

ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-04-D-4024		2. DELIVERY ORDER NC FK05		3. EFFECTIVE DATE 2014 Sep 30		4. PURCH REQUEST NO. N0006014RC00791		5. PRIORITY Unrated				
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392				7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)						
9. CONTRACTOR BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X F BUSINESS IS SMALL SMALL DISADVANTAGED WOMEN-OWNED						
14. SH P TO See Section D				15. PAYMENT W LL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER		DELIVERY/ CALL		x		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.						
		PURCHASE				Reference your furnish the following on terms specified herein.						
						ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.						
BOOZ ALLEN HAMILTON INC				Steven Fredericks Seaport-e BMO (McLean)								
NAME OF CONTRACTOR				SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)				
<input type="checkbox"/>				If this box is marked, supplier must sign Acceptance and return the following number of copies:								
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ ACCEPTED *		21. UNIT		22. UNIT PRICE		23. AMOUNT	
		See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: /s/Carissa G Butler				25. TOTAL \$2,266,355.40				
				08/05/2014 CONTRACTING/ORDERING OFFICER				26. DIFFERENCES				
27a. QUANTITY N COLUMN 20 HAS BEEN												
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:								
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MA L NG ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS			
					PARTIAL		32. PAID BY		33. AMOUNT VERIF ED CORRECT FOR			
f. TELEPHONE					g. E-MAIL ADDRESS		FINAL					
36. I CERT FY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER			PARTIAL				35. BILL OF LADING NO.			
					FULL							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TA NERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R425	NAVY ENTERPRISE SUPPORT TEAM (NEST) MANAGEMENT, TECHNICAL, AND PORTFOLIO MANAGEMENT SUPPORT SERVICES IAW WITH PERFORMANCE WORK STATEMENT BASE PERIOD (O&MN,N)	12.0	MO	\$187,612.95	\$2,251,355.40
8001	R425	NAVY ENTERPRISE SUPPORT TEAM (NEST) MANAGEMENT, TECHNICAL, AND PORTFOLIO MANAGEMENT SUPPORT SERVICES IAW WITH PERFORMANCE WORK STATEMENT OPTION 1 (O&MN,N) Option	12.0	MO	\$189,481.15	\$2,273,773.80
8002	R425	NAVY ENTERPRISE SUPPORT TEAM (NEST) MANAGEMENT, TECHNICAL, AND PORTFOLIO MANAGEMENT SUPPORT SERVICES IAW WITH PERFORMANCE WORK STATEMENT OPTION 2 (O&MN,N) Option	12.0	MO	\$189,648.81	\$2,275,785.72
8003	R425	NAVY ENTERPRISE SUPPORT TEAM (NEST) MANAGEMENT, TECHNICAL, AND PORTFOLIO MANAGEMENT SUPPORT SERVICES IAW WITH PERFORMANCE WORK STATEMENT OPTION 3 (O&MN,N) Option	12.0	MO	\$191,515.28	\$2,298,183.36
8004	R425	NAVY ENTERPRISE SUPPORT TEAM (NEST) MANAGEMENT, TECHNICAL, AND PORTFOLIO MANAGEMENT SUPPORT SERVICES IAW WITH PERFORMANCE WORK STATEMENT OPTION 4 (O&MN,N) Option	12.0	MO	\$192,312.80	\$2,307,753.60

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	IN ACCORDANCE WITH PERFORMANCE WORK STATEMENT (PWS) AND FEDERALTRAVEL REGULATIONS (FTR) (O&MN,N)	1.0	LO	\$15,000.00
9001	R425	IN ACCORDANCE WITH PERFORMANCE WORK STATEMENT (PWS) AND FEDERALTRAVEL REGULATIONS (FTR) (O&MN,N) Option	1.0	LO	\$15,000.00
9002	R425	IN ACCORDANCE WITH PERFORMANCE WORK STATEMENT (PWS) AND FEDERALTRAVEL REGULATIONS (FTR) (O&MN,N) Option	1.0	LO	\$15,000.00
9003	R425	IN ACCORDANCE WITH PERFORMANCE WORK STATEMENT (PWS) AND FEDERALTRAVEL REGULATIONS (FTR) (O&MN,N) Option	1.0	LO	\$15,000.00

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9004	R425	IN ACCORDANCE WITH PERFORMANCE WORK STATEMENT (PWS) AND FEDERALTRAVEL REGULATIONS (FTR) (O&MN,N)	1.0	LO	\$15,000.00
		Option			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT (PWS)

Navy Enterprise Support Team (NEST)

1.0 PLACE OF PERFORMANCE

Contractor support shall be performed at United States Fleet Forces Command (USFF) Norfolk, Virginia at a Government facility/site. Unless otherwise noted in specific task descriptions, the primary location is USFF, Norfolk, VA. Contractors must be present for routine and adhoc daily, weekly, and monthly meetings. If contractor employees are to attend meetings or training offsite that are not in furtherance of the work set forth in this PWS, contractor is to notify the Contracting Officer Representative (COR) 24 hours prior to such meeting/training. If there are recurring meetings or training offsite that are not in furtherance of the work set forth in this PWS, contractor is to notify the COR of frequency and duration. Where contractor employee attendance at such meetings or training conflicts with performance of work in accordance with this PWS (as dictated by USFF mission requirements) the COR may disapprove attendance.

2.0 REFERENCES

- a. DoD Directive 5000.1, Defense Acquisition System, November 2003
- b. DoD Instruction and Guidance for the DITSCAP/DIACAP process, latest versions
- c. DoD Directive 8500.1, Information Assurance (IA), October 2002
- d. ISO 9000, Quality Management Systems, - Fundamentals and Vocabulary, April 2001
- e. DoD 8570.01-M, Information Assurance Workforce Improvement Program

3.0 BACKGROUND

Commander, Fleet Forces Command was established to train, certify and provide combat-ready Navy forces to Combatant Commanders and to support Command and control subordinate Navy forces and shore activities during the planning and execution of assigned service functions. Additionally, USFF provides operational and coordination support to Commander, U.S. Northern Command (CDR USNORTHCOM), Commander U.S. Element North American Aerospace Defense Command (CDR USELEMNORAD), and Commander, U.S. Strategic Command (CDR USSTRATCOM) and provides support to command and control subordinate forces during the planning and execution of joint missions as the Joint Forces Maritime Component Commander North (JFMCC-N) to CDR USNORTHCOM.

USFF Command, Communications and Information Systems Directorate and the associated network capabilities are currently supporting activities which significantly contribute to Navy Fleet readiness and Homeland Security. Some of the functions supported by the network include automated tools that enhance the war-fighter's ability to execute their mission, support to mission areas such as: Fleet Logistics, Maintenance, Supply, Legal, Readiness, Plans and Policy, Program Planning and Management, and Personnel; hurricane preparedness and response; world-wide support of bases, the war- fighter, and stations; Readiness reporting for Commanders

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of the Atlantic and Pacific Fleets; Readiness support for the CNO; and securing the Homeland. USFF also manages the Information Systems required for Joint and Coalition operations within the Commander Task Force 80 (CTF-80) Area of Responsibility (AOR).

The Navy Enterprise Support Team (NEST) performs all analytical, technical, and customer service functions in support of USFF commands with 55,000 seats and over 90,000 users in the Navy Marine Corps Intranet (NMCI) Enterprise Network. In addition, the NEST team supports the implementation of information technology (IT)/Cyberspace efficiency initiatives. The definition of IT includes computers, ancillary equipment, software, firmware and services (including support services), and related resources. Responsibilities encompass oversight of all Fleet networks, servers, systems, circuits, applications, devices, IT services, IT budget planning, asset rationalization, and prioritization. USFF provides Program Management of the Navy Marine Corps Intranet (NMCI)/Continuity of Service Contract (COSC) for the USFF Echelon III and subordinate commands by providing assistance in policy, procedures, seat refresh, engineering/technical solutions, ordering and transition to Next Generation Enterprise Network (NGEN). The N6 directorate executes these requirements on the Commander's behalf.

4.0 OBJECTIVE

The objective of this effort is to procure non-personal contractor support services under a single contractual vehicle. In this instance, the contractor provides the personnel required to augment Government personnel performing operational support for a functional area.

The contractor ensures continual support services for the applicable model, providing the required labor to ensure the government's mission is successfully accomplished. It is of paramount importance the contractor comprehends the nature of supplemental labor and the need for properly qualified/certified employees per functional area to include appropriate certifications required by the Department of Defense (DOD) Information Assurance (IA) Workforce guidance.

5.0 SCOPE

The scope of the contract is to procure contractor support services to satisfactorily achieve the highest level of enterprise management and technical support in the areas of NGEN management, IT request analysis, policy and governance, IT portfolio management, IA, Certification and Accreditation (C&A), Financial Management, and Asset management.

The contractor shall be responsible for the provision of adequate levels of staffing required to meet N6's functional requirements.

The Contractor shall be responsible for training contractor support to 1) meet N6 operational requirements (i.e., contractor personnel should arrive ready to work), 2) meet N6 requirements currently at DOD Information Assurance Management (IAM) Workforce Level III in accordance with (IAW) DOD 8570 series, and 3) maintain DOD and DON annual/quarterly training requirements.

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6.0 SECURITY REQUIREMENTS

U.S. citizenship and a SECRET security clearance are the minimum requirements. The contractor shall ensure the ability to obtain personnel at the secret security clearance to meet the terms of this contract. As applicable, USFF shall prepare and submit appropriate DD Form 254 to meet security requirements. However, the contractor shall pre-clear new employees within 10 days of starting on the contract and must obtain approval from the Regional Security Officers. Contractor personnel shall comply with DON and local security requirements.

7.0 COR DESIGNATION

Kelly Goodman, 757-836-4612, kelly.goodman@navy.mil

8.0 DESCRIPTION OF WORK

In the performance of support services to operate and maintain N6 requirements, contractor employees shall be required to perform tasks and sub-tasks. The following generally identifies the services and support required under the resultant contract:

Information provided in this section is strictly a summary of the applicable functions and should not be construed as all-inclusive.

8.1.0 NEXT GENERATION ENTERPRISE NETWORK (NGEN) MANAGEMENT

The contractor shall provide services and support for assistance in policy, procedures, seat refresh, engineering/technical solutions, and ordering for transition to NGEN. USFF N6 has to ensure NGEN Transition Readiness. The contractor shall conduct strategic analysis, planning and support applied to people, processes and technology to ensure transition to NGEN. The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The Customer Technical Representative (CTR) shall be versed in the latest NGEN tool sets and asset management systems provided by the Program Office. USFF ECH II level CTR's will be the authoritative source for NGEN policy, governance, process improvement, CTR advocacy and must effectively coordinate with ECH III commands with the highest professionalism and customer service. When applicable, the contractor shall develop where appropriate or use existing training materials to provide training on IT Portfolio, C&A and NMCI/COSC processes/procedures and prepare for transition to NGEN. The contractor shall engage pertinent stakeholders and cross-functional event support subject matter experts(SME) as required to provide an overall framework for managing and coordinating necessary

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communications that directly, or indirectly, influence objectives and tasks. The support duties and responsibilities include, but are not limited to, the following:

- a. Provide support listed above for NMCI/COSC and any other networks that support USFF commands and personnel as they transition into the NGEN.
- b. CTR training covers Nonsecure Internet Protocol Router Network (NIPR)/Secret Internet Protocol Router Network (SIPR) seat services, NMCI/COSC Enterprise Tool (EITSMS), Requirements to Award (RAP), DoN Application and Database Management System (DADMS), SreForm, Emarketplace, Legacy Network and Application reduction, Integrated Solution Framework ISF Tools and any other enterprise tools as NMCI/COSC transitions to NGEN. Training will be required on an as needed basis and provided to the USFF ECH III subordinate commands. In the past, training was conducted by 2-3 full-time equivalents (FTE).
- c. CTR shall provide technical oversight and disseminate guidance to USFF's ECH III's passed down by the Program Office.

8.2.0 IT PURCHASE REQUEST PROCESS (ITPR)

The contractor shall perform customer service functions in support of USFF's Excepted /Legacy Network, and ITPR management. The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks. The support duties and responsibilities include, but are not limited to, the following:

- a. Identification of excepted/legacy network assets, analysis of alternatives, recommendation and execution of potential application migration and server consolidation efforts.
- b. Knowledge of ITPR, DADMS and Information Assurance Tracking System (IATS). Oversee USFF compliance with applicable statutes, regulations, policy, and guidance.
- c. Support USFF Government lead in support of USFF Excepted/Legacy Network, ITPR and Enterprise Network Portfolio program management.
- d. Engineering: Determination of technical solution to execute course of action determined by the Mission Integration.
- e. Information Assurance (IA): Includes support for the DoD Information Assurance Certification and Accreditation Process (DIACAP) for networks and applications.
- f. Sustainment: Development of policies and procedures and implementation of technologies to support the management of migrated applications and relocation and consolidation of servers and data centers in response to the Navy's ongoing Information Management/Information

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Technology (IM/IT) efficiency initiatives.

- g. Identify all excepted/legacy assets and applications and support local remediation activities. The contractor shall develop plans for discovery, migration, consolidation and elimination as required of networks, servers and applications in support of ongoing DoD/DoN IM/IT efficiency initiatives and ongoing excepted/legacy network reduction efforts.
- h. Assess the ITPR process and dashboard to document process efficiencies and quality process execution. Collect quantitative and qualitative process information through performance management reports, lessons learned and formal assessments. Analyze and evaluate the results and identify and implement improvement opportunities.
- i. Process 15 ITPR requests a month dependent upon complexity for processing unless operational requirements are waived by the N63.
- j. Draft high level overview paragraph(s) for each of the ITPR requests received twice weekly.

8.3.0. POLICY AND GOVERNANCE

The contractor shall support the N6 Directorate in the planning and drafting of policies, processes, and procedures, as well as IT governance rationalization and execution support, and Enterprise Service Licensing (ESL) related to the USFF lines of operation. The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks. Policy and Governance Support duties and responsibilities include, but are not limited to, the following:

- a. Provide support in drafting USFF N6 strategies, plans, policy, and procedures.
- b. Understand and apply Federal, DOD, DON, Navy and Marine Corps policy and guidance documents including directives, instructions, handbooks, memorandum, orders, messages, etc.
- c. Support implementation of cyber security/information assurance and IM/IT policy requirements.
- d. Assess IT governance policies, processes, and procedures and propose governance frameworks that support execution of N6 Directorate responsibilities within the cyber domain and NNE.
- e. Assist in developing IT governance processes and procedures in support of N6 Directorate priorities and operations.
- f. Support the development and implementation of a performance management framework and program to ensure that USFF N6 portfolio of projects and investments align to the strategic vision, goals, and strategies of the command and the DON.
- g. Assist in the development of performance measures that will allow the N6 Directorate to assess progress against its plans and priorities, report progress, and refine the performance measures.

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8.4.0. IT PORTFOLIO MANAGEMENT

The contractor shall support the USFF organizational domain network portfolio, through research, analysis and assessment of network security supporting production of core Information Assurance and Cyber Security (IA/CS) operational and workforce requirements. Contractor shall support management of the USFF organizational domain IT portfolio to assist the N6 with setting IT investment priorities and aligning business processes to ensure USFF architecture can best support completion of the USFF mission. This includes evaluating and tracking IT networks, systems, and applications in use in all classification domains throughout the USFF organization and ensuring they are properly registered in DOD and DON data repositories (e.g. DADMS, DITPR-DON). The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks.

- a. Assess and provide tool requirements and integrate with overall program tool efforts.
- b. Support origination and continuous improvement of portfolio management strategies, processes and procedures that align to existing DoN processes/procedures while ensuring IT investments are aligned to USFF's business priorities and assigned missions.
- c. Assist in compiling, maintaining, and continuously evaluating USFF's portfolio of circuits, networks, systems, and applications and ensure they are appropriately maintained in Navy/DON IT portfolio repositories.
- d. Support USFF's role in the Fleet Functional Area Manager (FAM) process.
- e. Support the development of the IM/IT strategic direction, policy, standards, and guidance for USFF. This includes the development of an implementation plan for executing USFF IT Portfolio Management.
- f. Examine USFF compliance with applicable statutes, regulations, policy, and guidance for IT portfolio management, interoperability, and capital planning.
- g. Review, analyze, and refine IT portfolio management concepts, governance structures, policy, procedures, and processes for managing the USFF IT portfolio to meet Navy IT efficiency mandates.

8.5.0. INFORMATION ASSURANCE

The contractor shall support Network IA and Continuity Planning by supporting the establishment, exercise and maintenance planning to ensure continuity of operations for N6. The contractor shall support USFF's role in operational IA planning to contribute to the production and integration of IA compliant technologies and functionality in a network-centric environment.

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The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks. Network Information Assurance and Continuity Planning duties and responsibilities include, but are not limited to, the following:

- a. Generate an assessment framework and methods for continued improvements of IA documentation, policy, and procedures and IA requirements for defending Naval Networking Environment (NNE)~2016 architectures.
- b. Interpret IA policy requirements; investigate IA capabilities for technology insertion; and evaluate insider threat and mitigation processes.
- c. Analyze existing and emerging certification and accreditation practices including national level C&A transformation initiatives and recommend a methodology to optimize IA Management and standardize IA baseline certifications across the domain.

8.6.0. CERTIFICATION AND ACCREDITATION (C&A)

The Contractor shall support the revision of the entire end-to-end C&A process. The contractor shall provide overarching expertise for the C&A process. The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks. The support duties and responsibilities include, but are not limited to, the following:

- a. Review C&A package submissions to ensure system/network architectures and technical / non-technical operating features adequately protect and defend against unauthorized access, ensure systems availability, and meet DoD/Navy IA implementation policy requirements and data protection safeguards.
- b. Conduct IA compliance and C&A documentation validation assessments for legacy applications, systems and networks.
- c. Develop, or expand existing, C&A and IA documentation to ensure complete documentation exists in accordance with DoD C&A and IA policy.
- d. Perform Certification Authority (CA) risk assessments to evaluate systems risks, and provide written risk assessment reports including overall risk analysis reviews and recommendations to the Office of Designated Approving Authority (ODAA).
- e. Respond to feedback from the ODAA in the form of comments and instructions to ensure coordination of efforts, to correct errors, information omissions and shortfalls in C&A documentation packages.
- f. Communicate feedback to subordinate commands, coordinate corrections, collect responses and

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validate prior to forward for processing.

- g. Develop procedures to support C&A workflow processes, criteria needed to facilitate processes and ODAA accreditation decision milestones
- h. Process a minimum of 20 C&A packages a month dependent upon complexity for processing unless operational requirements are waived by the N63.
- i. Attend meetings on behalf of the C&A team, take notes and prepare written feedback on the content and outcome of meetings, and follow-on tasks including recommendation and suggestions.
- j. Assist in developing point papers, naval messages, presentations, briefings and other forms of written documentation on an as needed basis to support C&A and IA functions.
- k. Develop Standard Operating Procedures (SOPs), checklists, workflow process charts, forms, POC lists, and other documentation needed to support ODAA processes and related C&A and IA functions.
- l. Compile and analyze data, and develop a monthly Dashboard for USFF leadership review for IA readiness and compliance.

8.7.0. DRRS-N/TYCOM IA Readiness and Compliance Support

Contractor shall support IA readiness reporting of Navy fleet and shore units and assess a command/units cyber security posture and identify trends and processes potentially dangerous to network security. Identify incomplete Site/System Accreditations packages causing rework and delaying granting of Interim Authority To Operate (IATO's) and Authority To Operate (ATO's) by the ODAA. Identify incomplete Information Assurance Vulnerability Management (IAVM) security patches for network assets and incomplete network scans that may pose potential risk to the global information grid. Identification and mitigation of cyber security vulnerabilities strengthen overall connections to the DoD Information Network (DODIN). The Contractor shall support the revision of the entire end-to-end C&A process.

- a. Gathering monthly Defense Readiness Reporting System - Navy (DRRS-N) with units' IA/CCC data and Commanders' comments.
- b. Verify IA and cyber security data for units reported via the DRRS-N using, but not limited to, various databases such as Enterprise Mission Assurance Support Service (eMASS), Information Assurance Tracking System (IATS), Vulnerability Remediation Asset Manager (VRAM), Space and Naval Warfare Systems Command (SPAWAR) Acquisition & Integrated Logistics Online Repository (SAILOR) 2.0, Information Condition (INFOCON), and Online Compliance & Readiness System (OCRS).
- c. Compile and analyze data, and develop a monthly IA Dashboard for USFF leadership review.
- d. Communicate feedback to USFF ships and shore stations identified with IA vulnerabilities to the DODIN and coordinate corrections, collect responses and validate reporting.

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8.8.0. FINANCIAL MANAGEMENT

The contractor shall provide services and support to Budget Submitting Office (BSO)-60 IT budget management support and analysis for Financial Management Board (FMB) budget cycle submissions, IT requirements submissions, the IT Portfolio Dashboard and IT budget data calls. N6 is responsible for the USFF BSO-60 IT budget and to improve and evolve budget processes in USFF continued maintenance and sustainment of the processes is crucial to long term success and return on investment. Continued process improvement and refinement through structured analyses and assessments will ensure relevancy and value added as the processes evolve. The contractor shall ensure the necessary planning, outreach, execution, and dissemination of lessons learned/after action reports. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks. The support duties and responsibilities include, but are not limited to, the following:

- a. Provide analysis support required for certification of the USFF IT budget (NC-36 & NC-33) during DON, Office of the Under Secretary of Defense (OSD) and President's Budget (PB) budget cycles. Coordinate schedules and budget submissions with Comptroller/Resource Managers.
- b. Provide analysis support for accurate and timely submission of certified obligations and line 40's and 50's detail. Coordinate schedules and submissions with Comptroller/Resource Managers.
- c. Develop and implement a process that standardizes BSO-60 IT budgeting across the subordinate commands that increases budget accuracy, reduces processing time for budget submissions and aligns Comptroller and CIO budgeting activities. Coordinate methodology and process with Comptroller/Resource Managers, Command Information Officers and N6's.
- d. Provide analysis support required to establish a baseline for BSO-60 line 40s and 50s budget detail in Program/Budget Information System Information Technology (PBIS-IT) and ensure accurate and timely submission of the data to FMB. Coordinate schedules and submissions with Comptroller/Resource Managers.
- e. Develop holistic and subordinate command level views for the BSO-60 IT Portfolio Dashboard that integrates existing USFF IT asset data with PBIS IT and Navy Information Dominance Approval System (NAV-IDAS) data enabling effective decision making at the Flag/SES level.
- f. Provide analysis support for the IT requirements process and ensure timely submission of USFF IT requirements data to OPNAV. Coordinate submissions with USFF Headquarters and subordinate commands.
- g. Provide support in preparing PB, OSD, and DoN BSO-60 IT budget presentations three times a year.

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- h. Provide support in preparing Certified Obligations BSO-60 IT budget presentation yearly.
- i. Maintain dashboards on SharePoint 2010 and databases tracking and reporting financial and asset data with PBIS-IT and NAV-IDAS for USFF and subordinate commands.
- j. Create and generate weekly financial reports on USFF and subordinate commands.
- k. Develop and update process guides quarterly.
- l. Provide support in preparing NC-36 and NC-33 exhibits in PBIS-IT as needed.
- m. Develop and implement a process that standardizes BSO-60 IT budgeting across the subordinate commands.
- n. Provide informal training and documentation to the Government on how dashboards operate to allow the Government to properly support the dashboards. The contractor is responsible for determining and implementing an effective training solution.
- o. Provide support in preparing USFF IT requirements data as needed for submission to OPNAV.
- p. Capture and document USFF IT requirements, using historical financial data, for incorporation into the Project Objectives Memorandum (POM) process.

8.9.0. ASSET MANAGEMENT

The contractor shall provide scheduling and issue resolution in preparation of Seat Refresh (SR), management and delivery within the USFF domain. The Information Technology Asset Management (ITAM) shall provide oversight of all USFF networks, servers, systems, circuits, applications, devices, IT services, and asset rationalization. The scope consists of multiple environments to include afloat, ashore, expeditionary and IT transport/interoperability between the different environments. The contractor shall engage pertinent stakeholders and cross-functional event support SME's as required to provide an overall framework for managing and coordinating necessary communications that directly, or indirectly, influence objectives and tasks.

- a. Create and maintain an NMCI asset and portfolio management dashboard(s) within 90 days from start of work. The NMCI asset and portfolio management dashboard shall automate the data extraction, integration, analysis and reporting processes across PBIS-IT, Command Financial Management System (CFMS), Standard Accounting and Reporting System – Field Level (STARS-FL) and NAV-IDAS in order to support rapid analysis and assessment of IT purchases requests, and their impact to the mission and budget. The dashboard shall include but is not limited to incorporating information such as assets, systems, circuits, applications, software, hardware, data centers, C&A, financials, networks, and seats.
- b. Provide design and technical support, assistance, and training for data management, analysis, interoperability, database/dashboard design and development, data standardization and maintenance. Create and update Access Databases and or dashboards on SharePoint 2010 to

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capture, query, and report on metrics and requirement status and push/pull data and information from multiple sources and systems.

Current portfolio items identified to date:

- 1349 Defense Information Systems Agency (DISA) services including circuits
 - 25 legacy/excepted networks
 - 47 systems
 - 2038 SIPRNET, NIPRNET and Commercial Off-The-Shelf (COTS)/Government of-the-Shelf (GOTS) applications
 - 14 Data Centers
- Over 56,664 classified and unclassified NMCI/COSC seats throughout the continental United States and Hawaii.

8.10.0. Data Management/Development, File-Share and Systems Support

The contractor shall develop and deploy tools to manage, analyze and provide metrics in support of USFF and enterprise requirements. In addition, the contractor shall provide File-Share and Permission standards for USFF and its subordinates. Provide system design, development, integration, and implementation support for systems and tools utilized to support USFF initiatives. Systems support varies from client/server applications to web base systems and tools utilized by the enterprise for executing activities in support of current and future missions. The support duties and responsibilities include, but are not limited to, the following:

- a. Develop web-based tools for budget, administrative and metric data.
- b. Develop and maintain a standardized repeatable process for obtaining metrics for obtaining budget, administrative and asset data.
- c. Review and analyze IT asset data in the NMCI Enterprise Tool (NET).
- d. Provide seat management and delivery tracking for USFF and subordinates.
- e. Provide support listed above for NMCI/COSC as it transitions into the NGEN and any other networks that support USFF commands and personnel.
- f. Create and submit monthly IT Asset Reports and Metrics
- g. Create, submit, and maintain Lessons Learned as requested
 - h. Develop and integrate user account management and other account management processes, such as file share/disk space management, Move, Add, & Change (MACs) requests, NET, and content management.
 - i. Reduce file-shares and miscellaneous folders to a structured standard.

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- j. Apply security groups to the file-share to protect data from unauthorized access.
- k. Monitor disk allocation.
- l. Perform network scans, permission assignment and active directory updates.

9.0 TRANSITION PLAN (Phase-Out)

The Contractor shall provide a detailed transition plan (phase-out). The phase-out plan shall require coordination with the successor contractor and shall commence thirty (30) days prior to the expiration of the period of performance.

10.0 GOVERNMENT FURNISHED INFORMATION (GFI)

Government Furnished Information (GFI) consists of applicable program data and various technical reports and publications that are available in the USFF N6 Directorate or at designated government sites. The Government will make available to the contractor for use in connection with and under the terms of this contract, the information described above as GFI, along with such related information as the contractor may request and as may be reasonably required in the performance of this task. Upon completion of work, all GFI shall be returned to the Government.

10.1 GOVERNMENT FURNISHED EQUIPMENT (GFE)

Contractors physically located in a USFF facility will be provided an NMCI/COSC seat (NIPRNET and/or SIPRNET access) and all associated hardware/software that will be needed to complete above described tasks.

10.2 GOVERNMENT FURNISHED MATERIAL (GFM)

Materials considered reasonably required for the completion of the described work will be furnished to the contractor upon request made to the COR. These materials will be furnished to the contractor for use in connection with and under the terms of this contract. Upon completion of work, all GFM shall be returned to the Government. USFF will provide NMCI/COSC user accounts for contractor personnel and commands receiving the assist visit will provide necessary support while on-site. Upon completion of work, all GFM shall be return to the Government.

11.0 TRAVEL

Travel is authorized and will be reimbursed IAW the Joint Travel Regulations (JTR). When it

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becomes necessary for the contractor to travel, the contractor shall submit a request, via email, to the COR seeking approval to travel before initiating any travel plans. Failure to gain prior approval may result in disallowance of invoiced travel claims. The Contractor shall provide trip reports upon return from travel. Include purpose, highlights, issues, and action items/recommendations. Submit by the fifth day of return to the COR.

For estimating purposes, it is anticipated that the following travel requirements may be necessary:

# Trips	# People	# Days/Nights	From (Location)	To (Location)
6	1	3	Norfolk, VA	Quantico/ Northern VA
1	1	6	Norfolk, VA	San Diego/ CA
4	1	4	Norfolk, VA	Washington DC
2	1	3	Norfolk, VA	Greensboro, SC

12.0 DELIVERABLES

The Contractor shall provide all the deliverables as directed and listed below to the USFF COR and shall be prepared in contractor format where not otherwise specified by the government. All revisions will be due in the specified timeframe as identified by the COR. All deliverables will meet professional standards and the requirements set forth in contractual documentation. All final deliverable submissions shall remain the property of the U.S. Government. All methodologies and recommendations shall be reviewed and approved by the COR prior to submission/implementation. One copy of all Progress Reports and Travel/Trip Reports will be transmitted electronically to the COR or designee within five (5) days of completion of travel. Status Reports and Budget analysis reports will also be provided via email to the COR for inclusion in the contract data files.

- The Contractor shall provide trip reports upon return from travel. Include purpose, highlights, issues, and action items/recommendations. Submit by the fifth day of return.
- The Contractor shall provide monthly Activity Reports: Summary of productivity/metrics for the month broken down by individual and sub-task and or as defined by the N63. Include significant issues/plans, estimated resource requirement and task completion dates, list of outstanding issues including amplifying remarks pertaining to background, assumptions, constraints and recommendations, and status of initiatives, projects, milestones, and tasks with the percentage completed. Submit by the fifth of each month for the previous month's

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information. Expect feedback from the Government when additional information is required to address specific issues.

- Contractor shall process a minimum of 15 ITPR packages a month dependent upon complexity for processing and N63 approval unless operational requirements are waived by the N63.
- Contractor shall draft high level overview paragraph(s) for each ITPR request up for review and approval twice weekly.
- Contractor shall process a minimum of 20 Navy-wide C&A packages a month dependent upon complexity unless operational requirements are waived by the N63.
- Contractor shall gather monthly Defense Readiness Reporting System - Navy (DRRS-N) with units' IA/CCC data and Commanders' comments.
- The Contractor shall develop and update process guides quarterly.
- The Contractor shall maintain and update portal dashboards/databases and incorporate changes for reporting financial and asset data with PBIS-IT and NAV-IDAS for USFF and subordinate commands as applicable.
- The Contractor shall develop methodology for IA management and IA baseline certifications as requested.
- The Contractor shall develop framework and methods for continued improvements of IA as requested.
- The Contractor shall create and prepare PB, OSD, DoN BSO-60 IT budget presentations three times a year.
- The Contractor shall create and prepare Certified Obligations BSO-60 IT budget presentation yearly.
- The Contractor shall create and prepare financial reports on USFF and subordinate commands weekly.
- The Contractor shall create and prepare NC-36 and NC-33 exhibits in PBIS-IT as requested.
- The Contractor shall develop and implement a process that standardizes BSO-60 IT budgeting across subordinate commands as requested.
- The Contractor shall provide training and documentation on how dashboards/databases operate as requested.

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- The Contractor shall provide training and documentation on IT Portfolio, C&A and NMCI/COSC processes/procedures to prepare for transition to NGEN, as requested.
- The Contractor shall create and prepare USFF IT requirements data for submission to OPNAV as requested.
- The Contractor shall capture and document USFF IT requirements, using historical financial data for incorporation into the POM process as requested.
- The Contractor shall create and maintain NMCI asset and portfolio management dashboard(s) within 90 days from start of work.
- The Contractor shall create and submit IT Asset reports and metrics monthly.
- The Contractor shall analyze data and develop a monthly IA Dashboard for USFF leadership review.
- The Contractor shall create, submit, and maintain Lessons Learned as requested.

13.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all data and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP).

14.0 RESUMES

The review of resumes will not be a part of the evaluation process; however, the Government reserves the right to review the resumes of contractor employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the personnel qualifications terms of the contract. Accordingly, the contractor shall furnish such resumes to the Contracting Officer upon request by the Contracting Officer's Representative, Ordering Officer or Contracting Officer.

15.0 QUALIFICATIONS/EXPERIENCE

The contractor shall maintain, throughout the life of the contract, personnel with qualifications and skills to provide services in accordance with this PWS. The table below indicates the Government's staffing estimate:

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LABOR CATEGORY	# OF FTEs
Project Manager	1
Information Assurance (IA) Analyst/Specialist	4
Information Technology (IT) Analyst/Specialist	11
Database Administrator	2
Functional Analyst	4
Administrative Analyst	1
Financial Analyst	2
Total FTEs	25

A full-time equivalent (FTE) for the purposes of this requirement equates to 1,920 direct productive labor hours.

1. Project Manager: Minimum /General Experience: Minimum of five (5) years progressive experience managing IT transformation projects, including task management and coordination, schedule development and management, risk management, quality management, and performance management reporting. Minimum of two (2) years of project management experience directly related to operational transition activities support is required in the areas of Network Operations (NetOps) C2 requirements, technology assessments, systems design, systems analysis, programmatic support, quality assurance, acquisition planning, and budget planning. **Education:** Bachelor's degree in Engineering, computer science, information systems, or business administration. **Certifications:** PMP and ITILv3 Intermediate certification required.

2. Functional Analyst: Minimum/General Experience: Minimum of 4 years of progressive experience in participating in IT projects, working with Portfolio Management, and conducting requirements analysis. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Responsible for developing new or improving techniques and procedures related to the development, operation of systems, and procedures dealing with resources and facilities management, database planning and design, systems analysis and design, network services, conversion and implementation support, project management, data/records management, and other related services. Interprets requirements, performs highly complex analyses, and resolves complex problems. Defines and interprets strategic requirements, and analyzes and provides guidance on strategic issues. Interfaces with the client on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints.

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3. Financial Analyst: Minimum/General Experience: 4 - 6 years financial analysis or management experience. A minimum of 3 years' experience directly related to Program/Budget Information System (PBIS), Program/Budget Information System Information Technology (PBIS-IT), Department of the Navy (DON), Office of the Under Secretary of Defense (OSD), and President's (PB) budget (PB) cycles. A minimum of 3 years' experience in financial analysis or management with demonstrated ability in cost analysis and analyzing, designing and developing automated applications for unique business practices. Knowledge Duties: Provides full range of financial functions for major system development, including should-cost and projected cost analysis and trade studies related to cost trade-off options. Defines established financial business practices for integration into the client's financial business systems. Identifies potential problems and recommended solutions through analysis of data. **Education:** Recognized financial/cost expertise through attainment of: Certified Defense Financial Manager (CDFM) an/or Certified Cost Estimator Analyst (CCE/A) certifications.

4. Admin Assistance/Administrative Specialist: Minimum/General Experience: Associate degree or High School diploma and 2 years relevant work experience. Typically has 1 year of experience in the administrative functional specialty. Performs tasks such as typing, administration, word processing, reception. Requires technical computer skills and has the ability to use word processing, spreadsheets and presentation development software.

5. Information Assurance Analyst/Specialist: Minimum/General Experience: 5 years' experience, including four years of related IA and INFOSEC technical experience. The Information Analyst provides technical analysis for IA support and integration efforts and performs analysis of C&A documentation for DOD or Navy RDT&E or operational systems, networks and applications, and Commercial Off-The-Shelf (COTS) INFOSEC product evaluation and related documentation. The Information Analyst shall have a minimum four (4) years' experience in IA / C&A analysis support in IA controls analysis, conducting risk assessments, risk mitigation analysis, developing contingency plans. 1-2 years' experience working in/with eMASS. **Certifications:** DOD IAM Workforce Level III IAW DOD 8570 series.

The Information Analyst shall have demonstrated experience in the following areas:

- Demonstrated knowledge of IA / INFOSEC concepts and requirements.
- Knowledge of the DOD C&A process and standards.
- System / network vulnerability analysis.
- Risk assessment and risk mitigation analysis.
- Security Test and Evaluation (ST&E).
- Contingency planning.
- Firewall Policy
- Ports & Protocols
- DIACAP Process

6. Database Administrator: Minimum/General Experience: 5 years technical specialized

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experience conducting requirements analysis, designing, developing and administering database applications. The Database Administrator provides technical support for requirements analysis, data analysis, software development, programming, systems testing, implementation, quality assurance, configuration management and backup/recovery support; Analyzes information requirements and performs system oversight and administration; and develops reports to support management needs and develop and implements user interface menus to support work requirements and on demand report generation.

The Database Administrator shall have demonstrated experience in the following areas:

- Developing and implementing applications in microcomputer environment.
- Implementation of relational databases.
- Managing information and developing reports using database management system.
- Working knowledge of IA/IO concepts and C&A process.
- Working with Microsoft Access 2010 and up
- Working with SharePoint 2010 and up
- XML, jQuery, Java Script, HTML, and VBA

7. IT Analyst: Five (5) years of related experience required. Develop, design, document, maintain, evaluate, support and provide problem resolution for computer and IT systems applications; performs a variety of technical and analytical services across the systems development lifecycle. Five years' experience with the maintenance or development of software/database programs/applications or demonstrated ability in installation, set-up and operation of computer systems applicable to networks. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. **Education:** Bachelor's degree in related field or equivalent years of experience.

16.0 OTHER CONDITIONS/REQUIREMENTS

16.1 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION REQUIREMENTS (JAN 2008)

(a) The Contractor shall ensure that the 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

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requirements currently at DOD IAM Workforce Level III IAW DOD 8570 series.

(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.

16.2 Section 508 Compliance:

THIS PROCUREMENT IS FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT). THEREFORE, TO THE EXTENT SUPPLIES AND SERVICES ARE AVAILABLE IN THE COMMERCIAL MARKETPLACE, THE CONTRACTOR IS REQUIRED TO MEET THE RELEVANT ACCESSIBILITY STANDARDS CONTAINED IN 36 C.F.R. PART 1194 (SUBPART B). FOR FURTHER INFORMATION SEE [HTTP://WWW.SECTION508.GOV](http://www.section508.gov).

16.3 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 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;
- (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

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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>.

16.4 Contractor Access to Federally Controlled Facilities and/or Unclassified Sensitive Information or Unclassified IT Systems (May 2010)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives. This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform certain unclassified both non-sensitive and sensitive duties. It is the responsibility of the command/facility where the work is performed to ensure compliance.

The requirement to control access to sensitive information applies to all US government IT systems and areas where unclassified but sensitive information may be discussed, displayed or maintained. DON policy prescribes that all unclassified data that has not been approved for public release and is stored on mobile computing devices must be treated as sensitive data and encrypted using commercially available encryption technology. Whenever granted access to sensitive information, contractor employees shall follow applicable DoD/DoN instructions, regulations, policies and procedures when reviewing, processing, producing, protecting, destroying and/or storing that information. Operational Security (OPSEC) procedures and practices must be implemented by both the contractor and contract employee to protect the product, information, services, operations and missions related to the contract. The contractor shall designate an employee to serve as the Contractor’s Security Representative. Within three work days after contract award, the contractor shall provide to the Navy Command’s Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor’s Security Representative. The Contractor’s Security Representative shall be the primary point of contact on any security matter. The Contractor’s Security Representative shall not be replaced or removed without prior notice to the Contracting Officer.

Sensitive Positions - Contractor employee whose duties require accessing a DoD unclassified computer/network, working with sensitive unclassified information (either at a Government or contractor facility), or physical access to a DoD facility must be a US citizen and possess a favorable investigation determination prior to installation access. To obtain a favorable investigation determination, each contractor employee must have a favorably completed National Agency Check with Local Credit Checks (NACLC) which consists of a NACI including a FBI fingerprint check plus credit and law enforcement checks. Each contractor employee applying

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for a favorable investigation determination is required to complete:

- SF 86 Questionnaire for National Security Positions
- Two FD-258 Applicant Fingerprint Cards
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. To maintain continuing authorization for an employee to access a DoD unclassified computer/network, and have access to sensitive unclassified information, the contractor shall ensure that the individual employee has a current requisite background investigation. The Contractor's Security Representative shall be responsible for initiating reinvestigations as required and ensuring that background investigations remain current (not older than 10 years) throughout the contract performance period.

IT Systems Access - When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Security Approval Process - The Contractor's Security Representative shall ensure that each individual employee pending assignment shall accurately complete the required forms for submission to the Navy Command's Security Manager. The Contractor's Security Representative shall screen the investigative questionnaires for completeness and accuracy and for potential suitability/security issues prior to submitting the request to the Navy Command's Security Manager. Forms and fingerprint cards may be obtained from the Navy Command's Security Manager. These required items, shall be forwarded to the Navy Command's Security Manager for processing at least 30 days prior to the individual employee's anticipated date for reporting for duty. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy Command's Security Manager may render the contract employee ineligible for the assignment. **A favorable review of the questionnaire and advance fingerprint results are required as an interim measure prior to the contract employee start date.** An unfavorable determination made by the Navy

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Command's Security Manager is final and such a determination does not relieve the contractor from meeting any contractual obligation under the contract.

If contractor employees already possess a current favorably adjudicated investigation, the Navy Command's Security Manager will use the Visit Authorization Request (VAR) as outlined below in the NAVSUP Business Systems Center Procedures for Contractor Access/Visit Authorization Request section. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

As a result of the new OPM guidelines that took affect 1 Oct 2011 verbal guidance from CNO (N09N2), all contractors performing sensitive duties or accessing IT-II systems will complete an SF-86. There will no longer be a "no determination made" for contractors who work with sensitive information or in sensitive areas. Contractors will be favorably adjudicated or denied in JPAS. Contractors will utilize the same appeal process as military and civilian personnel. This process still requires receipt of a favorable fingerprint check and a favorable review of their SF-86 prior to bringing anyone on board.

The potential consequences of any requirements under this clause including denial of access for a proposed contractor employee who fails to obtain a favorable trustworthiness determination in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees for working in non-sensitive positions, with sensitive information, and/or on Government IT systems. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have physical access to a federally controlled facility and/or access to a federally-controlled information system/network and/or access to government information.

(End of Clause)

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN AND MATRIX

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1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Task Order Manager (TOM)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the TOM is the Contracting Officer. TOM limitations are contained in the written letter of appointment.

5.0 METHODS OF QA SURVEILLANCE

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The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (attached) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Random Monitoring** – Random monitoring shall be conducted if and when deemed necessary to ensure compliance with the terms of the contract. The TOM will conduct the random monitoring.
- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the terms of the contract. The TOM will conduct the random monitoring.
- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The TOM will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract.

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 five 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.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

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QASP MATRIX

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contract Deliverables, Performance Work Statement (PWS) Section 12 0	Contract deliverables furnished as prescribed in the PWS	Inspection by Government representative	100% inspection of all contract deliverables Frequency as prescribed in Section 12 0 of the PWS	95% of deliverables submitted timely and without rework required
	Timeliness and Accuracy			
Qualified Personnel	All personnel on task are fully qualified in accordance with 15 0 of the PWS	Inspection by Government representative	Random	98% personnel fully qualified in accordance with PWS
Overall Contract Performance	Overall contract performance of sufficient quality to earn a quality to earn a Satisfactory (or higher) rating in the COR's annual report on Contractor Performance	Government representative to review	Monthly / Weekly – as specified in the PWS	95% of deliverables submitted timely and without rework required
Invoicing	Monthly invoices per contract procedures are timely and accurate	Review & acceptance of the invoice	Monthly	100% accuracy

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

INCENTIVES/DISINCENTIVES:

The TOM will make an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract, reflected in the TOM's annual report, may result in termination of the contract and may also result in the loss of future Government contracts.

In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

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. _

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/30/2014 - 9/29/2015
9000	9/30/2014 - 9/29/2015

CLIN - DELIVERIES OR PERFORMANCE

The period of performance for the following CLINS are as follows:

CLIN 8000 09/30/2014 - 09/29/2015

The period of performance for the following Option CLINS are as follows:

CLIN 8001 09/30/2015 - 09/29/2016
CLIN 8002 09/30/2016 - 09/29/2017
CLIN 8003 09/30/2017 - 09/29/2018
CLIN 8004 09/30/2018 - 09/29/2019

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

KELLY GOODMAN

757-836-4612

KELLY.GOODMAN@NAVY.MIL

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

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

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

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

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

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

2-IN-1

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

GOVERNMENT

(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*

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Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Inspect By DoDAAC	N/A
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N00060
Accept at Other DoDAAC	N/A
LPO DoDAAC	N00060
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

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

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

KELLY.GOODMAN@NAVY.MIL

EDWARD.SHINE@NAVY.MIL

JOHN.KNOTTS1@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.

KELLY.GOODMAN@NAVY.MIL

EDWARD.SHINE@NAVY.MIL

JOHN.KNOTTS1@NAVY.MIL

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

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

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Name: Jordan Dorsey
Address: 1968 Gilbert Street, Suite 600
Norfolk, VA 23511

Phone: 757-443-1411

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Tara Dean
Address: 1968 Gilbert Street, Suite 600
Norfolk, VA 23511

Phone: 757-443-1977

3. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

UIC: HQ0338
Name: DFAS Columbus Center, South Entitlement Operations
Address: P.O. Box 182264
City: Columbus
State: OH
ZIP: 43218-2264

5. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

Kelly Goodman
US Fleet Forces, N632

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Office: (757) 836-4612

Email: kelly.goodman@navy.mil

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

Not Applicable

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:

- a. Identifying contractor deficiencies to the COR;
- b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
- c. Identifying contractor noncompliance of reporting requirements;
- d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
- e. Reviewing contractor reports providing recommendations for acceptance/rejection;
- f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
- g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
- h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Not Applicable.

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP)

FOR FIXED PRICE 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 the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

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

4. 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 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 contractor 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.

(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) 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,

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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 must be cognizant of the invoicing procedures and 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 Certificates of Performance.

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

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take 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 insure 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.

(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.

5. 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:

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- a. Identify contractor deficiencies to the COR.
- 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 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.

Accounting Data

SLINID	PR Number	Amount
8000	N0006014RC00791	2251355.40
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C00791 000604N60CTQ		
Standard Number: N0006014RC00791		
9000	N0006014RC00791	15000.00
LLA :		
AA 1741804 60CA 252 00060 W 068732 2D C00791 000604N60CTQ		
Standard Number: N0006014RC00791		

BASE Funding 2266355.40
Cumulative Funding 2266355.40

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SECTION H SPECIAL CONTRACT REQUIREMENTS

NOTICE OF INCLUSION OF AN ORGANIZATIONAL CONFLICT OF INTEREST

The Contracting Officer has determined that there is a substantial likelihood that organizational conflicts of interest (OCI) could arise during the performance of this contract. Offerors are invited to examine 10 U.S.C. § 2399, Federal Acquisition Regulation (FAR) Subpart Part 9.5, as well as, the contract clause entitled ORGANIZATIONAL CONFLICTS OF INTEREST addressed in the solicitation.

By the very nature of the tasks assigned under the anticipated contract, the contractor(s) could gain non-public information about forthcoming Navy IT requirements that might result in an unfair competitive advantage in future procurements. The field of potential contractors which are capable of performing this task are sometimes the same vendors that support and provide the supplies and services under the approved requests. Accordingly, it is foreseeable that organizational conflicts of interest could arise in some instances due to performance under this contract and warrant the existence of conflicting roles that might bias a contractor's judgment and create an unfair competitive advantage.

Pursuant to FAR 9.507-1(d), the terms of the OCI clause and the application of 10 U.S.C. § 2399 and FAR 9.5 are not subject to negotiation. The contractor shall disclose to the Government information concerning all conflicts of interest and explain how it intends to avoid, neutralize, or mitigate any possible conflicts of interests. Notwithstanding this, nothing herein will prevent the Contracting Officer from reviewing an offeror's proposed OCI plan to determine whether such complies, or can be conformed to, the requirements of law and regulation.

ORGANIZATIONAL CONFLICTS OF INTEREST

(a) Purpose. This clause seeks to ensure that the contractor (1) does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract, and (2) is not biased because of its current or planned interests (financial, contractual, organizational or otherwise) that relate to the work under this contract.

(b) Scope. The restrictions described herein shall apply to performance or participation by the contractor (as defined in paragraph (d)(7)) in the activities covered by this clause.

(1) The restrictions set forth in paragraph (e) apply to supplies, services, and other performance rendered under this contract.

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(2) The financial, contractual, organizational and other interests of contractor personnel performing work under this contract shall be deemed to be the interests of the contractor for the purposes of determining the existence of an Organizational Conflict of Interest. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) Waiver. Any request for waiver of the provisions of this clause shall be submitted in writing to the Procuring Contracting Officer. The request for waiver shall set forth all relevant factors including proposed contractual safeguards or job procedures to mitigate conflicting roles that might produce an Organizational Conflict of Interest. No waiver shall be granted by the Government with respect to prohibitions pursuant to access to proprietary data.

(d) Definitions. For purposes of application of this clause only, the following definitions are applicable:

- (1) "System" includes system, major component, subassembly or subsystem, project, or item.
- (2) "Nondevelopmental items" as defined in FAR 2.101.
- (3) "Systems Engineering" (SE) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (4) "Technical direction" (TD) includes, but is not limited to, the activities in FAR 9.505-1(b).
- (5) "Advisory and Assistance Services" (AAS) are those services acquired from non-governmental sources to support or improve agency policy development or decision making; or, to support or improve the management of organizations or the operation of hardware systems. Such services may encompass consulting activities, engineering and technical services, management support services and studies, analyses and evaluations.
- (6) "Consultant services" as defined in FAR 31.205-33(a).
- (7) "Contractor", for the purposes of this clause, means the firm signing this contract, its subsidiaries and affiliates, joint ventures involving the firm, any entity with which the firm may hereafter merge or affiliate, and any other successor or assignee of the firm.
- (8) "Affiliates," means officers or employees of the prime contractor and first tier subcontractors involved in the program and technical decision-making process concerning this contract.
- (9) "Interest" means organizational or financial interest.
- (10) "Weapons system supplier" means any prime contractor or first tier subcontractor engaged in, or having a known prospective interest in the development, production or analysis of any of the weapon systems, as well as any major component or subassembly of such system.

(e) Contracting restrictions.

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(1) To the extent the contractor provides systems engineering and/or technical direction for a system or commodity but does not have overall contractual responsibility for the development, the integration, assembly and checkout (IAC) or the production of the system, the contractor shall not (i) be awarded a contract to supply the system or any of its major components or (ii) be a subcontractor or consultant to a supplier of the system or of its major components. The contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and/or technical direction or other services performed under this contract for a period of 30 days after the date of completion of the contract. (FAR 9.505-1(a))

(2) To the extent the contractor prepares and furnishes complete specifications covering nondevelopmental items to be used in a competitive acquisition, the contractor shall not be allowed to furnish these items either as a prime contractor or subcontractor. This rule applies to the initial production contract, for such items plus a specified time period or event. The contractor agrees to prepare complete specifications covering non-developmental items to be used in competitive acquisitions, and the contractor agrees not to be a supplier to the Department of Defense, subcontract supplier, or a consultant to a supplier of any system or subsystem for which complete specifications were prepared hereunder. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of these systems of their subsystems extends for a period of 30 days after the terms of this contract. (FAR 9.505-2(a)(1))

(3) To the extent the contractor prepares or assists in preparing a statement of work to be used in competitively acquiring a system or services or provides material leading directly, predictably and without delay to such a work statement, the contractor may not supply the system, major components thereof or the services unless the contractor is the sole source, or a participant in the design or development work, or a contractor involved in preparation of the work statement. The contractor agrees to prepare, support the preparation of or provide material leading directly, predictably and without delay to a work statement to be used in competitive acquisitions, and the contractor agrees not to be a supplier or consultant to a supplier of any services, systems or subsystems for which the contractor participated in preparing the work statement. The prohibition relative to being a supplier, a subcontract supplier, or a consultant to a supplier of any services, systems or subsystems extends for a period of 30 days after the terms of this contract. (FAR 9.505-2(a)(1))

(4) To the extent work to be performed under this contract requires evaluation of offers for products or services, a contract will not be awarded to a contractor that will evaluate its own offers for products or services, or those of a competitor, without proper safeguards to ensure objectivity to protect the Government's interests. Contractor agrees to the terms and conditions set forth in the Statement of Work that is established to ensure objectivity to protect the Government's interests. (FAR 9.505-3)

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(5) To the extent work to be performed under this contract requires access to proprietary data of other companies, the contractor must enter into agreements with such other companies which set forth procedures deemed adequate by those companies (i) to protect such data from unauthorized use or disclosure so long as it remains proprietary and (ii) to refrain from using the information for any other purpose other than that for which it was furnished. Evidence of such agreement(s) must be made available to the Procuring Contracting Officer upon request. The contractor shall restrict access to proprietary information to the minimum number of employees necessary for performance of this contract. Further, the contractor agrees that it will not utilize proprietary data obtained from such other companies in preparing proposals (solicited or unsolicited) to perform additional services or studies for the United States Government. The contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, obligating the contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreement to the Contracting Officer. Contractor further agrees that such proprietary data shall not be used in performing for the Department of Defense additional work in the same field as work performed under this contract if such additional work is procured competitively. (FAR 9.505-4(b))

(6) Preparation of Statements of Work or Specifications. If the contractor under this contract assists substantially in the preparation of a statement of work or specifications, the contractor shall be ineligible to perform or participate in any capacity in any contractual effort (solicited or unsolicited) that is based on such statement of work or specifications. The contractor shall not incorporate its products or services in such statement of work or specifications unless so directed in writing by the Contracting Officer, in which case the restrictions in this subparagraph shall not apply. Contractor agrees that it will not supply to the Department of Defense (either as a prime contractor or as a subcontractor) or act as consultant to a supplier of, any system, subsystem or major component utilized for or in connection with any item or work statement prepared or other services performed or materials delivered under this contract, and is procured on a competitive basis, by the Department of Defense with 30 days after completion of work under this contract. The provisions of this clause shall not apply to any system, subsystem, or major component for which the contractor is the sole source of supply or which it participated in designing or developing. (FAR 9.505-4(b))

(7) Advisory and Assistance Services (AAS). If the contractor provides AAS services as defined in paragraph (d) of this clause, it shall be ineligible thereafter to participate in any capacity in Government contractual efforts (solicited or unsolicited) which stem directly from such work, and the contractor agrees not to perform similar work for prospective offerors with respect to any such contractual efforts. Furthermore, unless so directed in writing by the Contracting Officer, the contractor shall not perform any such work under this contract on any of its products or services, the products or services of another firm for which the contractor performs similar work, or the products or services of a competitor. Nothing in this subparagraph shall preclude the contractor from competing for follow-on contracts for AAS.

(f) Remedies. In the event the contractor fails to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the provisions of this contract. If such noncompliance is the result of conflicting financial interest involving contractor personnel

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performing work under this contract, the Government may require the contractor to remove such personnel from performance of work under this contract. Further, the Government may elect to exercise its right to terminate for default in the event of such noncompliance. Nothing herein shall prevent the Government from electing any other appropriate remedies afforded by other provisions of this contract, or statute or regulation.

(g) Disclosure of Potential Conflicts of Interest. The contractor recognizes that during the term of this contract, conditions may change which may give rise to the appearance of a new conflict of interest. In such an event, the contractor shall disclose to the Government information concerning the new conflict of interest. The contractor shall provide, as a minimum, the following information:

(1) a description of the new conflict of interest (e.g., additional weapons systems supplier(s), corporate restructuring, new first-tier subcontractor(s), new contract) and identity of parties involved;

(2) a description of the work to be performed;

(3) the dollar amount;

(4) the period of performance; and

(5) a description of the contractor's internal controls and planned actions, to avoid any potential organizational conflict of interest.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION APR 1984
252.239-7018 SUPPLY CHAIN RISK NOV 2013

CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

THE GOVERNMENT MAY REQUIRE CONTINUED PERFORMANCE OF ANY SERVICES WITHIN THE LIMITS AND AT THE RATES SPECIFIED IN THE CONTRACT. THESE RATES MAY BE ADJUSTED ONLY AS A RESULT OF REVISIONS TO PREVAILING LABOR RATES PROVIDED BY THE SECRETARY OF LABOR. THE OPTION PROVISION MAY BE EXERCISED MORE THAN ONCE, BUT THE TOTAL EXTENSION OF PERFORMANCE HEREUNDER SHALL NOT EXCEED 6 MONTHS. THE CONTRACTING OFFICER MAY EXERCISE THE OPTION BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 7 DAYS OF CONTRACT EXPIRATION.

(END OF CLAUSE)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(A) THE GOVERNMENT MAY EXTEND THE TERM OF THIS CONTRACT BY WRITTEN NOTICE TO THE CONTRACTOR WITHIN 7 DAYS OF CONTRACT EXPIRATION; PROVIDED THAT THE GOVERNMENT GIVES THE CONTRACTOR A PRELIMINARY WRITTEN NOTICE OF ITS INTENT TO EXTEND AT LEAST 10 DAYS BEFORE THE CONTRACT EXPIRES. THE PRELIMINARY NOTICE DOES NOT COMMIT THE GOVERNMENT TO AN EXTENSION.

(B) IF THE GOVERNMENT EXERCISES THIS OPTION, THE EXTENDED CONTRACT SHALL BE CONSIDERED TO INCLUDE THIS OPTION CLAUSE.

(C) THE TOTAL DURATION OF THIS CONTRACT, INCLUDING THE EXERCISE OF ANY OPTIONS UNDER THIS CLAUSE, SHALL NOT EXCEED 5.5 YEARS.

(END OF CLAUSE)

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SECTION J LIST OF ATTACHMENTS

Attachment 1 - DD 254

Attachment 1 - DD 254 Continuation Page

Attachment 2 - CDR Form