

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE U		PAGE OF PAGES 1      2		
2. AMENDMENT/MODIFICATION NO. 09		3. EFFECTIVE DATE 17-Apr-2014		4. REQUISITION/PURCHASE REQ. NO. 1300409147-0001		5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY SPAWAR HQ 4301 Pacific Highway San Diego CA 92110 [REDACTED] 619-524-3526		CODE N00039		7. ADMINISTERED BY (If other than Item 6) DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342		CODE S2404A	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BOOZ ALLEN HAMILTON INC 8283 Greensboro Drive McLean VA 22102				9A. AMENDMENT OF SOLICITATION NO.			
							9B. DATED (SEE ITEM 11)
				[X] 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4024-NS43 10B. DATED (SEE ITEM 13) 04-Apr-2013			
CAGE CODE 17038		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) SEE SECTION G							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
(*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. <input type="checkbox"/> <input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). <input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) FAR 52.232-22 – Limitation of Funds (APR 1984)							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible ) SEE PAGE 2							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				[REDACTED], Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY /s/ [REDACTED] (Signature of Contracting Officer)		17-Apr-2014	
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE				30-105		<b>STANDARD FORM 30</b> (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243	

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## GENERAL INFORMATION

1. The purpose of this modification is to provide incremental funding to the below listed CLINS.

2. The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,600,876.00 by \$607,000.00 to \$2,207,876.00.

CLIN/SLIN/ACRN	Type Of Fund	From (\$)	By (\$)	To (\$)
7001/01/AQ	O&MN,N	18,000.00	30,000.00	48,000.00
7001/02/AR	O&MN,N	121,000.00	96,000.00	217,000.00
7001/03/AS	O&MN,N	39,000.00	45,000.00	84,000.00
7001/04/AT	O&MN,N	4,000.00	2,000.00	6,000.00
7001/05/AU	O&MN,N	51,000.00	30,000.00	81,000.00
7001/06/AV	O&MN,N	67,000.00	21,000.00	88,000.00
7001/08/AX	O&MN,N	0.00	123,000.00	123,000.00
7001/09/AY	O&MN,N	0.00	250,000.00	250,000.00
9001/01/AR	O&MN,N	11,000.00	10,000.00	21,000.00

The total value of the order is hereby increased from \$4,289,271.60 by \$0.00 to \$4,289,271.60.

3. Sections B, and G are modified accordingly.

4. This document provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S.C. 2410 (a). The period of performance is 12 months. The start date is 04 April 2014 and end date is 03 April 2015.

5. A conformed copy of this Task Order is attached to this modification for informational purposes only.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	----	----	-----	-----	-----
4001	R425	Base Year Labor (Fund Type - TBD)	1.0	LO			\$2,045,498.82
400101	R425	4.3.4 Training/MPT- ACRN AA (O&MN,N)					
400102	R425	Incremental Funding - ACRN AB (4.3.4 Training/MPT 5B2B) (O&MN,N)					
400103	R425	Incremental Funding - ACRN AC (4.3.4 Training/MPT 5C1C) (O&MN,N)					
400104	R425	Incremental Funding - ACRN AD (4.3.4 Training/MPT 5C2C) (O&MN,N)					
400105	R425	Incremental Funding - ACRN AE (4.3.4 Training/MPT 5C5C) (O&MN,N)					
400106	R425	Incremental Funding - ACRN AF (4.3.4 Training/MPT 5T6M) (O&MN,N)					
400107	R425	Incremental Funding - ACRN AG (4.3.4 MPT Training) (O&MN,N)					
400108	R425	Incremental Funding - ACRN AH (4.3.4 MPT Training 5M4K)					

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(O&MN,N)

400109 R425 Incremental  
Funding - ACRN  
AJ  
(4.3.4 MPT  
Training 5B2B)  
(O&MN,N)

400110 R425 Incremental  
Funding - ACRN  
AK  
(4.3.4 MPT  
Training 5C1C)  
(O&MN,N)


400111 R425 Incremental  
Funding - ACRN  
AL  
(4.3.4 MPT  
Training 5T6M)  
(O&MN,N)

400112 R425 Incremental  
Funding - ACRN  
AM  
(For PIT  
Coordinator)  
(O&MN,N)

400113 R425 Incremental  
Funding - ACRN  
AN  
(4.3.4 MPT  
Training)  
(O&MN,N)

400114 R425 Incremental  
Funding - ACRN  
AP  
(4.3.4 MPT  
Training Sec 5.2)  
(O&MN,N)

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	----	----	-----
6001	R425	ODC in support of CLIN 4001 (Fund Type - TBD)	1.0	LO	
600101	R425	Incremental Funding - ACRN AF (4.3.4 Training/MPT			

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5T6M) (O&MN,N)

600102 R425 Incremental  
Funding - ACRN AG  
(4.3.4 MPT  
Training)  
(O&MN,N)

600103 R425 Incremental  
Funding - ACRN  
AH  
(4.3.4 MPT  
Training - 5M4K)  
(O&MN,N)

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
-----	---	-----	---	---	-----	-----	-----
7001	R425	Option Year 1 (Fund Type - TBD)	1.0	LO			\$2,099,100.78
700101	R425	Incremental Funding - ACRN AQ (4.3.4 MPT Training) (4.3.4 MPT Training-Add \$30,000.00 per PR#1300409147-000 1 mod 09) (O&MN,N)					
700102	R425	Incremental Funding - ACRN AR (4.3.4 MPT Training) (4.3.4 MPT Training-Add \$96,000.00 per PR# 1300409147-0001 mod 09) (O&MN,N)					
700103	R425	Incremental Funding - ACRN AS (4.3.4 MPT Training) (4.3.4 MPT Training-Add \$45,000.00 per PR# 1300409147-0001 mod 09) (O&MN,N)					
700104	R425	Incremental Funding - ACRN AT (4.3.4 MPT Training) (4.3.4					

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MPT Training-Add  
\$2,000.00 per PR#  
1300409147-0001  
mod 09) (O&MN,N)

700105 R425 Incremental  
Funding - ACRN AU  
(4.3.4 MPT  
Training) (4.3.4  
MPT Training-Add  
\$30,000.00 per  
PR#  
1300409147-0001  
mod 09) (O&MN,N)

700106 R425 Incremental  
Funding - ACRN AV  
(4.3.4 MPT  
Training) (4.3.4  
MPT Training-Add  
\$21,000.00 per  
PR#  
1300409147-0001  
mod 09 (O&MN,N)

700107 R425 Incremental  
Funding - ACRN AW  
(PIT Coordinator)  
(O&MN,N)

700108 R425 Incremental  
Funding - ACRN  
AX  
4.3.4 MPT  
Training (O&MN,N)

700109 R425 Incremental  
Funding - ACRN  
AY  
4.3.4 MPT  
Training (O&MN,N)

7101	R425	Option Year 2 (O&MN,N) Option	0.0	LO			\$2,142,590.89
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For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
-----	---	-----	---	---	-----
9001	R425	ODC in support of CLIN 7001 (Fund Type - TBD)	1.0	LO	
900101	R425	Incremental Funding - ACRN AR			

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(4.3.4 MPT  
Training) (4.3.4  
MPT Training-Add  
\$10,000.00 Per  
PR#  
1300409147-0001  
Per Mod 09)  
(O&MN,N)

9101 R425 ODC in support of 1.0 LO  
CLIN 7101  
(O&MN,N)  
Option

## B-1 ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the multiple types of funds that will be used under this Order.

## B-2 OTHER DIRECT COSTS

It is anticipated that ODC costs will consist mainly of travel and incidental material costs. The Government reserves the right to increase the Other Direct Costs CLINs to reflect increases for travel and other direct costs. Travel costs shall be reimbursed based on actual, reasonable costs in accordance with the Joint Travel Regulations or with FAR 31.205-46. Travel and Other Direct Costs (ODCs) will be non-fee bearing cost elements subject to Material Handling and G&A rates only.

## B-3 FEE DETERMINATION AND PAYMENT (LEVEL OF EFFORT)

(a) Total Estimated Hours.

The total number of hours of direct labor (including overtime and subcontract hours), but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this task order is **SEE TABLE BELOW** hours.

(b) Computation of Fee.

The fee per direct labor hour is computed by dividing the fixed fee amount shown in Section B by the number of estimated hours.

(c) Modifications.

If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth above, such adjustments shall be made by task order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours.

The estimated cost of the task order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

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(d) Payment of Fee.

The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of **SEE TABLE BELOW** per labor hour invoiced by the contractor subject to the contract's "Fixed Fee" clause, provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee specified under the task order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment.

Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is incorporated herein by reference.

<u>Table</u>	<u>CLIN</u>	<u>FIXED FEE</u>	<u>HOURS</u>	<u>FEE PER DIRECT LABOR HOUR</u>
BASE YEAR	4001		35,360	
OPTION I	7001		35,360	
OPTION II	7101		35,360	

The fee shall be paid to the prime contractor at the per hour rate specified in this paragraph regardless of whether the contractor or subcontractor is performing the work.

The Government reserves the right to transfer unused ceiling from one period to another as needed.

**B-4 ALLOTMENT OF FUNDS (JAN 1989) (SPAWAR 5252.232-9200)**

(a) This contract is incrementally funded with respect to both cost and fee.

(b) The amounts presently available and allotted to this contract for payment of cost and fee are as follows:

<u>ITEM(S)</u>	<u>AMOUNT ALLOTTED (COST AND FEE)</u>
4001	
6001	
7001	
9001	

(c) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state the total amounts allotted for cost and fee, and the CLINs covered thereby.

(d) Subject to the provisions of FAR 52.232-22 "Limitation of Funds" clause of this task order, no legal liability on the part of the Government for payment in excess of the amounts provided above shall arise unless additional funds are made available and are incorporated via modification to this task order.



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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### C-1 PERFORMANCE WORK STATEMENT

Work under this contract shall be performed in accordance with Attachment 1 Performance Work Statement (PWS) and Exhibit A, Contract Data Requirements List (CDRL).

### C-2 QUALITY ASSURANCE SURVEILLANCE PLAN

The purpose of this plan is to provide a quality assurance plan for the services contracted under this Task Order. This plan provides a basis for the Contracting Officer's Representative (COR) to evaluate the quality of the contractor's performance. The oversight provided for in this plan, and the remedy established, will help ensure that service levels are of high quality throughout the Task Order term. The Quality Assurance Surveillance Plan is provided as Attachment 2.

### C-3 SECURITY REQUIREMENTS (DEC 1999) (SPAWAR 5252.204-9200) – THIS CLAUSE IS OPTIONAL BASED ON PWS REQUIREMENTS

The work to be performed under this contract as delineated in the DD Form 254, Attachment 3, involves access to and handling of classified material up to and including Secret.

In addition to the requirements of the FAR 52.204-2 "Security Requirements" clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the SPAWARSYSCOM Security Officer.

### C-4 WORKWEEK (APR 2012) (SPAWAR 5252.222-9200)

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal workweek for Government employees at SPAWARSYSCOM is Monday – Friday 0800 to 1630 hours. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified on the individual task orders. Following is a list of holidays observed by the Government:

<u>Name of Holiday</u>	<u>Time of Observance</u>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in
September	
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

(b) If any of the above holidays occur on a Saturday or a Sunday, then such holiday shall be observed by the Contractor in accordance with the practice as observed by the assigned Government employees at the using activity.

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(c) If the Contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to the contract as direct cost provided such charges are consistent with the Contractor's accounting practices.

(d) This contract does not allow for payment of overtime during the normal workweek for employees who are not exempted from the Fair Labor Standards Act unless expressly authorized by the Ordering Officer. Under Federal regulations the payment of overtime is required only when an employee works more than 40 hours in a normal week period.

(e) Periodically the Government may conduct Anti-Terrorism Force Protection (AT/FP) and/or safety security exercises which may require the Contractor to adjust its work schedule and/or place of performance to accommodate execution of the exercise. The Contractor will be required to work with its Government point of contact to adjust work schedules and/or place of performance in the case of an exercise that causes disruption of normally scheduled work hours, or disruption of access to a government facility. The contract does not allow for payment of work if schedules cannot be adjusted and/or the work cannot be executed remotely (i.e., the contractor's facility or alternate non-impacted location), during an exercise when government facilities are inaccessible.

#### **C-5 NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES**

(a) Pursuant to Navy policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

(b) In furtherance of the Navy's drug control program, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

- (1) Routine inspection of contractor occupied work spaces.
- (2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.
- (3) Random inspections of personnel possessions on entry or exit from the installation.

(c) When there is probable cause to believe that a contractor employee on board a naval installation has been engaged in use, possession or trafficking of drugs, the installation authorities may detain said employee until the employee can be removed from the installation, or can be released to the local authorities having jurisdiction.

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

(e) The contractor is responsible for the conduct of employees performing work under this contract and is, therefore, responsible to assure that employees are notified of these provisions prior to assignment.

(f) The removal of contractor personnel from a Government vessel or installation as a result of the drug offenses shall not be cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

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## **SECTION D PACKAGING AND MARKING**

### **D-1 SHIP TO INFORMATION**

See Section G – Contracting Officer’s Representative

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002)**

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

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## SECTION F DELIVERABLES OR PERFORMANCE

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

4001	4/4/2013 - 4/3/2014
6001	4/4/2013 - 4/3/2014
7001	4/4/2014 - 4/3/2015
9001	4/4/2014 - 4/3/2015

### F-1 PERIODS OF PERFORMANCE (DEC 1999)

#### CLIN – DELIVERIES OR PERFORMANCE

The period of performance for the following firm items are estimated at:

##### BASE PERIOD:

4001 4 April 2013 – 3 April 2014  
6001 4 April 2013 – 3 April 2014

##### OPTION 1:

7001 4 April 2014 – 3 April 2015  
9001 4 April 2014 – 3 April 2015

The period of performance for the following option items are estimated at:

##### OPTION 2:

7101 4 April 2015 – 3 April 2016  
9101 4 April 2015 – 3 April 2016

The above period(s) of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the basic contract clause at FAR 52.217-8 “Option to Extend Services” or FAR 52.217-9 “Option to Extend the Term of the Contract”.

Any option CLIN period of performance which extends past the current period of performance of the basic contract is only valid to the extent that the basic contract period of performance is extended.

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## SECTION G CONTRACT ADMINISTRATION DATA

### G-1 INVOICING INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

#### **Contractor Invoicing Instruction:**

(a) Consistent with Task Order clause H-1, Segregation of Costs, the contractor shall segregate and accumulate costs for the performance of this Task Order by the appropriate Accounting Classification Reference Number (ACRN) listed in the Accounting Data provided in Section G.

(b) Each ACRN under this contract is associated to a specific program, project, or PWS paragraph. Cross-reference information for invoicing is provided in Section G, "Accounting Data." Under each ACRN; the program, project, or PWS paragraph; appropriation funds type and appropriation year are identified.

Costs incurred under the referenced program, project, or PWS paragraph shall only be billed to the associated ACRN(s). The contractor is only authorized to invoice for work completed under the program, project, or PWS paragraph referenced within each ACRN. Within each program, project, or PWS paragraph, the Contractor shall invoice in the same proportion as the amount of funding currently unliquidated (for each ACRN within the same fiscal year), starting with the earliest appropriation year.

(c) The contractor's invoice shall identify the appropriate Contract and Task Order number. For the work performed, invoiced costs shall be associated to the Contract Line Item Number (CLIN), the Contract Subline Item Number (SLIN), and the specific ACRN. Invoices submitted to the paying office that do not comply with this requirement will be returned to the contractor for resubmission. The contractor shall provide an electronic copy of each invoice to the Contracting Officer's Representative at the time of submission to WAWF.

#### **PGI 204.7108 - DFAS Special Payment Instruction:**

#### **252.204-0012 OTHER (SEP 2009)**

The payment office shall make payment from each ACRN in accordance with the amounts invoiced by CLIN/SLIN/ACRN as referenced on the contractor's invoice

The subject Task Order is a cost-type contract that requires multiple CLINs/SLINs/ACRNs to be funded against a fluid schedule. Consequently, the contractor completes the effort in a fluid environment. That said; the best way to define payment instructions is to evaluate the contractor's invoice, which is the only logical reflection of how funds will be expended.

### **G-2 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (252.232-7006 ) (JUN 2012)**

(a) *Definitions.* As used in this clause—

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

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

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



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

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

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

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

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

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

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

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

Cost Voucher \_\_\_\_\_

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

\_\_\_\_\_  
(Contracting Officer: Insert inspection and acceptance locations or “Not applicable.”)

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	DD 1155 – Block 12
Issue By DoDAAC	N00039
Admin DoDAAC	DD 1155 – Block 6
Inspect By DoDAAC	N00039
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N00039
Accept at Other DoDAAC	

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LPO DoDAAC DCAA Auditor DoDAAC Other DoDAAC(s)	HAA47F
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(\*Contracting Officer: Insert applicable DoDAAC information or "See schedule"

if multiple ship to/acceptance locations apply, or "Not applicable.")

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

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

[REDACTED]

(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.

\_\_\_\_\_ N/A \_\_\_\_\_

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

### **G-3 TYPE OF CONTRACT (DEC 1999) (SPAWAR 5252.216-9209)**

This is a Cost Plus Fixed Fee - Level of Effort (TERM) task order.

### **G-4 ACTIVITY OMBUDSMAN**

The SPAWAR Ombudsman for this Task Order is:

Name: [REDACTED]  
Code: SPAWAR 2.0B  
Address: 4301 Pacific Highway, San Diego CA 92110  
Phone: (619) 524-7598  
E-Mail: [REDACTED]

### **G-5 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (MAR 2006) (SPAWAR 5252.201-9201)**

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

CONTRACTING OFFICER REPRESENTATIVE



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Name: [REDACTED]  
 Code: 4.3.4  
 Address: 4301 Pacific Highway, San Diego, CA 02110  
 Phone Number: (619) -524-7498  
 E-mail: [REDACTED]

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government. When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

#### Accounting Data

SLINID	PR Number	Amount
400101	1300342286	175000.00
LLA :		
AA 1731804 5C1C 252 00039 0 050120 2D 000000 A00001667942		
CIN 130034228600001		

#### 4.3.4 Training / MPT

BASE Funding 175000.00  
 Cumulative Funding 175000.00

#### MOD 01

400102	1300352056	10771.00
LLA :		
AB 1731804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00001740974		
CIN 130035205600001		
(4.3.4 Training/MPT 5B2B)		

400103	1300352056	36000.00
LLA :		
AC 1731804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10001740974		
CIN 130035205600002		
(4.3.4 Training/MPT 5C1C)		

400104	1300352056	19415.00
LLA :		
AD 1731804 5C2C 252 00039 0 050120 2D 000000 COST CODE: A20001740974		
CIN 130035205600003		
(4.3.4 Training/MPT 5C2C)		

400105	1300352056	52893.00
LLA :		
AE 1731804 5C5C 252 00039 0 050120 2D 000000 COST CODE: A30001740974		
CIN 130035205600004		
(4.3.4 Training/MPT 5C5C)		

400106	1300352056	90921.00
LLA :		
AF 1731804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A40001740974		
CIN 130035205600005		
(4.3.4 Training/MPT 5T6M)		

600101	1300352056	10000.00
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LLA :

AF 1731804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A40001740974

CIN 130035205600005

(4.3.4 Training/MPT 5T6M)

MOD 01 Funding 220000.00

Cumulative Funding 395000.00

MOD 02 Funding 0.00

Cumulative Funding 395000.00

MOD 03

400107 1300360638 160000.00

LLA :

AG 1731804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00001796381

CIN 130036063800001

(4.3.4 MPT Training)

600102 1300360638 20000.00

LLA :

AG 1731804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00001796381

CIN 130036063800001

(4.3.4 MPT Training)

MOD 03 Funding 180000.00

Cumulative Funding 575000.00

MOD 04

400108 1300365112 74575.00

LLA :

AH 1731804 5M4K 252 00039 0 050120 2D 000000 COST CODE: A00001820714

CIN 130036511200001: \$84,575.00

(4.3.4 MPT Training - 5M4K)

400109 1300365112 8865.00

LLA :

AJ 1731804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A10001820714

CIN 130036511200002: \$8,865.00

(4.3.4 MPT Training - 5B2B)

400110 1300365112 14436.00

LLA :

AK 1731804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A20001820714

CIN 130036511200003: \$14,436.00

(4.3.4 MPT Training - 5C1C)

400111 1300365112 147000.00

LLA :

AL 1731804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A30001820714

CIN 130036511200004: \$147,000.00

(4.3.4 MPT Training - 5T6M)

600103 1300365112 10000.00

LLA :

AH 1731804 5M4K 252 00039 0 050120 2D 000000 COST CODE: A00001820714

CIN 130036511200001: \$84,575.00

(4.3.4 MPT Training - 5M4K)

MOD 04 Funding 254876.00

Cumulative Funding 829876.00

MOD 05

400112 1300388054 75000.00

LLA :

AM 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002007587

CIN 130038805400001: \$75,000.00

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(For PIT Coordinator)

MOD 05 Funding 75000.00  
Cumulative Funding 904876.00

MOD 06

400113 1300403001 240000.00  
LLA :  
AN 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002122940  
CIN 130040300100001: \$240,000.00  
(4.3.4 MPT Training)

MOD 06 Funding 240000.00  
Cumulative Funding 1144876.00

MOD 07

400114 1300403001-0001 30000.00  
LLA :  
AP 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10002122940  
CIN 130040300100002: \$30,000.00  
(4.3.4 MPT Training - Sec 5.2)

MOD 07 Funding 30000.00  
Cumulative Funding 1174876.00

MOD 08

700101 1300409147 18000.00  
LLA :  
AQ 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00002173102  
CIN 130040914700001: \$18,000.00  
(4.3.4 MPT Training)

700102 1300409147 121000.00  
LLA :  
AR 1741804 5B5B 252 00039 0 050120 2D 000000 COST CODE: A10002173102  
CIN 130040914700002: \$132,000.00  
(4.3.4 MPT Training)

700103 1300409147 39000.00  
LLA :  
AS 1741804 5C2C 252 00039 0 050120 2D 000000 COST CODE: A20002173102  
CIN 130040914700003: \$39,000.00  
(4.3.4 MPT Training)

700104 1300409147 4000.00  
LLA :  
AT 1741804 5C5C 252 00039 0 050120 2D 000000 COST CODE: A30002173102  
CIN 130040914700004: \$4,000.00  
(4.3.4 MPT Training)

700105 1300409147 51000.00  
LLA :  
AU 1741804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A40002173102  
CIN 130040914700005: \$51,000.00  
(4.3.4 MPT Training)

700106 1300409147 67000.00  
LLA :  
AV 1741804 5FIT 252 00039 0 050120 2D 000000 COST CODE: A50002173102  
CIN 130040914700006: \$67,000.00  
(4.3.4 MPT Training)

700107 1300409147 115000.00  
LLA :  
AW 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A60002173102  
CIN 130040914700007: \$115,000.00

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(PIT Coordinator)

900101 1300409147 11000.00

LLA :

AR 1741804 5B5B 252 00039 0 050120 2D 000000 COST CODE: A10002173102

CIN 130040914700002: \$132,000.00

(4.3.4 MPT Training)

MOD 08 Funding 426000.00

Cumulative Funding 1600876.00

MOD 09

700101 1300409147 30000.00

LLA :

AQ 1741804 5B2B 252 00039 0 050120 2D 000000 COST CODE: A00002173102

CIN 130040914700001: \$18,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$30,000.00 per PR#1300409147-0001 mod 09)

700102 1300409147 96000.00

LLA :

AR 1741804 5B5B 252 00039 0 050120 2D 000000 COST CODE: A10002173102

CIN 130040914700002: \$132,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$96,000.00 per PR# 1300409147-0001 mod 09)

700103 1300409147 45000.00

LLA :

AS 1741804 5C2C 252 00039 0 050120 2D 000000 COST CODE: A20002173102

CIN 130040914700003: \$39,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$45,000.00 per PR# 1300409147-0001 mod 09)

700104 1300409147 2000.00

LLA :

AT 1741804 5C5C 252 00039 0 050120 2D 000000 COST CODE: A30002173102

CIN 130040914700004: \$4,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$2,000.00 per PR# 1300409147-0001 mod 09)

700105 1300409147 30000.00

LLA :

AU 1741804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A40002173102

CIN 130040914700005: \$51,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$30,000.00 per PR# 1300409147-0001 mod 09)

700106 1300409147 21000.00

LLA :

AV 1741804 5FIT 252 00039 0 050120 2D 000000 COST CODE: A50002173102

CIN 130040914700006: \$67,000.00

(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$21,000.00 per PR# 1300409147-0001 mod 09)

700108 1300409147-0001 123000.00

LLA :

AX 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A70002173102

CIN 130040914700014

4.3.4 MPT Training

700109 1300409147-0001 250000.00

LLA :

AY 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A80002173102

CIN 130040914700015

4.3.4 MPT Training

900101 1300409147 10000.00

LLA :

AR 1741804 5B5B 252 00039 0 050120 2D 000000 COST CODE: A10002173102

CIN 130040914700002: \$132,000.00

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(4.3.4 MPT Training) (4.3.4 MPT Training-Add \$10,000.00 Per PR# 1300409147-0001 Per Mod 09)

MOD 09 Funding 607000.00  
Cumulative Funding 2207876.00

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-1 SEGREGATION OF COSTS (DEC 2003) (SPAWAR 5252.232-9206)**

(a) The Contractor agrees to segregate costs incurred under this task order at the lowest level of performance, either task or subtask, rather than on a total task order basis, and to submit invoices reflecting costs incurred at that level. Invoices shall contain summaries of work charged during the period covered, as well as overall cumulative summaries by labor category for all work invoiced to date, by line item, task or subtask.

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section B and/or Section G of the contract or in the task or delivery order that authorizes work. Payment of Contractor invoices shall be accomplished only by charging the ACRN that corresponds to the work invoiced.

(c) Except when payment requests are submitted electronically as specified in the clause at DFARS 252.232-7003, Electronic Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA, to the Contracting Officer Representative (COR).

### **H-2 DATA RIGHTS**

The Data Rights clause in the basic contract is invoked for this task order.

### **H-3 CONTRACTOR PICTURE BADGE (DEC 1999) (SPAWAR 5252.204-9202)**

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

(b) An automobile decal will be issued by SPAWARSYSCOM Security Office upon presentation of a valid contractor picture badge and the completion of the Badge and Decal Record.

(c) The contractor assumes full responsibility for the proper use of the identification badge and automobile decal, and shall be responsible for the return of the badge and/or destruction of the automobile decal upon termination of personnel or expiration or completion of the contract.

(d) At the completion of the contract, the contractor shall forward to SPAWARSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

### **H-4 CONTRACTOR IDENTIFICATION (MAY 2004) (SPAWAR 5252.237-9602)**

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

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

(c) Contractor-occupied facilities (on Department of the Navy or other Government installations)



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such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

#### **H-5 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (APRIL 2010) ) (5252.227-9207)**

##### **(a) Definition.**

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

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

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

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

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

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

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

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

(3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their

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employees on how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;

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

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

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) If SPAWAR satisfies the conditions listed in paragraph (d), the contractor and its subcontractors agree to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses, arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, display, or disclosure of Information provided by the contractor to the Government.

(g) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of Information.

## **H-6 TECHNICAL INSTRUCTIONS**

(a) Performance of work hereunder may be subject to written technical instructions signed by the Contracting Officer's Representative (COR) specified in Section G of this task order. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details and otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work descriptions.

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instruction may not be used to: (1) assign additional work under the task order; (2) direct a change as defined in the "CHANGES" clause in this task order; (3) increase or decrease the task order price or estimated task order amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of the task order.

## **H-7 ORGANIZATIONAL CONFLICT OF INTEREST**



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The Standard Seaport OCI Clause, **HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA)** (JUL 2000), is applicable to this task order.

## **H-8 ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Space and Naval Warfare Systems Command (SPAWAR) via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

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

## **H-9 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

## **H-10 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006) (SPAWAR 5252.231-9200)**

### **(a) Contractor Request and Government Approval of Travel**

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

- (1) Contract number
- (2) Date, time, and place of proposed travel

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- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

(b) General

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

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

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

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

(2) Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

(c) Per Diem

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

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

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees

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

(d) Transportation

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

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

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

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

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

(6) Definitions:

(i) "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

(ii) "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

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(iii) “Privately Owned (Motor) Vehicle (POV)” is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee’s dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

(c) has four or more wheels or is a motorcycle or moped.

(iv) “Special Conveyance” is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

(v) “Public Conveyance” is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

(iv) “Residence” is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee’s one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).

EXAMPLE 2: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee’s one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).

EXAMPLE 4: Employee’s one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles). After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ( $45 + 67 + 12 - 24 = 100$ ).

EXAMPLE 5: Employee’s one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate



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work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ( $35 + 50 + 25 + 10 - 70 = 50$ ).

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

#### **H-11 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011) (5252.237-9603)**

(a) Definition. As used in this clause, "sensitive information" includes:

- (i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
- (iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;
- (iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the information comes from the Government or from third parties. The Contractor shall—

- (i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;
- (ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;
- (iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
- (iv) Execute an "Information Access Agreement – Contractor" non-disclosure agreement (see

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Attachment 4, and obtain and submit to the Contracting Officer a signed “Information Access Agreement – Employee” non-disclosure agreement for each employee prior to assignment;

(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as “proprietary,” “procurement sensitive,” or “source selection sensitive,” or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this clause are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the contract, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this clause in all subcontracts that may require access to sensitive information in the performance of the contract.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Information Access Agreement,” a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor’s plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A “firewall” may consist of organizational and physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

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## SECTION I CONTRACT CLAUSES

### **I-1 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9) (MAR 2000)**

- (a) The Government may extend the term of this contract by written notice to the Contractor on or before the expiration of the task order.
- (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 three (3) years.

### **I-2 SUBCONTRACTS (FAR 52.244-2) Basic (OCT 2010)/Alt 1 (JUN 2007)**

(a) *Definitions.* As used in this clause—

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR)

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (c) or (d) of this clause.

(c) If the Contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that-

(1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

(ii) For a contract awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(d) Any subcontract that was not initially proposed over the simplified acquisition threshold regardless of whether the potential subcontractor(s) have an approved purchasing system requires the written consent of the Contracting Officer in advance.

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(e)(1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph (b), (c), or (d) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting -
  - (A) The principal elements of the subcontract price negotiations;
  - (B) The most significant considerations controlling establishment of initial or revised prices;
  - (C) The reason cost or pricing data were or were not required;
  - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
  - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
  - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
  - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

***Alternate I***

***(e)(2) If the Contractor has an approved purchasing system and consent is not required under paragraph (c) or (d) of this clause, the Contractor nevertheless shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds either the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (e)(1)(i) through (e)(1)(iv) of this clause.***

- (f) Unless the consent or approval specifically provides otherwise, neither consent by the



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Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-4(c)(4)(i).

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(j) Paragraphs (c) and (e) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

[REDACTED]

### **I-3 Providing Accelerated Payment to Small Business Subcontractors (52.232-99) (DEVIATION 2012-00014) (August 2012)**

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

(a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.

(b) Include the substance of this clause, including this paragraph (b), in all subcontracts with small business concerns.

(c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

### **I-4 CLAUSES INCORPORATED BY REFERENCE**

#### **252.232-7003 (JUN 2012) ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS**

#### **DFARS 252.239-7001 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION**

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## SECTION J LIST OF ATTACHMENTS

Attachment 1- Performance Work Statement (PWS)

Attachment 2- Quality Assurance Surveillance Plan (QASP)

Attachment 3- Contract Security Classification Specifications (DD254)

Attachment 4- Information Access Agreement- Contractor

Exhibit A Contract Data Requirements List (CDRL), DD Form 1423 (A001)

Exhibit A- Contract Data Requirements List (CDRL), DD Form 1423 (A001 Attachment 1)

Exhibit A Contract Data Requirements List (CDRL), DD Form 1423 (A002)

Exhibit A Contract Data Requirements List (CDRL), DD Form 1423 (A002 Attachment 1)

Exhibit A Contract Data Requirements List (CDRL), DD Form 1423 (A003)

Exhibit A Contract Data Requirements List (CDRL), DD Form 1423 (A003 Attachment 1)

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**Performance Work Statement**  
**Dated: 19 July 2012**

## **1.0 INTRODUCTION**

SPAWAR 4.0, as the Logistics and Fleet Support Directorate, is acquiring technical support services for SPAWAR Code 4.3.4 (Manpower Personnel and Training (MPT)). This Performance Work Statement (PWS) defines Contractor support requirements.

## **2.0 BACKGROUND**

SPAWAR 4.3.4 provides acquisition and sustainment logistics management activities. SPAWAR 4.3.4 provides policy, metrics, stakeholder liaison support, and development tools to programs under supported acquisition activities, including PEO C4I, PEO EIS, and PEO Space Systems. SPAWAR 4.3.4 provides technical services to assist and support the analysis, development, integration, assessment and program management associated with acquisition-based MPT functions for Command, Control, Communications, Computers, Combat Systems, and Intelligence (C5I) systems and their associated training equipment.

## **3.0 OBJECTIVE**

The purpose of this Task Order (TO) is to obtain technical support services for SPAWAR 4.3.4, including technical and strategic MPT planning and analysis expertise and project management support.

## **4.0 APPLICABLE DOCUMENTS AND DIRECTIVES**

The Contractor shall adhere to the following documentation:

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
CJCSI	3170.01G	Joint Capabilities Integration and Development System	01 Mar 09
CJCSI	6212.01F	Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS),	21 Mar 12
CJCSM	3170.01C	Manual for the Operation of the Joint Capabilities Integration and Development System	19 Jan 12 Errata 29 Mar 12
DASN (RD&A) ACQ		DON Acquisition and Capabilities Guidebook	10 Jan 12
DODD	4630.05	Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)	05 May 04 Confirmed current 23 April 07

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<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
DODI	4630.8	Procedures for Interoperability and Supportability of IT and NSS	30 Jun 04
DODD	5000.01	The Defense Acquisition System	12 May 03
DODI	5000.02	Operation of the Defense Acquisition System	8 Dec 08
MIL-HDBK	29612	Guidance for Acquisition of Training Data Products and Services	31 Aug 01 Certified valid 08 Jun 06
NAVMAC		Navy Total Force Manpower Requirements Handbook	1 Apr 00
OPNAV	P-751-1-9-97	Navy Training Requirements Documentation Manual (NTRDM)	21 Jul 98
OPNAV	P-751-2-9-97	Training Planning Process Methodology (TRPPM) Guide	21 Jul 98
OPNAVINST	1500.76B	Naval Training Systems Requirements, Acquisition, and Management	28 Apr 10
OPNAVINST	11102.2	Training System Installation and Transfer	31 Oct 07
OPNAVNOTE	1500	Training Transfer Agreement	07 Mar 11
NAVEDTRA	130B - 137	Task Based Curriculum Development Manuals	29 Aug 2011
MIL-PRF	29612B	Performance Specification Training Data Products	31 Aug 01
MIL-PRF	49506	Performance Specification Logistics Management Information	11 Nov 96
MPT&ECIOSWIT-ILE-HDBK	1C,	Integrated Learning Environment Guidebook	May 09
AMD		Total Force Manpower Management System N12 Decision Matrix for Activity Manpower Document (AMD) Change Requests	Apr 03

**5.0 PERFORMANCE REQUIREMENTS (All O&M, N Funded)**

The Contractor shall perform the following tasks in accomplishing the requirements of this TO. The Contractor shall provide the necessary timely assistance to meet emergent requirements as requested by the designated Technical Point of Contact (TPOC).

The Contractor shall initiate, submit, update, and maintain all required written directives, documentation, reports, briefing materials, meeting minutes, and other materials, as described, in the requested format, without spelling, grammatical, calculation, or

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technical errors, in accordance with the directives listed in Section 4.0 Applicable Directives/ Documents and Section 10 Best Practices, where appropriate. The Contractor shall use and be proficient in Microsoft Office (Excel, Word, Access, PowerPoint), and Microsoft Project. All work products shall be completed and delivered to the Program Manager, or Alternate, by the assigned due date 95% of the time.

**5.1 MPT Policy and Guidance**

The Contractor shall provide support for the development and promulgation of SPAWAR MPT policy, procedures, instructions, and other guidelines and guidance. The Contractor will develop implementation strategies in accordance with SPAWAR MPT policies. The Contractor will develop implementation strategies for the Information Systems Technician (IT) Continuum and provide input to the development of associated IT Continuum policy, guidance and procedures. The Contractor shall provide input to the development of MPT and IT Continuum policy, guidance and procedures through liaison with other government organizations.

**5.2 MPT Toolset Management**

The Contractor shall provide software engineering maintenance, support and critical enhancement to support the use and integration of the following information systems with the SPAWAR-wide MPT processes and systems:

- Computers, Information Systems & Networks (CISN) Management & Analysis Training Tool (CMATT)
- Task Analysis & Competency Development (TACD)
- Executable HSI Integrated Architecture (IA)
- Training Metric Tracker (TMTRAC)
- Capability-based TRPPM Boards (CBTB)
- Executive Information System (EIS)

**5.3 MPT Technical Authority Implementation**

The Contractor shall provide program review and technical assistance support for the MPT Technical Authority (TA) process. Tasking shall include development of supporting criteria and sub-criteria, Measures of Performance (MOPs), Measures of Effectiveness (MOEs), preparation and support for periodically scheduled program specific Systems Engineering Technical Review (SETR) sessions, working with program offices towards adjudication of program specific SETR issues, and coordination with SPAWAR 5.0, including in-depth review of acquisition documents for compliance with statutory, regulatory, and other higher level policy, guidance and direction.

**5.4 Fleet Training Management**

The Contractor shall support the Fleet training management process in accordance with SPAWAR 4.3.4 requirements, including quota control management, provision and maintenance of current up-to-date C4I training status, provision of various training metrics upon request, and coordination with SPAWAR Sustainment Officers (SO).

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Tasking shall also include convening of classes, registration and graduation of sailors from classes in the various information systems supporting Fleet training management. The Contractor shall coordinate with Type Commanders (TYCOMs) as necessary to rapidly identify and refine Fleet C5I training requirements.

**5.5 Learning and Performance Solutions**

The Contractor shall provide MPT coordination, standardization and quality assurance activities in support of Program Executive Office (PEO) Command, Control, Communications, Computers and Intelligence (C4I) and PEO Enterprise Information Systems (EIS) determination of learning and performance solutions, including review of MPT analysis, instructional design and development of supporting curricula in accordance with the Integrated Learning Environment (ILE) and other learning and performance solution standards as defined in applicable documents; monitor and reporting on programs' development and delivery of work definition, knowledge, skills and abilities, and task analyses; review of programs' analysis of alternatives and effectiveness of training solutions; recommendations to programs on training solutions using principles of Instructional Systems Design; maintaining SPAWAR policy, guidance and standards for learning and performance solution design/development; and providing programs with implementation and execution support.

**5.6 Program Management**

The Contractor shall implement and maintain an integrated program management system, to provide administrative management, technical, and financial support for SPAWAR 4.3.4 and Acquisition Logistics Support Program. The Contractor shall review, analyze, revise, and update program documentation and presentation materials, such as view graphs, brochures, letters and other briefing material, to support program objectives and ensure that relevant program data is readily accessible by the Government.

**5.7 Conferences, Meetings, & Reviews**

The Contractor shall conduct and participate in conferences and reviews held at both Government and Contractor facilities as required in conjunction with SPAWAR 4.3.4 scheduled meetings, including preparation of materials to aid in the presentations.

**6.0 DELIVERABLES**

Program specific deliverables are described and identified in Section 5.0 sub paragraphs. Non-program specific deliverables are listed below. The Contractor shall provide the following deliverables within the timeframe specified:

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<b>Products</b>	<b>Due Date</b>
Monthly Status of Funds Report (MSFR) (CDRL A001)	By the 15th business day following end of month.
Quarterly Personnel Status/Staffing Plan (CDRL A002)	Submit Quarterly (on Jan 15, Apr 15, Jul 15, and Oct 15)
Qualification Tracker (CDRL A003)	Initial 15 February 2013, Due 15 June and 15 December for life of TO
Trip Reports	5 working days upon completion of trip

## **7.0 SECURITY**

The nature of this task requires access to controlled unclassified information (CUI) and classified information up to and including Secret, Confidential, For Official Use Only (FOUO) and unclassified information. The work performed by the Contractor may include access to CUI, Secret, Confidential, FOUO and unclassified data, information, and spaces. The Contractor shall be required to attend meetings classified at CUI, Secret, Confidential, FOUO and unclassified levels. Only U.S. citizens shall provide services under this contract. The Contractor shall maintain Secret eligibility throughout the life of the contract. All Contractor positions require current Secret clearances, for which at the time of award, an interim Secret clearance is acceptable. Contractor personnel assigned to perform work under this contract will not require access to Navy Enterprise Resource Planning (Navy ERP) system.

## **8.0 GOVERNMENT FURNISHED PROPERTY**

The Government will provide the necessary property to those contractors working at the government's facility (including NMCI seats, desks, chairs, desk phones, copiers, printers and FAX machines), information, and/or material for the performance of this Task Order, including Navy/Marine Corps Intranet (NMCI) Common Access Cards (CAC's). The Contractor PM/FSO is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the company or transfers to another program/project. In the case of an employee who no longer works for the company, the company must collect the CAC and turn it over to the TA within 2 working days of the employee's departure. In the case of an employee still retained by the company transferring to another program/project within SPAWAR, the company will notify the COR and the TA with-in 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

## **9.0 NAVY MARINE CORPS INTRANET (NMCI)**

The nature of this TO does not require Contractors to procure NMCI seats for personnel working at the Contractor site. The Government does not authorize the Contractor to procure any seats as part of this Task Order.

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**10.0 BEST PRACTICES**

Work performed by the Contractor shall provide support to SPAWAR 4.3.4 and be in accordance with applicable guidance in Section 4.0 and SPAWAR command level "Best Practices" principles incorporated in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guides: (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Program Manager's Handbook; (4) Scheduling Guide; (5) Systems Engineering Guide; (6) Technology Alignment Guide and support the command wide implementation process.

**11.0 WAWF INVOICING REQUIREMENTS**

The Contractor shall provide e-mail notification to the COR when the Contractor submits invoices to WAWF per Section G of the Contract/Delivery Order and provide a soft copy of the invoice and any supporting documentation as requested by the COR in order to assist the COR in validating the invoiced amount against the products/services provided during the billing cycle and completing the Invoice Review Form provided in Encl (1).

**12.0 CONTRACTOR EMPLOYEE TASKING**

The Government shall neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

The Contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor must maintain continuity between the support operations at San Diego, CA and the Contractor's corporate offices.

**13.0 EMPLOYEE IDENTIFICATION**

For all services provided by the Contractor under this PWS and associated Task Order, the Contractor's employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Additionally, the Contractor's personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

**14.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

Meet with the COR to review: the Government's QASP grading criteria and surveillance requirements and responsibilities, and the Contractor's Quality Control Program Plan for



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maintaining an acceptable quality level under the Contract/Delivery Order. The QASP is provided per Attachment X.

**15.0 CONTRACTING OFFICERS REPRESENTATIVE (COR) AND TECHNICAL POINT OF CONTACT (TPOC)**

COR: [REDACTED], phone: 619.524.7498, email: [REDACTED]

**16.0 TRAVEL**

The Contractor is required to utilize the electronic Travel Request form (provided SEPCOR) for all required travel in support of this PWS. The request for all routine travel will be made by soft copy correspondence. All travel requests must be received by the COR NLT five working days in advance of travel date for final approval. Emergent Travel Requests identified within 3 days of the actual travel date must be approved by the COR verbally with Contractor providing the follow-up electronic Travel Request within 5 working days. The Travel Request shall include the following:

- Traveler's Name
- Name of specific Government Technical Lead requesting the travel
- Project Name associated to travel requirement
- Applicable PWS Para #
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel spent to date
- Balance of authorized travel funding

Number of Trips	From	To	Number of Days	Number of People
10	Norfolk, VA	San Diego, CA	5	1
7	Seattle, WA	San Diego, CA	4	1
6	San Diego, CA	Washington, DC	3	2
5	San Diego, CA	Norfolk, VA	5	2
4	San Diego, CA	Pensacola, FL	5	2
2	San Diego, CA	Seattle, WA	4	2
2	San Diego, CA	Yokosuka, JP	5	1

**17.0 STAFFING REQUIREMENTS**

The estimated level of effort (hours) required for this effort will vary throughout the performance periods. Initial Full Time Equivalent (FTE) staffing requirements are anticipated as follows: 17 FTEs.

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