAW PWS (O&MN,N) Option	1.0	LO	[REDACTED]	[REDACTED]	\$5,899,622.40
7002	R799	Option Period II - Naval Education and Training Command (NETC) Information Management/Inform ation Technology Staff Support Services IAW PWS (O&MN,N) Option	1.0	LO	[REDACTED]	[REDACTED]	\$5,917,728.00

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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9001	R799	Option Period I - Other Direct Costs (Travel) ISO PWS. NTE - \$50K (O&MN,N) Option	1.0	LO	\$54,970.00
9002	R799	Option Period II - Other Direct Costs (Travel) ISO PWS. NTE - \$50K (O&MN,N) Option	1.0	LO	\$54,960.00

Estimated FTE (For Informational Purposes Only)

Base Period

Business Systems Analyst Senior	1
Business Systems Analyst Intermediate	7
Consultant I	8
Consultant II	15
Consultant III	6
Data Architect	4
Data Control Clerk	6

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Data Modeler	1
Functional Analyst	2
Project Analyst	1
Senior Systems Engineer	1
Contractor PGM Management	1
	TOTAL
FTE	53

Below is a breakout of the FTE by place of performance:

Business Systems Analyst Senior: 1 FTE:

Millington - 1 FTE

Business Systems Analyst Intermediate: 7 FTE

Millington - 5 FTE

Pensacola - 2 FTE

Consultant I: 8 FTE

Millington - 1 FTE

Pensacola - 7 FTE

Consultant II: 15 FTE

Millington - 4 FTE

DC - 2 FTE

Pensacola - 9 FTE

Consultant III: 6 FTE

Pensacola - 6 FTE

Data Architect: 4 FTE

Millington - 1 FTE

Pensacola - 3 FTE

Data Control Clerk: 6 FTE

Millington - 6 FTE

Data Modeler: 1 FTE

Millington - 1 FTE

Functional Analyst: 2 FTE

Pensacola - 2 FTE

Project Analyst: 1 FTE

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Pensacola - 1 FTE

Senior Systems Engineer: 1 FTE

Millington - 1 FTE

Contractor PGM Management: 1 FTE

Pensacola - 1 FTE

TOTAL FTE 53

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 12 months thereafter is based upon 101,760 estimated manhours of direct labor. If all options are exercised by the government, the level of effort for the performance of this contract will be increased by an additional 203,520 estimated manhours of direct labor, for a total level of effort of 203,520 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:

Labor Category	Hours
Business Systems Analyst Senior	1,920
Business Systems Analyst Intermediate	11,520
Consultant I	15,360
Consultant II	24,960
Consultant III	11,520
Data Architect	7,680
Data Control Clerk	11,520
Data Modeler	1,920
Functional Analyst	3,840
Project Analyst	1,920
Senior Systems Engineer	1,920
Contractor PGM Management	1,920
KEY- Business Systems Analyst Intermediate (Balkus)	1,920
KEY- Consultant II (Basel)	1,920
KEY- Consultant I (Rowe)	1,920
Total Labor	101,760/year

(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 ordered 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

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(b) For any proposed hours against which an uncompensated overtime rate is applied, the Offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The Offeror's accounting practices used to estimate uncompensated overtime must be consistent with its cost accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment.

(e) The Offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

(End of Provision)

IDENTIFICATION OF RATIOS (OCT 1992)

(a) If an offeror decides to include Uncompensated Overtime in their proposal, he shall complete the table which appears below. The purpose of this table is to identify the ratio derived by relating the proposed hours per week to 40 hours per week for each labor category. That ratio which is proposed for a particular labor category will apply for all personnel (including substitute and additional personnel) approved to work within a particular labor category for the duration of the contract period.

(b) Any offeror who proposes direct labor rates adjusted due to the effect of uncompensated overtime must complete the following table. An offeror who proposes uncompensated overtime and fails to complete the following table may be removed from consideration for award.

(c) An offeror proposing direct labor rates adjusted for uncompensated overtime shall furnish with their proposal a copy of the corporate policy addressing uncompensated effort.

Additionally, the offeror must provide evidence of the DCAA/DCMAO approval of that policy.

INFORMATION TO BE COMPLETED BY OFFEROR

Labor Category	*Base Hourly/Week	Hours Proposed/Week	**Ratio	***Proposed Rate	Adjusted
					for
					Uncompensated
					Overtime

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Base Hourly Rate - that is unadjusted for the effect of uncompensated overtime.

**Ratio - the rate derived from the proposed hours per week in relation to a 40 hour week (e.g., Project Manager 40 hours/50 hours = 80% ratio)

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***Proposed Rate Adjusted for Uncompensated Overtime = Base Hourly Rate X Ratio (e.g., \$10.00 x 80% = \$8.00)

(End of Provision)

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT FOR MANPOWER, PERSONNEL, EDUCATION AND TRAINING INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY STAFF SUPPORT

1.0 INTRODUCTION

The mission of the Naval Education and Training Command (NETC) Chief Information Office (CIO) is to enable delivery of secure, affordable, next generation technologies and business capabilities for CNO N16 and NETC CIO and the Navy enterprise. The role of the CIO is to:

Develop and communicate the IT strategic plan

Measure IT performance and ensure customer satisfaction

Ensure compliance with IT standards and policies

Facilitate business investment governance

Develop and use acquisition and project management disciplines

Develop financial strategies and plans and influence IT budget execution

Develop an IT organization with business and technical knowledge

Develop an effective human resource strategy for IT

Partner with other agencies and industry

Major functions supported include portfolio management, enterprise architecture, IT capital planning, information assurance, requirements gathering, data architecture and project management.

Task Overview

The overall objective of this PWS is to provide a contract with a base year and two option years. The purpose is to provide NETC and other activities within the Manpower, Personnel, Training & Education (MPTE) enterprise with support for technical and administrative tasks necessary to manage a wide range of information technology programs that support all facets of the manpower, personnel, training and education business enterprise. This PWS focuses on identifying all the required information technology services that are necessary to support the administration and management of these programs and to provide the necessary response to numerous compliance taskings that are mandated by various departments within the Navy, the Office of Secretary of Defense, and the Congress of the United States.

1.1.1 Task Environment

Work is to be executed from the following government locations:

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Naval Education and Training Command, Pensacola, Florida; Norfolk, VA; BUPERS, Millington, TN; and DCNO (MPTE N16/CIO). Additional sites may be added as required. There will be travel requirements associated with the tasks contained in this PWS. Staff support will require liaison with all echelons of command within the Navy and numerous outside agencies.

Contract Overview

1.2.1. MPT&E CIO offers this performance-based statement of work.

1.2.2. Contract period of performance is date of award through 12 months for the base period with two twelve-month option years.

2.0 TECHNICAL AND ADMINISTRATIVE SERVICES TASKS

2.1 Capital Planning and INVESTMENT CONTROL

The NETC Command Information Officer is responsible for ensuring effective processes are in place that insure effective capital planning and investment control. The CIO support staff is responsible to assist managers in assessing Enterprise initiatives in terms of cost, risks, and expected returns and to determine the appropriate mix of investments with regard to these and other organizational and technological considerations.

2.1.1 The Contractor shall plan workshops, and provide training, and database support as required to help NETC develop and refine procedures to manage IT as an Enterprise investment in Navy manpower, personnel, training and education.

2.1.2 Filter and screen projects for explicit links to mission needs

2.1.3 Perform strategic analysis and program reviews of IM/IT systems, applications and processes within the MPT&E Enterprise.

2.1.4 Compare actual project costs, benefits, risks, and return information against earlier projections.

2.1.5 Determine the causes of any differences between planned and actual results.

2.1.6 Modify the organization's investment process based on lessons learned

2.1.7 Communicate and facilitate CIO strategic direction and liaison with program managers to ensure requested modifications are incorporated

2.1.8 Ensure alignment/agreement between authoritative data sources (i.e. Naval Information Technology Exhibits/Standards Reporting (NITESTAR), Defense Automated Document Management System (DADMS), DoD Information Technology Portfolio Repository (DITPR-DON) and document, map, and validate business processes and rules associated with critical project management data.

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2.2 Administrative Support for Navy Marine Corps Intranet (NMCI) Continuity of Services Contract (CoSC) and to the Next Generation enterprise Network (NGEN)

2.2.1 Implementation of NMCI has resulted in an enterprise-wide managed service that provides the Department of Navy with secure, universal access to voice, video and data information exchange services. Major commands in the Navy and Marine Corps are required to support the implementation and operations of NMCI.

2.2.2 The Contractor shall update and monitor the NETC NMCI Operational Plans to ensure the needs of the NETC enterprise are continuously met during the NMCI transition to NMCI Continuity of Services Contract (CoSC) and to the Next Generation Enterprise Network (NGEN) contract. The Contractor is required to mitigate any risk to or negative impact on Navy manpower, personnel, training and education.

2.2.3 The Contractor shall support the continuous review and update of NETC software databases to ensure they accurately reflect NETC enterprise software application requirements and adhere to the NETC and CNO N16 Strategic Plan.

2.2.4 The Contractor shall advise MPTE staff of any negative impact resulting from changes in available software.

2.2.5 The Contractor shall assist the NMCI CoSC (NGEN) Program Manager (PM) with the certification of NETC software applications, which includes:

2.2.5.1 Data and media collection.

2.2.5.2 Submission and documentation of Requests for Service (RFS).

2.2.5.3 Preparation of certification test and test follow-up requirements (System Security Authorization Agreement (DIP) requirements, test script and application loading instructions) and delivery of material to the test site.

2.2.5.4 Coordination of application and peripheral testing, certification, delivery, testing, and installation.

2.2.5.5 Synchronization of applications status between DADMS and ISF tools.

2.2.5.6 Provide support for application rationalization to include new application packages.

2.2.5.7 Provide oversight and support for IT asset reduction/migration strategies.

2.2.6 In support of the NMCI CoSC (NGEN) Program Manager (PM) the Contractor shall provide administrative and technical support to assist in:

2.2.6.1 Preparation of NMCI CoSC (NGEN) service orders.

2.2.6.2 Accreditation and certification of Enterprise legacy systems for NMCI.

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2.2.6.3 . Information Security Support (IA/PII Policy compliance, Incident Investigation Support, Compromise).

2.2.6.4 Financial Management (Budget Formulation, POM Development, Obligation, Execution Monitoring).

2.2.6.5 Support Policy Development, Implementation & Enforcement (Provisioning Business Rules, Operational Standard Operational Procedures (SOPs)

2.2.6.6 Support Customer Advocacy (Issue Escalation and Resolution)

2.2.6.7 Transition Support (NIPR, SIPR, COI, S&T, eDMZ, ECR)

2.2.6.8 Seat Refresh/Tech Refresh (hardware & software integration)

2.2.6.9 Requirements Management (Solution determination and Resourcing of Validated Requirements)

2.2.6.10 Inventory Management (Asset Reconciliation, Tracking and Disposal)

2.2.6.11 Service Delivery Management (Move/Add/Change Provision and Monitoring)

2.2.6.12 Fileshare Management (Capacity Planning, Monitoring and Provisioning)

2.2.6.13 Invoice Management (Service Delivery Validation and Invoice Processing)

2.2.6.14 Account Management (Provisioning, New Account Creation, Dormant Account Elimination, CLO Compliance)

2.2.6.15 Certification and Accreditation (ATO Support for Systems, Applications, and Sites)

2.2.6.16 Legacy Network Reduction (Legacy System Documentation CARS Compliance)

2.2.6.17 BRAC/MILCON and Special Project Support (Infrastructure Development and/or System Hardware Relocation or Disposal)

2.3 PORTFOLIO MANAGEMENT (PfM)

PfM provides a view of IT projects and assets across the organization and aligns IT with the command's strategic goals. In support of PfM, the contractor shall:

2.3.1 Contractor shall facilitate the coordination, development, and implementation of IM/IT Portfolio Management Methodology

2.3.2 Analyze the most accurate and up-to-date cost, benefit, risk, and return information.

2.3.3 Create a list of prioritized projects using uniform decision criteria.

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2.3.4 Provide required information on appropriate mix of projects in order for government to create a balanced investment portfolio.

2.3.5 Facilitate the coordination, development and maintenance of IM/IT Portfolios.

2.3.6 Monitor the progress of projects during their development cycle.

2.3.7 Identify potential or existing problems and identify appropriate action to avoid or address problem.

2.3.8 Develop and use Architecture Products to support the day to day business process of Portfolio Management, to include:

2.3.8.1 Enterprise IT Asset Discovery and Analysis

2.3.8.2 Portfolio Reduction

2.3.8.2.1 Mapping of systems, applications and processes to Taxonomy/Architecture

2.3.8.2.2 Business Case Analysis

2.3.8.2.3 Migration Planning

2.3.8.2.4 Network/Server Documentation and Analysis

2.3.8.3 Perform analysis of systems, applications and processes, providing analysis results, recommendations and metrics.

2.3.8.4 Develop DODAF Products and Perform Analysis Required for DBT Certification.

2.3.8.4.1 Required DODAF Products: OV-3, OV-5, OV-6a, OV-6b, OV-7 & SV-5

2.3.8.4.2 Provide support for Enterprise Portfolio Management Tools.

2.3.8.4.3 Contribute data and programmatic support to the development and implementation of a MPT&E Enterprise Data Architecture, Data Standards, Quality Assurance and integrity.

2.3.8.4.4 Facilitate identification, designation, and management of Authoritative Data Sources (ADS).

2.3.8.4.5 Support IT investment and portfolio management strategies.

2.3.8.4.6 Collaborate with key stakeholders on enterprise IT issues, requirements, processes, and policies.

2.3.8.4.7 Facilitate the coordination, development, and implementation of

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the IM/IT Data Management Strategy

2.3.8.4.8 Facilitate the coordination and development of Investment Review Board (IRB) documentation

2.3.9 Develop and maintain the Operational Activity Taxonomy supporting the functional Area and Command Portfolios ensuring technology strategies are aligned with DON and Global Information Grid (GIG) Mission Areas.

2.3.10 Support the management of Enterprise Architecture compliance requirements that support DITPR Registration/Architecture Compliance and Requirements Traceability /Defense Business Transformation (ACART/DBT) Process (i.e. Navy Specific Investment Review).

2.3.11 Coordinate integration with existing Architecture Projects in support of establishing a federation of architectures (Business Enterprise Application (BEA), Human Resource Management (HRM) Extension, Navy Business (NBEA), DON Human Resource Manager (HRM), Program Executive Assistant (EA) as required by policy and instruction).

2.3.12 Develop Systems Architecture products, Process Models and views, Data Models and vies IAW Laws, regulations and policies

2.3.12.1 Define support requirements for management of infrastructure performance

2.3.12.2 Identify role of business activities and systems in infrastructure

2.3.12.3 Conduct proof of concept analysis for technology insertion;

2.3.12.4 Define architecture requirements to improve enterprise activities

2.3.13 Build and Validate As-Is Model

The accurate identification and documentation of the current business processes is the foundation upon which analysis and improvements can be made. The contractor may be required to perform the following tasks to capture and model the process:

2.3.13.1 Review existing materials from prior efficiency reviews, Business Process Review (BPR) studies, policy manuals and process guidance that may be provided by MPT&E

2.3.13.2 Conduct interviews of process owners, managers, and staff to identify how the process is performed, not simply the standard operating procedures or policy documentation

2.3.13.3 Perform validation workshops with the process owners to ensure accuracy and acceptance of the model and results

2.3.13.4 Model results as directed, in accordance with (IAW) DOD/DON directives and software architecture formats as necessary to ensure interoperability.

2.3.13.5 Develop “What if” alternatives to allow the Navy to use metrics in their analysis.

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Alternatives may consider process changes, IT improvements, and phased implementation approaches.

2.3.14 Facilitate the capture of business processes through business process modeling techniques that can be used by NETC functional experts to communicate their desired business process.

2.3.14.1 The contractor shall present the results of the What-If alternatives and recommendations to NETC for review. Once

2.3.15 Technology Alignment Support Tasking in technology alignment may include requirements to align new systems and processes with other technology initiatives inside and outside of the NETC enterprise. The following initiatives shall be required to achieve those efficiencies

2.3.15.1 XML Architecture and Namespace Schema support

2.3.15.2 Support development and maintenance of domain centric XML namespace schemas based on DOD/DON or International standards as appropriate to meet NETC requirements. The XML schema models will be non-proprietary and be capable of being reused in developing DOD/DON vocabularies specifically for NETC while conforming to the naming and design standards listed in the DON XML Naming and Design Rules

2.3.15.3 Support Requirements – provide project management and business process analysis required to execute namespace standardization and harmonization of XML schema as directed by business process improvement directives, DON/DOD policies and FAM/FDM and Future Naval Capabilities (FNC) guidance concerning development standards.

2.3.15.4 Provide guidance to the FAM process on the appropriate data standards necessary to best meet security requirement. This includes managing the Security Administration Markup Language standards.

2.3.15.5 Business Process Modeling Analysis – provide data models using business process modeling

2.4 Operational security and infrastructure (OS&I)

2.4.1 Contractors in the Information Assurance Division shall be IA Workforce certified IAW DOD 8570.01-M and SECNAV M-5239.2. IAWF is transitioning to the Cyber Security Workforce (CSWF) IAWF updated series of the referenced manuals. Contractor shall maintain compliance for certification IAW the CSWF policies.

2.4.1.1 Contractor shall provide minimum of one senior staff with IAM Level II (or higher) IAWF qualifications as required to perform duties as an Information Assurance Officer (IAO) in support of the NETC Information Assurance Program Management (IAPM) IA Vulnerability Management (IAVM) and Incidents management activities.

2.4.1.2 Contractor shall provide additional support for NETC IAPM IAVM and Incidents management programs and processes with a minimum of IAM Level I.

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2.4.1.3 Contractor shall provide minimum of one senior staff with CAP Level II (or higher) IAWF qualifications in support of NETC IAPM Certification and Accreditation (C&A) program and processes.

2.4.1.4 Contractor shall provide additional support for NETC IAPM security management and assessment program with CAP Level II (or higher) IAWF qualifications.

2.4.1.5 Contractor shall provide minimum of one senior staff with IASAE Level II (or higher) IAWF qualifications in support of NETC IAPM Architectural and Engineering (A&E) program and processes.

2.4.1.6 Contractor shall provide additional support for NETC IAPM (A&E) program with IASAE Level I (or higher) IAWF qualifications.

2.4.2 The contractor shall provide program management assistance for IA programs and directives as needed to insure the safety of information contained within the NETC domain.

2.4.3 The contractor shall assist the IAM in the drafting of an NETC Information Assurance Program Management (IAPM) Plan for the Claimancy. The IAPM Plan will incorporate the DIACAP and/or RMF and related responsibilities, tasks, duties and initiatives into an integrated programmatic plan that is actionable, comprehensive and flexible. The contractor shall monitor progress and provide technical assistance to ensure timely completion of DIACAP and/or RMF Packages and NETC compliance with DOD security procedures and help ensure information integrity.

2.4.3.1 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM C&A program, processes, and activities.

2.4.3.2 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM Incident and Electronic Spillage Management program, processes, and activities.

2.4.3.3 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM IAVM program, processes, and activities.

2.4.3.4 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM A&E program, processes, and activities.

2.4.3.5 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM Audit and Compliance program, processes, and activities.

2.4.3.6 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM IAWF management program, processes, and activities.

2.4.3.7 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM Risk Management program, processes, and activities.

2.4.3.8 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM Data Management and Protection program, processes, and activities.

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2.4.3.9 The contractor shall assist the NETC IAPM develop program and process support for the NETC IAM Access Control program, processes, and activities.

2.4.3.10 The contractor shall assist the NETC IAPM develop the program and processes for the conversion from DIACAP to Risk Management Framework (RMF).

2.4.3.11 The contractor shall assist the NETC IAPM develop the program and processes for boundary security of the NETC training network operational infrastructure.

2.4.3.12 The contractor shall assist the NETC IAPM develop the program and processes for the Operations and Infrastructure (O&I) training delivery enterprise environment.

2.4.3.13 The contractor shall assist the NETC IAPM develop the program and processes for new technology testing and infusion for the training delivery enterprise environment.

2.4.4 The contractor shall make recommendations that ensure information is protected against unauthorized access, disclosure, misuse, disruption or modification.

2.4.5 Provide support to establish within NETC measures necessary to protect the confidentiality, availability, integrity, authenticity and non-repudiation of NETC IT portfolio assets.

2.4.6 Provide support for administrative requirements for the NETC information assurance program to include formal and informal security document by Network Administrator, PMs and Application Owners.

2.4.7 Provide guidance to the FAM process on the appropriate data standards necessary to best meet security requirements. This includes managing the Security Administration Markup Language standards

2.4.8 In support of the NETC IAPM Plan, the Contractor shall provide certification analysis and accreditation support for NETC Enterprise systems IAW all phases, requirements, and artifacts specified within DIACAP and RMF security management and assurance guidelines, facilitating the development and completion of artifacts supporting: risk assessments, network architecture design documentation, implementation tracking, certification activities, and security test and evaluation.

2.4.9 The Contractor shall provide support to the NETC IAPM in developing and maintaining the enterprise security framework (ESF) to include policies, standards, and guidance that manage command informational services risk, security, and risk exposure

2.4.10 The Contractor shall assist the IAM and program managers in the preparation and completion of DIACAP/RMF Packages. DIACAP/RMF Packages are defined as the collection of documents or collection of data objects generated through DIACAP/RMF implementation for an information system and supporting the NETC IAPM security management and assurance program. A DIACAP/RMF package is developed through implementing the activities of the DIACAP/RMF processes and maintained throughout a system's life cycle. Information from the

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package is made available as needed to support an accreditation or other decision such as a connection approval, monitoring compliance with DOD security procedures, or ensuring information integrity..

2.4.11 Upon DON/NETC transition to RMF, the Contractor shall provide review and analysis of RMF packages submitted to the NETC Validator. The NETC IAPM will provide a prioritized work list for the Contractor. If the Contractor determines that there are issues or conflicts surrounding the timely completion of a RMF Package, it is incumbent upon the Contractor to make this information known to the Contracting Officer's Representative (COR) and the IAM immediately and not wait for it to be reflected in the monthly reports.

2.4.12 The Contractor shall also provide additional support as required to achieve compliance with the Federal Information Security Management Act of 2002 (FISMA).

2.4.13 In support of the IAPM, the Contractor shall provide certification analysis and accreditation support for NETC Enterprise systems which may necessitate personnel to create, update, and maintain National Security Agency Network (NSAnet) systems requiring a TS/SCI clearance with CI poly to access the network. This support is in accordance with all phases and requirements specified within DIACAP, DODINST 8510.1 series of instructions.

2.4.14 In support of the IAPM RMF transition initiatives, the contractor shall provide risk assessment and analysis support for NETC Enterprise IAW RMF authorizing and monitoring phases and requirements including, but not exclusively limited to, the National Institute of Standards and Technology (NIST) guidance below for a NETC RMF program:

2.4.14.1 FIPS 199 provides security categorization guidance for non-national security systems. Committee on National Security Systems (CNSS) Instruction 1253 provides similar guidance for national security systems.

2.4.14.2 NIST Special Publication 800-53 provides security control selection guidance for non-national security systems. CNSS Instruction 1253 provides similar guidance for national security systems.

2.4.14.3 NIST Special Publication 800-53A provides security control assessment procedures for security controls defined in NIST Special Publication 800-53.

2.4.14.4 NIST Special Publication 800-37 Revision 1 provides guidance on authorizing information system to operate and guidance on monitoring the security controls in the environment of operation, the ongoing risk determination and acceptance, and the approved information system authorization to operated status.

2.4.14.5 NIST SP 800-30 provides a foundation for the development of an effective risk management program, containing both the definitions and the practical guidance necessary for assessing and mitigating risks identified within IT systems. The contractor shall provide support for risk assessments IAW NIST SP 800-30.

2.4.15 The Contractor shall provide support for risk assessments, network architecture design

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documentation, implementation tracking, certification activities, and security test and evaluation.

2.4.16 The Contractor shall provide support for network architecture diagrams IAW NTD 08-08.

2.4.17 The Contractor shall also provide additional support as required and directed by the Command IAM to achieve compliance with FISMA and DOD/DON requirements.

2.4.18 The Contractor shall also provide additional support as required and directed by the Command IAM to achieve IA Vulnerability Management (IAVM) compliance using the Navy Online Compliance Reporting System (OCRS) or Navy IAVM reporting system current with the contract award.

2.4.19 The Contractor shall also provide additional support as required and directed by the Command IAM to manage SCCVI reporting and compliance using the DISA Vulnerability Management System (VMS) or Navy SCCVI reporting system currently in use at time of contract award.

2.4.20 The Contractor shall provide technical and engineering support to the IAPM in developing operational and infrastructure (O&I) policies and processes for:

2.4.20.1 Boundary defense policies and guidelines based on current Federal, DOD, and DON regulations governing defense in depth operational processes. Provides IAPM support in development of policies and guidelines for boundary defense initiatives (e.g., Host Based Security System (HBSS), SSIM, and Altiris); access management groups (e.g., access, action, resource, and relationship groups) and intrusion detection system (e.g., IDS, HIDS, WIDS); O&I configuration management standards, practices, and settings affecting NETC boundary security that includes modifications to operating systems and network infrastructure including renewals or updates; and, firewall exceptions.

2.4.20.2 Governance of the response and coordination of security issues, including cyber attacks, classified spillages, PII spillages, and security compromises.

2.4.20.3 Operational security policies for new technologies and technical solutions that affect local architecture, services, or perimeter boundary defense posture (e.g., firewall, proxy, domain name services (DNS), file servers, patching servers/applications, scanning servers/assets) with enterprise security impacts or implications.

2.4.20.4 Reviewing new technology infusion projects for impact to ESF and provides recommendations for security policy changes and risk management, as well as review recommendations for technical modifications and deployment to implement risk mitigation and develop compliance strategies.

2.4.20.5 Operational and infrastructure ES (e.g., PII, classified) and incidents, monitoring ES and incident management program to ensure identification, investigation, response, and recovery to operational status. Review and recommend improvements to incident policies and standards include suspected or actual intrusion, denial of service, malicious code, unauthorized access, inappropriate use, and malware.

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2.4.20.6 Implementation of cross domain solutions for transference of data from differing levels or categories of classification.

2.4.20.7 The Contractor shall assist the NETC IAPM with the development and maintenance of IT Communications Security (COMSEC) program policies covering Communications Material Security (CMS) oversight responsibilities in accordance with appropriate DON and DOD standards and instructions. Responsibilities will not require access to or management of COMSEC documents.

2.4.20.7.1 The Contractor shall also assist the IAM with ensuring appropriate Communications Security (COMSEC) instructions are available and up to date, watch standing procedures are current and complied with, and cryptographic handling and emergency destruction procedures are followed.

2.4.21 The Contractor shall support the NETC IAPM in establishing and maintaining policies, standards, and guidance for: operational implementation of System and Policy virtual machines; scan and remediation auditing of the virtual servers and desktop images; and, subordinate command Online Compliance Reporting System (OCRS) compliance and mitigation plans.

2.4.22 The Contractor shall support the NETC IAPM in developing and maintaining O&I policies and procedures for NMCI/NGEN, eDMZ, COI, and B2 Boundary support.

2.4.23 The Contractor shall support the NETC IAPM in developing and maintaining policies for segregation of test and development environments from the production O&I boundaries.

2.4.24 The contractor may also be required to provide additional assistance in other areas dealing with the protection of PII within NETC IM/IT sources. Contractor shall provide NETC IAPM support for the following aspects of the PII program:

2.4.24.1 Provide assistance and support in the identification and removal of Personally Identifiable Information (PII) from various NETC IT/IM sources.

2.4.24.2 Provide pro-active intervention for elimination and removal of Privacy Act material from non-protected locations within NETC IT/IM assets.

2.4.24.3 Conduct random and spontaneous spot checks of various files and systems to ensure compliance with the provisions of the Privacy Act.

2.4.24.4 Provide Privacy Act implementation suggestions and guidance, including recommendations from industry best practices.

2.4.25 May require travel to various NETC locations, or may be done via electronic means where possible.

2.5 Engineering Services

The contractor shall provide advanced technical engineering consulting services to NETC N6 in support of cost effective training delivery solutions. The conceptual solutions shall be in

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accordance with DOD/DON policy, compatible with DON/NETC enterprise architecture and enable efficient delivery of training content. The engineering team will provide detailed cost element structure and life cycle management costs for proposed solutions for planning and programming purposes. Additionally, the professional services will support the development of strategic plans, policies and assessments. The contractor will assist in planning, development, and implementation of enterprise technology insertion/implementation projects across the NETC domain.

Specific activities.

The Contractor shall review, author, and/or submit technical solutions and procedures or policies in accordance with applicable Task Orders. These procedures and policies may define one or more configuration items, associated processes, or test procedures. This data can include schematics, specifications, software configuration documentation, interface control documentation, and quality assurance provisions. The professional engineering services team will interface with NMCI/NETPDTC technical teams, as applicable, to ensure proposed design is compatible with current and planned infrastructure and architecture.

The Contractor shall evaluate current and future technology alternatives (i.e., platform, virtualization, storage, networking, security, etc.) against, cost, schedule, risk, and performance requirements for task orders to support technology growth for Electronic Classroom support.

The Contractor shall assist in large-scale architecture planning, to include solutions development and deployment across geographically dispersed training sites.

The Contractor shall communicate with cross-functional teams to engineer cost-effective, architecturally compatible solutions to enable NETC to meet training mission goals and objectives.

2.6 DECISION SUPPORT TECHNOLOGY

The NETC enterprise requires analytical and technical support for existing and emerging BUPERS/NETC decision support technologies. Efforts include the analysis of Supply Chain Management (SCM) best practices and the applicability to a production-oriented NETC business enterprise. Project Management Professional (PMP) certification is strongly recommended. Lean Six Sigma (LSS) methodologies are encouraged and recognized as a viable and effective tool with which to perform business process analysis. This support includes new IT/IM initiatives and may include the following tasks:

2.6.1 Technical and analytical support including development and production of modeling and simulation tools.

2.6.2 Identification and development of Key Performance Indicator (KPI) metrics including documentation of business rules, determination of tolerances and establishment of best practices.

2.7 Business Process Analysis

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2.7.1 Business Process Analysis/Requirements Gathering

2.7.1.1 Contractor shall support MPT&E during requirements elicitation activities by managing projects via the facilitation of focus groups, gathering requirements, creating business process maps, and assisting customer(s) with determining the best course of action. The MPT&E domain is in the process of reassessing a wide range of business processes to determine if they need to be redesigned, updated, or stopped. Work efforts focusing on specific organization processes and business activities will be determined by MPT&E leadership through a business investment governance board. These tasks fall primarily into two categories:

2.7.1.1.1 The Contractor shall support the MPT&E in the development of full lifecycle plans to create new technology or software as required on a per project basis. Through an analysis and design phase, the contractor shall help in the development and traceability of Business Needs Documentation (BND) and, pending budgetary approval, continue with the project through testing and deployment. Artifacts will help to streamline gathering lessons learned and process engineering within the MPT&E, as well as, future enhancements to future releases.

2.7.1.1.2 Reengineering/Refresh Existing Systems

In some instances the customer may require the contractor to help in migrating outdated or legacy systems to new and more advanced software. This often results in a review of the existing system business rules and then conducting “Fit-Gaps” to determine the best solution to move the application forward. As with new system development, the contractor shall provide lifecycle support to the PMSO through analysis and design phases as well as testing and follow-on assessments.

2.7.2 Testing

The Contractor shall assist enterprise business owners with planning and conducting user acceptance test activities and define, acquire, and manage required resources. These resources may include facilities, equipment, test articles and test personnel. Test management also includes the methodologies required to predict test requirements accurately in terms of schedule. Prediction is based on test objectives, maturity of test articles, normal availability of facilities and equipment, and reliability of test methods. Test Management shall include managing the conduct of tests in accordance with the detailed test instructions generated by the engineering process, and recording, analyzing and reporting test results.

2.7.2.1 The Contractor shall assist the MPT&E in coordinating software test and evaluation activities, in accordance with industry standards, to validate engineering and performance data at the system, subsystem, and component level. Activities to be performed shall include test planning, test design, test operations and support, preparing change requests on anomalies discovered, and reporting of test results.

2.7.2.2 The Contractor shall provide support as required in system validation testing. The Contractor shall document the activities in the Software Test Plan, the Software Test Descriptions and the Software Test Reports. The Contractor shall provide support to the

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Government during System Acceptance Testing (SAT). The Government will be responsible for the establishment, availability as needed, and access to other Government interface test beds in accordance with the Master Integrated Program Schedule to properly test system interfaces.

2.7.3 Data Analysis, Requirements, Migration

DoN is in the process of collapsing (integrating) or migrating multiple legacy systems attempting to reduce the infrastructure costs to its IT portfolio.

2.7.3.1 Provide functional and technical expertise to lead integrated product teams associated with the requirements, design, development, and implementation of integrating multiple systems or applications.

2.7.3.2 Provide support to conduct data analysis in support of mapping, architecture, and migration of data to integrated systems or applications.

2.7.3.3 Gather and provide input from the migration strategy currently being work for DON HR systems.

2.7.4 Project Management

2.7.4.1 The Contractor shall assist the MPT&E in providing day-to-day project management support for MPT&E projects including coordination of initiatives, schedule management, and reporting.

2.7.4.2 The Contractor shall ensure that the project management tasks are performed in accordance with the principles established by the Project Management Institute (PMI).

2.7.4.3 Provide timelines, work breakdown schedules, user reports and communication's plans as appropriate to execute MPT&E development policy related to DOD/DON CIO standards.

2.7.4.4 Contractor shall provide management reports as required. As a part of this process, the Contractor shall gather required information from applicable management systems/databases, format data for reports/presentations, and present reports (as required).

2.7.4.5 Contractor will assist government staff with identifying and promulgating MPT&E IT project metrics standards as required.

2.7.4.6 Business Process Modeling Analysis – provide data models using business process modeling.

2.7.5 Classroom Technology Management

2.7.5.1 Contractor will assist MPT&E with conducting curricula analyses that will support technology infusion decisions to ensure that investments made support both fiscal and fleet performance objectives.

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2.7.5.2 The contractor shall provide in-house management support to MPT&E for all assigned tasks to ensure an integrated technology infusion process responsive to MPT&E program goals

2.7.5.3 The contractor shall assist with development and review of strategic plans, cost estimates schedules, briefing materials, Curriculum Analysis and Courseware Development Implementation Plans, and other technical and requirements documentation.

2.7.5.4 Coordination with other Navy commands, government organizations, and contractors to ensure consideration, execution and application of the latest technology integration efforts and processes, and elimination of duplication of effort while developing best business practices.

2.7.5.5 Provide support for programmed and emergent comparative studies and analyses of related IT business initiatives and functional capabilities.

2.8 TRANSITION PLAN

The Transition Plan shall allow for seamless integration within the activity and how the offeror plans to maintain client satisfaction during transition. The Contractor shall have up to 30 days to transition work from the current contract to the new IT/IM effort. To minimize the cost of transition, the Government desires a phased approach, with the on-boarding of key personnel at the beginning of the transition period. These key personnel will overlap with the incumbent staff to receive on-the-job training of the contract environment and the established policies, procedures and approaches to supporting IT/IM. The key personnel will then be responsible for the training of the remainder of the contract staff as they transition onto the contract.

2.9 KEY PERSONNEL

Portfolio Business Analyst

The Portfolio Business Analysts will be required to perform the requirements analysis, application portfolio management in DADMS and coordination of application approvals with various FAMS. This candidate shall possess in depth knowledge of: a) NETC applications and their use in the NETC domain; b) the Functional Area Managers (FAMs) and associated portfolios; c) NETC enterprise including learning centers, training support centers and various echelon three commands, (NETPDTC, NETSAFA, DANTES). The candidate shall have to be able to demonstrate a thorough knowledge of the Training and Education (Workforce development) Lines of Business, as well as the processes and techniques to capture and translate them into functional requirements to NETC DADMS portfolio management effort. This position requires candidates with exceptional communication skills and experience dealing directly with OPNAV FAM personnel. The candidate shall possess previous experience in Navy MPTE systems, to include experience with NMCI/NGEN business process for application certification, DADMS and DIPTR-DON application approval and overarching portfolio management. The candidate shall be a subject matter expert in the NMCI CoSC (NGEN) certification of NETC software applications, which includes: Data and media collection; Submission and documentation of Requests for Service (RFS); Preparation of certification test and test follow-up requirements (System Security Authorization Agreement (DIP) requirements, test script and application

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loading instructions) and delivery of material to the test site; Coordination of application and peripheral testing, certification, delivery, testing, and installation; Synchronization of applications status between DADMS and ISF tools; Provide support for application rationalization to include new application packages; Provide oversight and support for IT asset reduction/migration strategies.

General Experience and/or Education Requirements - Portfolio Business Analyst shall possess 4 years of SME experience. There are no formal education requirements for this position.

Electronic Classroom (ECR) Program Support - Business Analyst

The ECR Business Analyst will be required to perform requirements analysis, liaise with NETPDTC and the NETC enterprise for the deployment of enterprise tools and processes; coordinate and track OS upgrades and deployment, technical insertion and deployment of new technologies as well as project management over classroom installations, reductions and moves. Also, duties required include coordinating of application approvals with IA and portfolio management teams. This candidate shall possess in depth knowledge: a) of NETC enterprise applications and their use in the NETC domain; b) the Functional Area Managers (FAMs) and associated portfolios; c) NETC enterprise including learning centers/sites, training support centers and departments and NETC's role to enable them to meet their training delivery mission. The candidate shall be able to demonstrate a thorough knowledge of the training and education lines of business, as well as the processes and techniques to capture and translate them into functional requirements for NETC. This position requires candidates with exceptional communication skills and experience dealing directly with NETC, NETPDTC, Learning Centers as well as the TSC/TSD personnel. The candidate shall possess significant expertise in supporting the NETC ECR Program, to include experience with implementing NETC enterprise initiatives, developing and distributing ECR standard operating procedures, certification and accreditation requirements, ECR standards, change management procedures, Help Desk processes, DADMS requirements, DON IT equipment procurement processes requirement. The candidate shall be a subject matter expert in the NETC ECR Program and have a thorough understanding of the roles of the IT service providers and how they interdependencies on one another. Must have an understanding of TRANET_U/_C and NMCI/NGEN, the training environment, technically and functionally, enterprise software applications, and asset management. Provide oversight and support for IT asset reduction/migration strategies.

General Experience and/or Education Requirements - ECR shall possess 4 years of SME experience AND a Bachelor's Degree with an IT emphasis

NMCI/CoSC/NGEN Senior Program Management Consultant

Functions - Senior Program Management Consultant is responsible for supporting Navy Marine Corps Intranet/Continuity of Services Contract/Next Generation Enterprise Networks (NMCI/CoSC/NGEN) in accordance with the NETC NMCI Program Management Office (PMO) business operations. The Senior Program Management Consultant is responsible for managing the NMCI/ CoSC/ NGEN tasks, ensuring that appropriate and capable personnel are

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assigned to the tasks, that the tasks are clearly understood, ensuring quality deliverables, and meeting NETC NMCI PMO milestones. The Senior Program Management Consultant acts as the Lead Support Contractor for the NETC NMCI Program Manager and shall be responsible for the completion of all required tasks. The individual in this position must possess excellent verbal and written communication skills. The individual shall be capable of interfacing with managers, contract specialists, subcontractors, technical personnel, command personnel and other organizations.

General Experience - NMCI/CoSC/NGEN Senior Management Consultant shall possess the following qualifications:

Master's Degree in Business Administration or Information Systems or equivalent work experience (8 Years); seven or more years of experience in NMCI Echelon II level program management support operations, including CoSC program management support operations; Subject Matter Expert (SME) of Navy Enterprise Tool (NET) ECH II and Activity Customer Technical Representative (ACTR) level operations; SME of Service Request Management (SRM) ECH II and ACTR level operations; SME of NMCI ECH II invoicing processes and operations; SME of NMCI order to delivery processes and operations; SME of Base Realignment and Closure (BRAC) NMCI processes and operations; SME in Request to Award Process Tool (RAPT) processes and operations, including technical evaluation submissions; SME in NMCI Government Off The Shelf (GOTS) and Commercial Off The Shelf (COTS) NMCI application requirements management support; SME in NMCI Requirements fulfillment processes and support; SME in NMCI file share management processes and support; SME in NMCI seat refresh processes and support; SME in NMCI technical refresh/insertion processes and support; SME in NMCI legacy application and server transition processes and support, including the extended Demilitarization Zone (eDMZ).

2.10 Deliverables

Deliverables shall follow in accordance with NETC/BUPERS/NPC processes. These deliverables shall be in accordance with industry standard full lifecycle development processes. These deliverables may include, but are not limited to, any combination of the following:

2.10.1 Project Management Plan: Comprehensive, composite artifact which is used to collect all information required to manage the project.

2.10.2 Plan of Action and Milestones (POA&M): Identifies key program, milestones, ensures attendance at key meetings, ensures compliance with external milestones and requirements, and facilitates program office resource management.

2.10.3 Requirements Management Plan: Describes the requirements documentation, requirement types and their respective requirements attributes, specifying the information and control mechanisms to be collected and used for measuring, reporting, and controlling changes to the product requirements.

2.10.4 Business Needs Document (BND): Defines the high-level requirements in respect

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to estimated scope and cost. This document is used to determine the impact and overall organizational effectiveness a new system or service will have on the Navy.

2.10.5 Business Architecture Document (BAD): Provides a comprehensive overview of the business, using a number of different architectural views to depict different aspects of the business.

2.10.6 Business Rules Document: Declarations of policy or conditions that must be satisfied.

2.10.7 Functional Requirements Document (FRD): This artifact contains any type of requests a stakeholder (customer, end user, marketing person, and so on) might have on the system to be developed. It may also contain references to any type of external sources to which the system must comply.

2.10.8 Supplementary Specifications: Captures the system requirements that are not readily captured in the FRD or BAD.

2.10.9 Test Plan: Contains information about the purpose and goals of testing within the project. Additionally, the test plan identifies the strategies to be used to implement and execute testing and resources needed.

2.10.10 Test Cases: A set of test inputs, execution conditions, and expected results developed for particular objective, such as to exercise a particular program path or to verify compliance with a specific requirement.

2.10.11 Test Summary: A concise summary of all defects discovered during testing as well as the final result of testing.

2.10.12 Training Materials: Materials that are used in training programs or courses to assist the end-users with product use, operation and/or maintenance. Training materials that are used to train current legacy systems users on new/upgraded system use. Plan for changes to initial training (school house) for new system.

2.10.13 Risk Management/Mitigation Plan: describes the risks associated a project and any possible mitigation strategies.

2.10.14 Business Process Maps (as-is/to-be): Documents the current business processes of the Functional owner and what the Functional wants their process 'to-be' upon completion of the project.

2.10.15 Monthly Report: Comprehensive report on a monthly basis that inclusive of all work accomplished and deliverables delivered during the report month.

2.10.16 Communications Plan: Document plan for communication with stakeholders.

2.10.17 Concept of Operations Plan: Document describing how a set of capabilities may be employed to achieve desired objectives or a particular end state for a specific scenario.

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2.10.18 Business Case Analysis: Document which determines if a compelling business case can be made for the desired capability.

2.10.19 Monthly Report: Detailing the status of NMCI CoSC and NGEN projects and funding.

2.10.20 Information Assurance Program Management Plan Monthly Update and final report shall be delivered to MPT&E for approval and acceptance.

2.10.21 DIP/RMF Development Status Report will be provided monthly and completed certification and accreditation/security management and assurance documents will be submitted to NETC for approval and acceptance.

2.10.22 Preliminary Design Review (PDR) defines initial functional and technical intent prior to finalization of project design.

2.10.23 Critical Design Review (CDR): This review is a comprehensive overview of the application or IT/IM initiative and serves as the venue for making the final changes to the functional requirements prior to development.

2.10.24 Risk Identification: Immediately upon identification of a risk, must identify location, file name and type, owner and plain language address, type of PII data involved, search string to reach it and any other pertinent.

2.10.25 IA Monthly Report: Report of status concerning search and clean-up for NETC IA.

2.10.26 Command Muster Report: Report of all contractor employees for mustering during disasters as required by each command.

2.11 PERFORMANCE CRITERIA

Place of Performance. Work performed under this statement of work will be primarily performed NETC Pensacola, FL and Norfolk, VA; CNO (N-16) Washington, DC; Millington TN; and/or other government sites that relate to education and training missions and operations as required to accommodate specific tasking.

2.11.2 Hours of Work: Normal work hours at government sites will be eight hours a day, five days a week, Monday through Friday, between the hours of 0730 and 1630.

2.12 Quality Assurance Plan

2.12.1 Objective: The purpose of this plan is to provide a Quality Assurance Plan for services performed. This plan shall provide a basis for the COR to evaluate the quality of the Contractor's performance. The oversight of the contract and this plan will ensure that service levels are maintained at or above the required levels throughout the contract term. Further, this plan provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required annual past performance evaluations.

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2.12.2 Evaluation Methods: The COR will conduct performance evaluations based on Section II above and the required performance levels set forth in the contract. The following techniques will be used to perform surveillance.

2.12.3 Performance Standards:

2.12.3.1 Quality Level: By monitoring the Contractor, the COR will determine whether the performance levels set forth in the contract have been attained. Quality levels for all tasks shall be specified in Table 1.

2.12.3.2 Frequency: During performance of this contract, the COR will be provided monthly measurements as specified in Table 1.

2.12.4 Management Responsiveness:

2.12.4.1 The COR will determine whether the Contractor has managed the contract effectively and efficiently, with successful and timely response to refinement and integration of plans, best business practices, capabilities, requirements, reports, briefings, and request for assistance, etc., as specified in the quality stands set forth in the PWS. The COR will confirm whether the Contractor has satisfactorily met all reporting requirements, including subcontracting reports when applicable.

Performance Standard Summary					
Ref ID	Requirement (Desired Outcome)	Performance Objective (Required Service)	Performance Standard (PS)	Acceptable Quality Level (AQL)	Monitoring Method
	Deliverables	All deliverables in response to the PWS shall be accurate and timely	Timeliness > 98% Quality > 98%	Timeliness: on or ahead of schedule at least 98% of the time. Quality: acceptable to the COR at least 98% of the time.	Government Review and Approval of Deliverables identified in the PWS.

Table 1. Performance Standard Metrics

2.13 Evaluation Methods:

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The COR will conduct performance evaluations based on Section above and the required performance levels set forth in the contract. Performance evaluation criteria and standards are outlined in the Quality Assurance Plan for this requirement.

2.13.1 Monthly Progress Report (MPR).

The Contractor shall furnish a monthly progress report that includes a contract identification statement and the period of performance. The MPR shall detail the status of the work being performed in the different areas of expertise, the level of effort expended to date and each month and issues or problems that impact the tasking with a statement of burn rate (tabular and graphic) that includes backup documentation that must be specific to the particular delivery order/contract. It shall document problems encountered and report the resultant impact. The report shall include the current cost and level of effort (i.e., hours worked by labor category). The Contractor shall not provide documentation or information pertaining to other orders.

Description: Direct Labor		Awarded Contract Hours	Burn		Cumulative to Date	Cumulative to Date	Current End Date (Actual)
Labor Category	Employee Name	Hrs	Hrs	Rate	Hrs	Amount	
Subtotal Direct Labor:							
Other Direct Costs:							
Total Costs:							

Table 2. Resource Burn- Rate

2.14 DELIVERABLE SCHEDULE

Deliverables shall consist of documents that are required as noted in this Performance Work Statement. All requirements and duties described in the Performance Work Statement shall be initiated and completed within the established schedule/guideline.

2.14.1 Deliverables Schedule

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Item	PWS	Description	Distribution/ Electronic Copy & Hard Copy	Due Date (Work Days)
1	Para 2.7.1	Project Management Plan	GPM - 1 each COR – 1 each KO – 1 each	10 days after contract award and updated not less than quarterly
2	Para 2.7.2	Plan of Action and Milestones (POA&M)	GPM - 1 each COR – 1 each KO – 1 each	10 days after contract award and updated not less than quarterly
3	Para 2.7.3	Requirements Management Plan	GPM - 1 each COR – 1 each	As Required
4	Para 2.7.4	Business Need Document	GPM - 1 each COR – 1 each	As Required
5	Para 2.7.5	Business Architecture Document (BAD)	GPM - 1 each COR – 1 each	As Required
6	Para 2.7.6	Business Rules Document	GPM - 1 each COR – 1 each	As required
7	Para 2.7.7	Functional Requirements Document	GPM - 1 each COR – 1 each	As Required
8	Para 2.7.8	Supplementary Specifications	GPM - 1 each COR – 1 each	As Required
9	Para 2.7.9	Test Plan	GPM - 1 each COR – 1 each	A Required
10	Para 2.7.10	Test Cases	GPM - 1 each COR – 1 each	As Required
11	Para 2.7.11	Test Summary	GPM - 1 each COR – 1 each	As required
12	Para 2.7.12	Training Material	GPM - 1 each COR – 1 each	As required

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Item	PWS	Description	Distribution/ Electronic Copy & Hard Copy	Due Date (Work Days)
13	Para 2.7.13	Risk Management/Mitigation Plan	GPM - 1 each COR – 1 each	As Required
14	Para 2.7.14	Business Process Maps (as-is/to-be)	GPM - 1 each COR – 1 each	As Required
15	Para 2.7.15	Monthly Report	GPM - 1 each COR – 1 each KO – 1 each	10th of each month
16	Para 2.7.16	Communications Plan	GPM - 1 each COR – 1 each	As Required
17	Para 2.7.17	Concept of Operations Plan	GPM - 1 each COR – 1 each	As required
18	Para 2.7.18	Business Case Analysis	GPM - 1 each COR – 1 each	As required
19	Para 2.7.19	Monthly Report for NMCi	GPM - 1 each COR – 1 each	10th day of each month
20	Para 2.7.20	Information Assurance Program Management Plan Monthly Update	GPM - 1 each COR – 1 each	10th Day of each month
21	Para 2.7.21	DIP Development Status Report	GPM - 1 each COR – 1 each	10th Day of each month
22	Para 2.7.22	Preliminary Design Review	GPM - 1 each COR – 1 each	As required
23	Para 2.7.23	Critical Design Review	GPM - 1 each COR – 1 each	As required
24	Para 2.7.24	Risk Identification	GPM - 1 each COR – 1 each	As required
25	Para 2.7.25	IA Monthly Report	GPM - 1 each COR – 1 each	10th day of each month

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Item	PWS	Description	Distribution/ Electronic Copy & Hard Copy	Due Date (Work Days)
26	Para 2.7.26	Command Muster Report	GPM - 1 each COR – 1 each	As Required

2.15 Security and Privacy

2.15.1 Clearances. Some tasks will require a secret or Top Secret/SCI clearance. All contract personnel (users) must be eligible for a security clearance (eligibility of SECRET) commensurate with the level of access granted per DODI 8500.2.

2.15.2 Privacy Act.

Personnel working on this contract may be required to handle information that is covered by the Privacy Act of 1974 (Title 5 of the U.S. Code, Section 552.a). All contractors working on this PWS will be required to sign a non-disclosure agreement. All contractors on this contract are designated as Information Technology (IT) Level II per DoDD 5200.2R.

2.15.3 Non-Disclosure Agreement for Contractor Employees and Subcontractors

I, _____, am an employee of or a subcontractor to [Company Name], a contractor acting under contract to _____] under Prime Contract No. _____, through Delivery Order _____. I understand that in the performance of this task, I may have access to sensitive or proprietary business, technical, financial, and/or source selection information belonging to the Government or other contractors. Proprietary information includes, but is not limited to, cost/ pricing data, Government spend plan data, contractor technical proposal data, independent government cost estimates, negotiation strategies and contractor data presented in negotiations, contracting plans and statements of work. I agree not to discuss, divulge, or disclose any such information or data to any person or entity except those persons directly concerned with the performance of this delivery order. I have been advised that the unauthorized disclosure, use or negligent handling of the information by me could cause irreparable injury to the owner of the information. The injury could be source sensitive procurement information of the government or proprietary/trade secret information of another company.

I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this agreement. Court costs and reasonable attorney fees incurred by the United States Government may be assessed against me if I lose such action. I understand that another company might file a separate claim against me if I have misused its proprietary information. In the event that I seek other employment, I will reveal to any prospective employer the continuing obligation in this agreement prior to accepting any employment offer. The obligations imposed herein do not extend to information/data which:

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- a) is in the public domain at the time of receipt or it came into the public domain thereafter through no act of mine;
- b) is disclosed with the prior written approval of the FISC designated Contracting Officer;
- c) is demonstrated to have been developed by _____, or me independently of disclosures made hereunder;
- d) is disclosed pursuant to court order, after notification to the FISC designated Contracting Officer;

I have read this agreement carefully and my questions, if any, have been answered to my satisfaction.

(Printed Name of Employee or Subcontractor) Date

(Signature) Organization

(Witness Signature) Date

2.15.4 Base Access

Personnel requiring access to NETC and CNO N16 restricted spaces processing classified information and to Government personnel computers/computer systems accessing military records/Privacy Act data will be required to be U.S. citizens.

The contract positions requiring access to classified information and military records/privacy act data are designated as Information Technology (IT) Level II per DoDD 5200.2R. Each contract person will require a favorably adjudicated National Agency Check with Local Agency and Credit Check (NACLC) personnel security investigation (PSI). The PSI must be initiated prior to individual reporting for duty. Once a PSI is completed and it has been determined the contract person fails to meet the standards for a favorable NACLC, the contract person must be terminated for failure to meet PSI requirements. Contract personnel having access to restricted spaces processing classified information must have Secret access. Contract personnel having access to military records/Privacy Act data that is not classified do not need Secret access; however, contract personnel (users) performing tasks that involve Privacy Act data must be eligible for a security clearance (eligibility of SECRET) commensurate with the level of access granted per DODI 8500.2. Contract Facility Security Officer (FSO) will send Visit Authorization Letters (VAL) to the Base Facility Command Security Manager prior to any contract personnel reporting per DoD 5220.22M. All contract personnel positions will be identified as IT Level-II and all contract personnel will have their security clearance/access listed on the VAL.

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2.15.5 Contractor shall complete Privacy Act training as required by each command location security/legal office.

2.16 Special Issues

All information technology products acquired or developed by a federal agency after June 25, 2001, must be compatible with accessories that permit people with disabilities to use that equipment. These accessories include screen readers for the blind and telephone technology for deaf people. While agencies do not have to install assistive devices and technology in their offices until an employee with disabilities needs it, any office equipment bought after June 25, 2001, must meet specific standards so assistive devices can be attached if needed.

“All electronic and information technology (EIT) procured through for this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at <http://www.section508.gov>, part 1994.”

The contractor shall indicate for each line item in their proposal whether each product or service is compliant or non-compliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details of compliance can be found (e.g., vendor's website or other exact location).

2.17 Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI)

The government will furnish the following items at no cost to the contractor, when required and authorized by the task order.

For on-site work: workspace, furnishings, telephone services, supplies, equipment, and materials will be provided. Computer hardware, software, communication networks, printers, and other peripherals and resources available from the government and required for task order performance.

Government forms, publications, documents, and other information required for task order performance.

Office equipment and expenses necessary to perform contract-related services including: IT and network operations, printing, photocopying, communications, postage, express mail, etc.

2.18 PERSONAL SERVICES.

To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract, the contractor shall adhere to the following guidelines in the performance the task:

Provide for direct supervision of all contract employees assigned to the task.

Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.

Ensure close communication/coordination with the COR reporting problems, as they occur (not waiting for a monthly meeting).

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Do not permit government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government job.

Do not assign contractor personnel to work under direct government supervision.

Maintain a professional distance from government employees.

Provide contractor employees with badges, if appropriate, identifying them as contractors.

Ensure proper communications with the government (technical discussion and government surveillance is okay, but the Government cannot tell the contractor how to do the job).

Assign a task leader to the task order. The task leader or alternate should be the only one who accepts tasking from the assigned Government point of contact or alternative.

Use work orders to document and manage the work and to define the details of the assignment and its deliverables. The government has the right to reject the finished product or result and this does not constitute personal services.

Neither the contractor, nor any of its employees will disclose, or cause to be disseminated, any information concerning the operations of the activity, which could result in, or increase the likelihood of the possibility of a breach of the activity's security or interrupt the continuity of its operations.

2.19 Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any classified information that may come to the contractor or any person under his control in connection with the work under this contract, may subject the contractor, his agents or employees to criminal liability under Title 18, Sections 793 and 798 of the United States Code. All inquiries, comments or complaints arising from any matter observed, experienced, or learned as a result, or in connection with, the performance of this contract, the resolution of which may require further study should be reported to the Contracting Officer's Representative (COR) and the government Security Manager.

2.20 The contractor and his employees are to be acquainted with, and obey all Government security regulations as posted, promulgated, or as provided by the COR, or delineated within this contract.

2.21 Deviations from, or violations of, any of the provisions of this section may, in addition to all other criminal and civil remedies provided by law, subject the contractor to immediate termination for default and/or the individuals involved to a withdrawal of the Government's acceptance and approval of employment.

2.22 Common Access Card (CAC) identification badges are required for access to all government buildings. The CAC identification badges are to be worn on the outer clothing, above the waist visibly displayed in order to identify the contract person. Contract personnel must

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register their private owned vehicles for access to Government installation.

2.23 INVOICES

2.23.1 Schedule and Delivery Instructions.

Invoices for services rendered under this contract shall be submitted electronically through Wide Area Work flow – Receipt and Acceptance (WAWF):

The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the Internet at <http://wawftraining.com>.

A separate invoice will be prepared for every month. Do not combine the payment claims for services provided under this contract. Invoicing shall be by CLINs and ACRNs for services rendered.

Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support charges other than personnel hours. Original receipts shall be maintained by the contractor and made available to Government auditors upon request.

2.24 STANDARDS AND REFERENCES

BUPERS Local Area Network System Decision Paper IIA.

DoD Directive 5000.1 - Defense Acquisition, 15 Mar 98 (NOTAL).

DoD Instruction 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, 15 Mar 96 (NOTAL).

SECNAVINST 5000.2B Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs.

DOD 8570.01-M, Change 3, Information Assurance Workforce Improvement Program

DODI 8510.01, “DoD Information Assurance Certification and Accreditation Process (DIACAP)”, 28 November 2007

DoD Instruction 8500.1, “Information Assurance”, 24 October 2002

DoD Instruction 8500.2, “Information Assurance (IA) Implementation”, 6 February 2003

DoD Directive 8570.1, “Information Assurance Training, Certification, and Workforce Management,” 15 Aug 2004

DoD 8570.01-M, “Information Assurance Workforce Improvement Program”, 19 December 2005, Ch3, 24 January 2012

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SECNAV M-5239.2, “DON IA Workforce Management Manual”, of 29 May 2009

CJCS Instruction 6510.01E, Information Assurance and Computer Network Defense, of 15 Aug 2007

CJCS Manual 6510.01, “Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND)”, Current as of 12 Aug 2008

DoD Regulation 5200.1-R, “DoD Information Security Program Regulation”, January 1997

SECNAV M-5510.30, “DON Personnel Security Program Manual”, 30 June 2006

SECNAV M-5510.36, “DON Information Security Program (ISP) Regulation”, 30 June 2006

NETC Instruction 5239.1, “NETC Information Assurance Policy”, 10 Nov 2010

NETC Instruction 5211.2A, “NETC Privacy Act Program”, 09 Oct 2009

FIPS 199, “Standards for Security Categorization of Federal Information and Information Systems”, February 2004

CNSS Instruction 1253, “Security Categorization and Control Selection for National Security Systems”, October 2009

NIST SP 800-53, “Recommended Security Controls for Federal Information Systems and Organizations”, August 2009

NIST SP 800-53A, “Guide for Assessing the Security Controls in Federal Information Systems and Organizations, Building Effective Security Assessment Plans”, June 2010

NIST SP 800-37 Revision 1, “Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach”, February 2010

NIST SP 800-30, “Risk Management Guide for Information Technology Systems”, July 2002

NIST SP 800-30 Revision 1, “DRAFT Guide for Conducting Risk Assessments”, 19 September 2011

DON Data/Application Management Strategy

Navy Marine Corps Intranet

Legacy Application Migration Strategies

FORCENet

DoD Architecture Framework Volumes I, II and Deskbook

2.25 TRAVEL

The contractor may be required to travel in performance of this delivery order. The contractor

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shall be reimbursed only for travel authorized in advance by the Government Technical Point of Contact. Reimbursement of travel expenses shall be limited to the allowances depicted in the Federal Travel Regulations. The contractor shall not exceed the funding allocated in the Travel Reimbursement Line Item of the order.

2.26 ACRONYMS

ACART.....	Architecture Compliance and Requirements Traceability
ACRN.....	Accounting Classification Reference Number
ADS.....	Authoritative Data Sources
BAD.....	Business Architecture Document
BEA.....	Business Enterprise Architecture
BND.....	Business Needs Document
BPR.....	Business Process Review
BUPERS.....	Bureau of Naval Personnel
C&A.....	Certification and Accreditation
CA.....	Coordinating Authority
CAC.....	Common Access Card
CAP.....	Certified Authorization Professional
CDR.....	Critical Design Review
CIO.....	Command Information Officer
CLIN.....	Contract Line Item Number
CMS.....	Communications Material Security
CNO.....	Chief of Naval Operations
CNSS.....	Committee on National Security Systems
COMSEC.....	Communications Security
CPIC.....	Capital Planning Investment Control
CSWF.....	Cyber Security Workforce
CYBERFOR.....	Navy Cyber Forces
DAA.....	Designated Approving Authority

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DADMS..... DON Application and Database Management System
DBT.....Defense Business Transformation
DITPR.....DoD Information Technology Portfolio Repository
DIACAP.....DoD IA Certification and Accreditation Process
DODAF..... DoD Architecture Framework
EA.....Executive Assistant
EIT.....Electronic and Information Technology
FAM..... Functional Area Manager
FAT.....Functional Acceptance Testing
FDM.....Financial Data Manager
FISMA.....Federal Information Security Management Act
FNC.....Future Naval Capabilities
FOB.....Federal Office Building
FRD.....Functional Requirements Document
FSO.....Facility Security Officer
GIG.....Global Information Grid
GPM.....Government Project Manager
HRM.....Human Resource Management
IA.....Information Assurance
IAM.....Information Assurance Manager
IAPM.....Information Assurance Program Management
IASAE.....IA Workforce System Architect and Engineer
IAVM.....IA Vulnerability Management
IAWF.....IA Workforce
IRB.....Investment Review Board
ISF.....Information Strike Force
IT/IM.....Information Technology/Information Management

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KPI.....Key Performance Indicator

LSS.....Lean Six Sigma

MAIS.....Major Aumatated Information System

MDAPs.....Major Defense Acquisition Programs

MPT&E.....Manpower, Personnel, Training and Education

NACLC.....National Agency Check with Local Agency and Credit Check

NBEA.....Navy Business Enterprise Architecture

NETC.....Naval Education and Training Command

NETWARCOM.....Naval Network Warfare Command

NIST.....National Institute of Standards and Technology

NITSTAR.....Naval Information Technology Exhibits/Standard Reporting

NMCI.....Navy Marine Corps Intranet

OPNET.....Optimized Network Evaluation Tool

PDR.....Preliminary Design Review

PII.....Personally Identifiable Information

PM.....Program Manager

PMI.....Project Management Institute

POA&M.....Plan of Action and Milestones

PSI.....Personnel Security Investigation

PWS.....Performance Work Statement

RFS.....Requests for Service

RMF.....Risk Management Framework

RO.....Requiring Office

RPMO.....Requirements Program Management Office

SADIE.....SYSCOM Architecture Development & Integration Environment

SAT.....System Acceptance Testing

SCM.....Supply Chain Management

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SME.....Subject Matter Expert
DIP..... DIACAP Implementation Plan
TCM.....TRIM Correspondence Manager
COR.....Task Order Monitor
TRIM..... Total Records and Information Management
VAL.....Visit Authorization Letters
VAR.....Visit Authorization Request
WAWF.....Wide Area Work Flow

2.27 DEFINITIONS

TERM	DEFINITION
Acceptance	An action by an authorized government representative by which the government assumes ownership of a deliverable as required by the PWS requirements.
Administrative Contracting Officer	The Contracting Officer responsible for administering this contract
Approval	Written notification by an authorized representative of the government that the Contractor's plans, design, or other aspects of the project appear to be sound and can be used as the basis for further work. Such approval does not shift responsibility from the Contractor to meet contractual requirements
Architecture	The organization structure of a system, identifying its components, their interfaces, and a concept of execution among them
Calendar Days	Unless otherwise specified, calendar days are defined as Sunday through Saturday
Classified Material	Material that requires safeguarding in the interest of nation security.
Close of Business (COB)	1800 hours unless otherwise stated.
Components	The named pieces of design and/or actual entities (subsystems, HWCI, CSCIs, software units) of the system/subsystem/CSCI. In system/subsystem architectures, components consist of subsystems (or other variations), HWCI, CSCIs, and manual operations. In CSCI architectures, components consist of software units, which may

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	consist of other software units. Components in the design need not have a one-to-one relationship with the components that implement them.
Computer Software Configuration Item (CSCI)	An aggregation of software that satisfies an end use function and is designated for separate configuration management by the RO. CSCIs are selected based on tradeoffs among software function, size, host or target computers, developer, support concept, plans for reuse, criticality, interface considerations, need to be separately documented and controlled, and other factors.
Contractor	The private or public sector entity, including its employees, producing the products or performing the services required by the PWS under this order.
Days	Unless otherwise specified, days are defined as working days, Monday through Friday, excluding government holidays
DD-250	Material inspection and receiving report
Document/documentation	A collection of data, regardless of the medium on which it is recorded, that generally has permanence and can be read by humans or machines.
Federal Acquisition Regulation (FAR)	The regulation governing federal contracting.
Government Furnished Equipment (GFE)	A term used to encompass all forms of government furnished equipment
Government Furnished Property (GFP)	A term used to encompass all forms of government furnished property
Government Property	All property, both real and personal. It includes facilities, materials, special tooling, special test equipment and agency-particular property.
Interfaces	The relationships among components in which the components, share, provide or exchange data. (An interface is not a CSCI, software unit, or other system component; it is a relationship among them.) Although there may be software components or software units within components that “handle” the interface (i.e. to initiate the transfer of data, establish connectivity, or otherwise implement a relationship), those handlers are components or units rather than interfaces.
Output	The product or products of a system or process. The amount of something produced by a system or process during a given time period.

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Performance Period	The contractual interval of time which the Contractor is solely responsible for accomplishment of all activities set forth in this PWS.
Physical Security	Those actions taken to preserve Government property and protect equipment from loss or damage.
Principal Contracting Officer (PCO)	Contracting Officer, who can legally commit the government
Quality Assurance	Those actions performed by the Government to ensure services meet the requirements of the PWS.
Requirement	A characteristic that a system or CSCI must possess in order to be acceptable to the RO
SF-1164	Standard Form 1164 Claim for Reimbursement for Expenditures on Official Business
Technical Point of Contact	The person(s) whom the Contracting Officer designates by name and/or position title to conduct liaison between the contractor and the Contracting Officer on matters pertinent to this contract and to be his authorized representative
Task Order Monitor	The officer designated by the PCO to interface with the contractor on all technical or procedural issues pertaining to this contract. The COR is not authorized to deviate from the terms of the contract unless authorized by the PCO.
Visit Request Form	OPNAV 5521/27. Form that is sent to DoD installations or agencies communicating traveler information as well as dates of intended visit.
Workdays	Unless otherwise specified, workdays are defined as Monday through Friday, excluding government holidays.

REQUIRED STANDARD OF WORKMANSHIP (OCT 1992)

Unless otherwise specifically provided in this contract, the quality of all services rendered hereunder shall conform to the highest standards in the relevant profession, trade or field of endeavor. All services shall be rendered by or supervised directly by individuals fully qualified in the relevant profession, trade or field, and holding any licenses required by law.

(End of Provision)

REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)

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(a) Travel

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to the following:

Medical Examinations

Immunization

Passports, visas, etc.

Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite.

Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United

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States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End of Provision)

PERSONNEL QUALIFICATIONS (NAVSUP 5252.237-9401)(JAN 1992)

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

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

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

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

LABOR CATEGORIES MINIMUM REQUIREMENTS

See Labor Categories' description in SOW for :

Portfolio Business Analyst,

Electronic Classroom (ECR) Program Support - Business Analyst and

NMCI/CoSC/NGEN Senior Program Management Consultant

(End of Provision)

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SECTION D PACKAGING AND MARKING

N/A

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SECTION E INSPECTION AND ACCEPTANCE

The following clauses are hereby incorporated into section E by reference:

52.246-5 Inspection of Services - Cost Reimbursement (APR 1984)

(End of Clauses)

INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services,
by the Naval Education and Training Command (NETC).

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SECTION F DELIVERABLES OR PERFORMANCE

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

4000	9/25/2013 - 9/24/2014
6000	9/25/2013 - 9/24/2014

The following clauses are hereby incorporated into section F by reference:

Clause No.	Title
52.242-15	Stop-Work Order (AUG 1989)
52.242-15	ALTERNATE I (APR 1984)

TIME OF PERFORMANCE (FISC DET PHILA) (OCT 1992)

Services to be furnished hereunder shall be performed and completed as follows:

Base

4000 25 Sept 2013 - 24 Sept 2014

6000 25 Sept 2013 - 24 Sept 2014

Option I

7001 25 Sept 2014 - 24 Sept 2015

9001 25 Sept 2014 - 24 Sept 2015

Option II

7002 25 Sept 2015 - 24 Sept 2016

9002 25 Sept 2015 - 24 Sept 2016

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SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative
Janean Litzinger, N16
250 Dallas St
Pensacola, FL 32508
janean.litzinger@navy.mil
850-452-9243

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

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

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

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

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission

of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

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

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through

WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

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

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

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

-----Cost Voucher-----

(Contracting Officer: Insert applicable document type(s). Note: If a "Combo" document type is identified but not supportable by the Contractor's business systems, an "Invoice" (stand-alone) and "Receiving Report" (stand-alone) document type may be used instead.)

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

-----Government-----

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	N68045
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	N68045
Service Acceptor (DoDAAC)	N68045
Accept at Other DoDAAC	
LPO DoDAAC	N68045
DCAA Auditor DoDAAC	HAA47F
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

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

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

janean.litzinger@navy.mil-----

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

-----erin.kilrain@navy.mil-----

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

(End of clause)

LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER (PGI 252.204-0002) (SEP 2009)

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

SUBCONTRACTING PLAN - INCORPORATED (FISC DET PHILA) (OCT 1992)

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In accordance with FAR 19.702, the contractor has submitted a subcontracting plan which has been reviewed and approved by the contracting officer. The plan is hereby incorporated into this award as attachment _TBD_____. The ACO is hereby delegated authority to monitor implementation of The Small Business and Small Disadvantaged Business Subcontracting Plan.

The Contractor shall provide a copy of all SF 294s, Subcontracting Reports for Individual Contracts, and SF 295s, Summary Subcontracting Reports, associated with the contract to The Fleet Logistics Center (FLC) Norfolk Detachment Philadelphia, 700 Robbins Avenue, Building 2B, Philadelphia, PA 19111-5083, Attn: Code

SECURITY ADMINISTRATION (FISC DET PHILA) (OCT 1992)

The highest level of security that will be required under this contract is ___TOP SECRET/SCI_____ as designated on DD Form 254 attached hereto and made a part hereof.

The offeror shall indicate the name, address and telephone number of the cognizant security office;

Defense Security Service

Northern Virginia Field Office

14428 Albemarle Point Place, Suite 140

Chantilly, VA 20151-1678

Telephone: (703) 926-9677

Cage Code: 17038

The facilities to be utilized in the performance of this effort have been cleared to ___Top Secret/SCI_____ level.

The offeror should also provide the above information on all proposed subcontractors who will be required to have a security clearance.

SUBCONTRACTING WITH FIRMS THAT ARE OWNED OR CONTROLLED BY THE GOVERNMENT OF A TERRORIST COUNTRY (252.209-7004) (DEC 2006)

a) Unless the Government determines that there is a compelling reason to do so, the Contractor shall not enter into any subcontract in excess of \$30,000 with a firm, or a subsidiary of a firm, that is identified in the Excluded Parties List System as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a terrorist country.

(b) A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is identified, on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs, as being ineligible for the award of Defense contracts or subcontracts because it is owned or controlled by the government of a terrorist country. The notice must include the name of the proposed subcontractor and the compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (52.204-9) (JAN 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government;

(1) When no longer needed for contract performance.

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(2) Upon completion of the Contractor employee's employment.

(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

CONTRACT ADMINISTRATION PLAN (CAP) FOR COST TYPE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in FAR 42.302, except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The Defense Contract Audit Agency (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of this contract prior to final payment to the contractor.

4. The paying office is responsible for making payment of proper invoices after acceptance is documented.

5. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. 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. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical

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instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor the contractor's performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation. When contract performance is taking place at a government location, the COR shall also monitor contractor employees performing under the contract with regard to kind, number and hours worked to ensure that the contractor is properly charging time applied to the contract. A record of such personal observations should be kept and compared with charges invoiced by the contractor for that task and time frame. This information can also be used as a tool in evaluating the contractor certificate of performance. It is essential that the COR coordinate these efforts with the CAO designated in the contract.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) The COR shall maintain surveillance of the contractor's performance to determine if the percentage of work performed reasonably corresponds to the percentage of funds expended. This responsibility requires a thorough review of the contractor's progress reports. The COR shall immediately report to the PCO any difficulties perceived in this area. The COR is also responsible for providing the contractor with any written comments the PCO may make in response to the progress reports and/or personal observations of the COR.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR may request DCAA to take a payment offset on questioned costs, when documentary evidence or personal observations do not support submitted invoices. The COR shall notify DCAA when questioned costs have been resolved with the contractor. The COR will ensure that DCAA conducts floor checks and/or timecard checks when actual monitoring is not feasible. The COR will be cognizant of the invoicing procedures and the prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as

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Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final voucher no more than 60 days after completion of contract performance. The COR shall ensure that the voucher is clearly marked as a "Final Voucher."

d. Contract Modifications.

(1) The COR is responsible for developing the statement of work for change orders, technical direction letters (TDLs) or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

(2) Once the Contracting Officer has requested and received the contractor's proposal the COR shall review and evaluate the contractor's proposal and furnish comments and recommendations.

e. Administrative Duties

(1) The COR is responsible for taking appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to ensure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor. For contracts where technical direction letters (TDLs) are issued, one consolidated report which addresses all actions under the contract may be submitted.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

6. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

a. Identify contractor deficiencies to the COR.

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b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.

c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.

d. Identify contract noncompliance with reporting requirements to the COR.

e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.

f. Review invoices for the appropriate mix of types and quantities of labor, materials, and other direct costs, and provide the COR with recommendations to facilitate COR certification of the invoice.

g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.

h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

QUALITY ASSURANCE SURVEILLANCE PLAN

Purpose: To ensure that the Government has an effective and systematic method of surveillance for the services in the PWS. The QASP will be used primarily as a tool to verify that the contractor is performing all services required by the PWS in a timely, accurate and complete fashion.

1. Critical performance processes and requirements. Critical to the performance of Information Strategy and Plans Support Services is the timely, accurate and thorough completion of all contract/task order requirements.

2. Performance Standards

a. Schedule - The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or task order(s).

b. Deliverables - The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/task order(s) and the Quality Control Plan (QCP), if required by the contract, for the required content, quality, timeliness, and accuracy.

c. Cost - The COR will review monthly cost vouchers to monitor the contractor's expenditures throughout the contract and/or task order performance period(s). Also, the COR will analyze the impact on cost of any inaccurate management assertions, acceleration of the due dates for the financial reports, or the lack of personnel.

d. Past Performance - In addition to any schedule, deliverables, and cost aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's record of forecasting and controlling costs, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

3. Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or inspection, and validated customer complaints.

4. Performance Measurement: Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
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Contractor Quality Control Plan <i>(If required by the contract)</i>	QC activities, inspections, and corrective actions completed as required by the plan.	Inspection by the COR	Quarterly for overall QC activities; As Required for corrective actions.	100% Compliance with the contractor plan.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS, attachments, CDRLs, Task Orders, etc., as applicable.	Inspection by the COR	100% inspection of all contract deliverables.	>95% of deliverables submitted timely and without rework required.
Overall Contract Performance	Overall contract performance of sufficient quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Assessment by the COR	Annual	All performance elements rated Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% accuracy

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

Incentives/Disincentives:

The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options.

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

In accordance with contract clause FAR 52.246, the Inspection of Services series, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional fee, to replace or correct work that fails to meet contract requirements. To maximize the profit earned on costs incurred, the contractor is incentivized to ensure that quality products are provided in a timely manner.

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Accounting Data

SLINID	PR Number	Amount
400001	N6308213RCM6001	321025.00
LLA :		
AA 1731804 22M8 252 63082 0 068566 2D CM6001 630823MC6X1Q		
400002	N6298013RCEB406	15000.00
LLA :		
AB 1731804 22T4 252 62980 0 068566 2D CEB406 629803EB251Q		
400003	N6804513RC6H006	1995000.00
LLA :		
AC 1731804 22M9 252 68045 0 068566 2D C6H006 6804536H006Q		
400004	N6804513RC6C021	667000.00
LLA :		
AD 1731804 22M9 252 68045 0 068566 2D C6C021 6804536C021Q		
600001	N6308213RCM6001	28975.00
LLA :		
AA 1731804 22M8 252 63082 0 068566 2D CM6001 630823MC6X1Q		
600002	N6804513RC6H006	26000.00
LLA :		
AC 1731804 22M9 252 68045 0 068566 2D C6H006 6804536H006Q		
BASE Funding 3053000.00		
Cumulative Funding 3053000.00		
MOD 01		
400005	N6832213RC6Q040	280000.00
LLA :		
AE 1731804 22M7 252 68322 0 068566 2D C6Q040 6832236Q2AMQ		
MOD 01 Funding 280000.00		
Cumulative Funding 3333000.00		
MOD 02		
400003	N6804513RC6H006	(40000.00)
LLA :		
AC 1731804 22M9 252 68045 0 068566 2D C6H006 6804536H006Q		
400006	N6298014RCEB401	100000.00
LLA :		
AF 1741804 22T4 252 62980 0 068566 2D CEB401 629804EB251Q		
MOD 02 Funding 60000.00		
Cumulative Funding 3393000.00		
MOD 03 Funding 0.00		
Cumulative Funding 3393000.00		
MOD 04		
400006	N6298014RCEB401	230000.00
LLA :		
AF 1741804 22T4 252 62980 0 068566 2D CEB401 629804EB251Q		

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MOD 04 Funding 230000.00
Cumulative Funding 3623000.00

MOD 05

400007 N6298013RCBD402 500000.00
LLA :
AG 1731319 P559 252 62980 0 068566 2D CBD402 629803BD252Q

600003 N6804514RC6H001 12000.00
LLA :
AH 1741804 22M9 252 68045 0 068566 2D C6H001 6804546H001Q

MOD 05 Funding 512000.00
Cumulative Funding 4135000.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

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

This contract is incrementally funded and the amount currently available for payment hereunder is limited to \$ 4,135,000 inclusive of fee. It is estimated that these funds will cover the cost of performance through Jan 2014. 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 \$ 4,135,000 shall arise unless additional funds are made available and are incorporated as a modification to this contract.

LIABILITY INSURANCE (COST TYPE CONTRACTS) (FISC DET PHILA) (OCT 1992)

The following types of insurance are required in accordance with the clause entitled "INSURANCE-LIABILITY TO THIRD PERSONS" (FAR 52.228-7) and shall be maintained in the minimum amounts shown:

- (1) Comprehensive General Liability: \$200,000 per person and \$500,000 per accident for bodily injury. No property damage general liability insurance is required.
- (2) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage. Comprehensive form of policy is required.
- (3) Standard Workmen's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.

COST LIMITATION CEILINGS ON INDIRECT RATES (FISC DET PHILA) (OCT 1992)

If an offeror proposes cost limitation ceilings on indirect rates the offeror is advised that the Government may evaluate the offeror's cost proposal accordingly. The decision to propose cost limitation ceilings is the offeror's decision. In the event the offeror proposes indirect rate limitations, these same ceiling rate limitations may be incorporated into any resultant contract without discussion. Under any cost reimbursement contract, the indirect rates billed shall be limited to the ceiling rate(s) identified in the contract. Any costs incurred above ceiling rates are not allowable.

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:

Janean Litzinger, CDFM

850-452-9243

janean.litzinger@navy.mil

- (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 COR:

N/A

- (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).

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(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

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

- (a) The Government may extend the term of this contract prior to the expiration of the contract.
- (b) If the Government exercises an option, the extended contract shall be considered to use this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

The following contract clauses are hereby incorporated by reference:

Clause No.	Title
52.202-1	Definitions (JUL 2004)
52.203-5	Covenant Against Contingent Fees (APR 1984)
52.203-7	Anti-Kickback Procedures (OCT 2010)
52.204-4	Printing/Copying Double-Sided on Recycled Paper (MAY 2011)
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations (MAY 2011)
52.222-50	Combating Trafficking in Persons (FEB 2009)
52.223-14	Toxic Chemical Release Reporting (AUG 2003)
52.223-18	Contractor Policy to Ban Text Messaging While Driving (SEP 2010)
52.225-13	Restrictions on Certain Foreign Purchases (MAR 2005)
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating
to	
	Iran—Representation and Certification (Nov 2011)
252.203-7000	Requirements Relating to Compensation of Former DoD Officials (JAN 2009)
252.203-7002	Requirement to Inform Employees of Whistleblower Rights
252.204-7003	Control of Government Personnel Work Product (APR 1992)
252.204-7006	Billing Instructions (OCT 2005)
252.204-7008	Export-Controlled Items (APR 2010)
252.225-7031	Secondary Arab Boycott of Israel (JUN 2005)
252.231-7000	Supplemental Cost Principles (DEC 1991)
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports (MAR 2008)
52.203-3	Gratuities (APR 1984)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity

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(JAN 1997)

52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (JAN 1997)
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (SEP 2007)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (OCT 2010)
52.204-2	Security Requirements (AUG 1996)
52.204-7	Central Contractor Registration (APR 2008)
52.204-9	Personal Identity Verification Of Contractor Personnel (JAN 2011)
52.204-10	Reporting Subcontract Awards (JUL 2010)
52.207-3	Right of First Refusal of Employment (MAY 2006)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors
Debarred,	
	Suspended, or Proposed for Debarment (DEC 2010)
52.209-7	Information Regarding Responsibility Matters (JAN 2011)
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters (JAN 2011)
52.215-2	Audit and Records - Negotiation (MAR 2009)
52.215-8	Order of Precedence-Uniform Contract Format (OCT 1997)
52.215-15	Pension Adjustments and Asset Reversions (JAN 2004)
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (OCT 1997)
52.219-8	Utilization of Small Business Concerns (JAN 2011)
52.219-9	Small Business Subcontracting Plan (JAN 2011)
52.219-9	ALTERNATE II (OCT 2001)
52.219-16	Liquidated Damages-Subcontracting Plan (JAN 1999)
52.219-28	Post Award Small Business Program Re-representation (APR 2009)
52.222-3	Convict Labor (JUN 2003)
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation (JUL 2005)
52.222-21	Prohibition of Segregated Facilities (FEB 1999)
52.222-26	Equal Opportunity (APR 2002)
52.222-35	Equal Opportunity for Veterans (SEP 2010)
52.222-36	Affirmative Action for Workers with Disabilities (OCT 2010)
52.222-37	Employment Reports on Veterans (SEP 2010)

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	52.222-38	Compliance With Veterans' Employment Reporting Requirements (SEP 2010)
	52.222-50	Combating Trafficking in Persons – ALTERNATE I (AUG 2007)
	52.223-5	Pollution Prevention and Right-to-Know Information (MAY 2011)
	52.223-6	Drug-Free Workplace (MAY 2001)
	52.223-10	Waste Reduction Program (MAY 2011)
	52.224-1	Privacy Act Notification (APR 1984)
	52.224-2	Privacy Act (APR 1984)
	52.225-13	Restrictions on Certain Foreign Purchases (FEB 2006)
2000)	52.226-1	Utilization of Indian Organizations and Indian-Owned Economic Enterprises (JUN 2000)
	52.230-2	Cost Accounting Standards (OCT 2008)
	52.230-6	Administration of Cost Accounting Standards (JUN 2010)
	52.230-7	Proposal disclosure – Cost Accounting Practice Changes (APR 2005)
	52.232-17	Interest (OCT 2008)
	52.232-23	Assignment of Claims (JAN 1986)
	52.232-25	Prompt Payment (OCT 2008)
		(a)(1)(i) and (ii)
		(a)(5)(i) _____ 7 _____
	52.232-25	ALTERNATE I (FEB 2002).
2003)	52.232-33	Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003)
	52.233-1	Disputes (JUL 2002)
	52.239-1	Privacy or Security Safeguards (AUG 1996)
	52.242-1	Notice of Intent to Disallow Costs (APR 1984)
	52.242-13	Bankruptcy (JUL 1995)
	52.244-2	Subcontracts (JUN 2007)
	52.244-6	Subcontracts for Commercial Items (DEC 2010)
	52.245-1	Government Property (AUG 2010)
	52.248-1	Value Engineering (OCT 2010)
	252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense-Contract-Related Felonies (MAR 1999)
	252.204-7003	Control of Government Personnel Work Product (APR 1992)

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252.205-7000	Provision of Information to Cooperative Agreement Holders (DEC 1991)
252.215-7000	Pricing Adjustments (DEC 1991)
252.215-7002	Cost Estimating System Requirements (DEC 2006)
252.219-7003	Small Business Subcontracting Plan (DoD Contracts) (APR 2007)
252.225-7012	Preference for Certain Domestic Commodities (JUN 2010)
252.226-7001	Utilization of Indian Organization, Indian-Owned Economic and Native Hawaiian
Small Business Concerns (SEP 2004)	
252.227-7013	Rights in Technical Data - Noncommercial Items (NOV 1995)
252.227-7016	Rights in Bid or Proposal Information (JUN 1995)
252.232-7003	Electronic Submission of Payment Requests (MAR 2007)
252.242-7004	Material Management and Accounting System (NOV 2005)
252.245-7001	Reports of Government Property (FEB 2011)

CLAUSES - COST REIMBURSEMENT SERVICE

The following contract clauses are hereby incorporated by reference:

Clause No.	Title
52.203-6	Restrictions on Subcontractor Sales to the Government (JUL 1995)
52.233-3	Protest After Award - ALTERNATE I (JUN 1985)
52.215-2	Audit and Records - Negotiation ALTERNATE II (APR 1998)
52.216-7	Allowable Cost and Payment (JUN 2011)
52.216-8	Fixed Fee (JUN 2011)
52.222-50	Combating Trafficking in Persons (APR 2006)
52.228-7	Insurance-Liability to Third Persons (MAR 1996)
52.232-22	Limitation of Funds (APR 1984)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
52.242-3	Penalties for Unallowable Costs (MAY 2001)
52.242-4	Certification of Final Indirect Costs (JAN 1997)
52.243-2	Changes - Cost-Reimbursement (AUG 1987) - ALTERNATE I (APR 1984)
52.244-2	Subcontracts [Cost-Reimbursement and Letter Contracts] ALT I (JUN 2007)
52.244-5	Competition in Subcontracting (DEC 1996)
52.244-6	Subcontracts for Commercial Items (MAR 2007)

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- 52.246-25 Limitation of Liability-Services (FEB 1997)
- 52.249-6 Termination (Cost-Reimbursement) (MAY 2004)
- 52.249-14 Excusable Delays (APR 1984)
- 252.201-7000 Contracting Officer's Representative (DEC 1991)
- 252.215-7003 Excessive Pass-Through Charges – Identification of Subcontract Effort (APR 2007)

CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

<http://www.acq.osd.mil/dpap/dars/dfars/html/r20110916/tochtml.htm>

AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (FAR 52.232-19) (APR 1984)

Funds are not presently available for performance under this contract beyond _FY13_____. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond _FY13_____, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

SECURITY REQUIREMENTS (FAR 52.204-2)(AUG 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with (1) the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual, and (2) any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

ECMRA REPORTING

Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the NETC via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;

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(3) Y, Construction of Structures and Facilities;

(4) S, Utilities ONLY;

(5) V, Freight and Shipping ONLY.

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

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

DFARS 252.239-7001 Information Assurance Contractor Training and Certification.

As prescribed in 239.7103(b), use the following clause:

INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including-

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

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SECTION J LIST OF ATTACHMENTS

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Past Performance Information Form (Corrected 15-Jan-13)