

2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE 16-May-2018	4. REQUISITION/PURCHASE REQ. NO. 1300715054	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	S5111A

SPAWAR-Systems Center Lant (CHRL)  
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DCMA HAMPTON  
2000 Enterprise Parkway, Suite 200  
Hampton VA 23666

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) VICKERS & NOLAN ENTERPRISES, LLC 50 Tech Parkway, Suite 105 Stafford VA 22556	9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-10-D-6390 / N6523618F3020 10B. DATED (SEE ITEM 13) 12-Dec-2017
CAGE CODE 3TFP7      FACILITY CODE	[X]

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 43.103(a)(3)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible )  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Carol A Lloyd, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Carol A Lloyd (Signature of Contracting Officer)	17-May-2018

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

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**GENERAL INFORMATION**

The purpose of this modification is to change Contracting Officer Representative (COR) and realign funds. ... Accordingly, said Task Order is modified as follows: Change COR and Realign Funds. A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
	Fund Type - OTHER			
	Fund Type - TBD			

The total value of the order is hereby increased from \_\_\_\_\_ by \_\_\_\_\_ to \_\_\_\_\_

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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
7000	R425	Task 1 - MCIS OMMC - Labor - CPFF LOE - Base Year - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO			
700001	R425	NWA: EXP: CRM Tracking: provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance may not exceed . (Fund Type - OTHER)					
700002	R425	Incremental Funding PR ACRN: NWA: DOC: Cost Code: Funds EXP: (Fund Type - OTHER)					
7001	R425	Task 2 - MCIS TBD - Labor - CPFF LOE - Base Year - USMC Intelligence Support Services (Fund Type - TBD)	1.0	LO			
700101	R425	Realigned Funding PR ACRN: NWA: Funding DOC: Cost Code: Funds EXP: (Fund Type - TBD)					
7003	R425	Task 4 - RadBn TBD - Labor - CPFF LOE - Base Year - USMC Intelligence Support Services (Fund Type - TBD)	1.0	LO			
7004	R425	Task 5 - MCIA OMMC - Labor - CPFF LOE - Base Year USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO			
7005	R425	Task 6 - MST OMMC - Labor - CPFF LOE - Base Year USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO			
700501	R425	Incremental Funding PR ACRN: NWA: DOC: Cost Code: Funds EXP:					

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Item PSC Supplies/Services Qty Unit Est. Cost Fixed Fee CPFF  
(Fund Type - OTHER)

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7006		Base Year - Contract Data Requirement's List in accordance with Performance Work Statement	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R425	Task 1 - MCIS OMMC - Labor - CPFF LOE - Option Year 1 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7101	R425	Task 2 - MCIS TBD - Labor - CPFF LOE - Option Year 1 - USMC Intelligence Support Services (Fund Type - TBD)  Option	1.0	LO			
7102	R425	Task 3 - RadBn RDT&E - Labor - CPFF LOE - Option Year 1 - USMC Intelligence Support Services (RDT&E)  Option	1.0	LO			
7103	R425	Task 4 - RadBn TBD - Labor - CPFF LOE - Option Year 1 - USMC Intelligent Support Services (Fund Type - TBD)  Option	1.0	LO			
7104	R425	Task 5 - MCIA OMMC - Labor - CPFF LOE - Option Year 1 USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7105	R425	Task 6 - MST OMMC - Labor - CPFF LOE - Option Year 1 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7106		Option Year 1 - Contract Data Requirement's List in accordance with the Performance Work Statement	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	R425	Task 1 - MCIS OMMC - Labor - CPFF LOE - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7201	R425	Task 2 - MCIS TBD - Labor - CPFF LOE - Option Year 2 - USMC Intelligence Support Services (Fund Type - TBD)  Option	1.0	LO			
7202	R425	Task 3 - RadBn RDT&E - Labor - CPFF LOE - Option Year 2 - USMC Intelligence Support Services (RDT&E)  Option	1.0	LO			
7203	R425	Task 4 - RadBn TBD - Labor - CPFF LOE - Option Year 2 - USMC Intelligence Support Services (Fund Type - TBD)  Option	1.0	LO			
7204	R425	Task 5 - MCIA OMMC - Labor -CPFF LOE - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7205	R425	Task 6 - MST OMMC - Labor - CPFF LOE - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7206		Option Year 2 - Contract Data Requirement's List in accordance with the Performance Work Statement	1.0	LO			NSP

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For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7300	R425	Task 1 - MCIS OMMC - Labor - CPFF LOE - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7301	R425	Task 2 - MCIS TBD - Labor - CPFF LOE - Option Year 3 - USMC Intelligence Support Services (Fund Type - TBD)  Option	1.0	LO			
7302	R425	Task 3 - RadBn RDT&E - Labor - CPFF LOE - Option Year 3 - USMC Intelligence Support Services (RDT&E)  Option	1.0	LO			
7303	R425	Task 4 - RadBn TBD - Labor - CPFF - Option Year 3 - USMC Intelligence Support Services (Fund Type - TBD)  Option	1.0	LO			
7304	R425	Task 5 - MCIA OMMC - Labor - CPFF LOE - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			
7305	R425	Task 6 - MST OMMC - Labor - CPFF LOE - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7306		Option Year 3 - Contract Data Requirement's List in accordance with the Performance Work Statement	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7400	R425	Task 1 - MCIS OMMC - Labor - CPFF LOE - Option Year 4 - USMC Intelligence Support Services	1.0	LO			

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		(Fund Type - OTHER)					
		Option					
7401	R425	Task 2 - MCIS TBD - Labor - CPFF LOE - Option Year 4 - USMC Intelligence Support Services (Fund Type - TBD)	1.0	LO			
		Option					
7402	R425	Task 3 - RadBn RDT&E - Labor - CPFF LOE - Option Year 4 - USMC Intelligence Support Services (RDT&E)	1.0	LO			
		Option					
7403	R425	Task 4 - RadBn TBD - Labor - CPFF - Option Year 4 - USMC Intelligence Support Services (Fund Type - TBD)	1.0	LO			
		Option					
7404	R425	Task 5 - MCIA OMMC - Labor - CPFF LOE - Option Year 4 - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO			
		Option					
7405	R425	Task 6 - MST OMMC - Labor - CPFF LOE - Option Year 4 - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO			
		Option					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7406		Option Year 4 - Contract Data Requirement's List in accordance with the Performance Work Statement	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Task 1 - MCIS OMMC - ODCs - COST - Base Year - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO	
9001	R425	DO NOT USE (Fund Type - OTHER)	1.0	LO	
9002	R425	Task 3 - RadBn RDT&E - ODCs - COST - Base Year - USMC Intelligence Support Services (RDT&E)	1.0	LO	
9004	R425	Task 5 - MCIA OMMC - ODCs - COST - Base Year - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO	

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9005	R425	Task 6 - MST OMMC - ODCs - COST - Base Year - USMC Intelligence Support Services (Fund Type - OTHER)	1.0	LO	
900501	R425	Incremental Funding PR 1300712119 ACRN: AC NWA: 100001238559 0010 DOC: M9545017RCZM325 Cost Code: 7RCZM32512QH Funds EXP: 30-SEP-2019 (Fund Type - OTHER)			
9006	R425	DO NOT USE (Fund Type - OTHER)	1.0	LO	
9100	R425	Task 1 - MCIS OMMC - ODCs - COST - Option Year 1 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	
9101	R425	DO NOT USE (Fund Type - OTHER)  Option	1.0	LO	
9102	R425	Task 3 - RadBn RDT&E - ODCs - COST - Option Year 1 - USMC Intelligence Support Services (RDT&E)  Option	1.0	LO	
9103	R425	DO NOT USE (Fund Type - OTHER)  Option	1.0	LO	
9104	R425	Task 5 - MCIA OMMC - ODCs - COST - Option Year 1 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	
9105	R425	Task 6 - MST OMMC - ODCs - COST - Option Year 1 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	
9106	R425	DO NOT USE (Fund Type - OTHER)  Option	1.0	LO	
9200	R425	Task 1 - MCIS OMMC - ODCs - COST - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	
9201	R425	DO NOT USE (Fund Type - OTHER)  Option	1.0	LO	
9202	R425	Task 3 - RadBn RDT&E - ODCs - COST - Option Year 2 - USMC Intelligence Support Services (RDT&E)  Option	1.0	LO	
9203	R425	DO NOT USE (Fund Type - OTHER)  Option	1.0	LO	
9204	R425	Task 5 - MCIA OMMC - ODCs - COST - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	
9205	R425	Task 6 - MST OMMC - ODCs - COST - Option Year 2 - USMC Intelligence Support Services (Fund Type - OTHER)  Option	1.0	LO	



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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9206	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9300	R425	Task 1 - MCIS OMMC - ODCs - COST - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9301	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9302	R425	Task 3 - RadBn RDT&E - ODCs - COST - Option Year 3 - USMC Intelligence Support Services (RDT&E) Option	1.0	LO	
9303	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9304	R425	Task 5 - MCIA OMMC - ODCs - COST - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9305	R425	Task 6 - MST OMMC - ODCs - COST - Option Year 3 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9306	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9400	R425	Task 1 - MCIS OMMC - ODCs - COST - Option Year 4 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9401	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9402	R425	Task 3 - RadBn RDT&E - ODCs - COST - Option Year 4 - USMC Intelligence Support Services (RDT&E) Option	1.0	LO	
9403	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	
9404	R425	Task 5 - MCIA OMMC - ODCs - COST - Option Year 4 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9405	R425	Task 6 - MST OMMC - ODCs - COST- Option Year 4 - USMC Intelligence Support Services (Fund Type - OTHER) Option	1.0	LO	
9406	R425	DO NOT USE (Fund Type - OTHER) Option	1.0	LO	

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**HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1) (NAVSEA) (MAY 2010)**

(a) For purposes of this contract, “fee” means “target fee” in cost-plus-incentive-fee type contracts, base fee” in cost-plus-award-fee type contracts, or “fixed fee” in cost-plus-fixed-fee type contracts for level of effort type contracts.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled

“FIXED FEE” (FAR 52.216-8), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled “ALLOWABLE COST AND PAYMENT” (FAR 52.216-7), subject to the withholding terms and conditions of the “FIXED FEE” clause, as applicable, and shall be paid fee at the hourly rate(s) specified in the table below per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base	7000			
Base	7001			
Base	7003			
Base	7004			
Base	7005			
Option 1	7100			
Option 1	7101			
Option 1	7102			
Option 1	7103			
Option 1	7104			
Option 1	7105			
Option 2	7200			
Option 2	7201			
Option 2	7202			
Option 2	7203			
Option 2	7204			
Option 2	7205			
Option 3	7300			
Option 3	7301			
Option 3	7302			
Option 3	7303			
Option 3	7304			
Option 3	7305			
Option 4	7400			
Option 4	7401			
Option 4	7402			
Option 4	7403			

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Option 4	7404			
Option 4	7405			

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### PERFORMANCE WORK STATEMENT

Work under this performance-based task order shall be performed in accordance with the following description/ specifications/ statement of work (SOW) which herein shall be referred to as Performance Work Statement (PWS):

**SHORT TITLE:** United States Marine Corps (USMC) Intelligence Support

#### 1.0 PURPOSE

##### 1.1 BACKGROUND

This PWS sets forth the requirements to provide the USMC with the DoD's best trained General Military Intelligence (GMI), Geospatial Intelligence, Signals Intelligence (SIGINT) and Counterintelligence/Human Intelligence (CI/HUMINT) professionals. This task order also covers work required to provide stakeholders technical support for all C4ISR systems. The contractor shall support in the planning and execution of all program and technical support activities as defined in this PWS. The contractor shall also provide support and training for integrating USMC Intelligence, Surveillance, and Reconnaissance Enterprise (MCISR-E) into shipboard physical spaces and networks.

##### 1.2 SCOPE

This PWS covers design, development, testing, deployment and sustainment of the MCISR-E for operation and sustainment of USMC Program of Record (PoR) Intelligence Systems. Additionally, this requirement includes content management, architecture design utilizing external sources (National and Tactical assets), Information Assurance, and data sharing implementation across MCISR-E.

This TO is funded with multiple appropriations as delineated on specified contract line item numbers (CLINs). The TO period of performance spans one (1) base year and four (4) option years. The applicable PWS task(s) associated with each funding CLIN is outlined in Section B and Section G of the RFP.

Note: Work will not be performed in Afghanistan

#### 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

All work shall be accomplished using the best commercial practices and current acceptable industry standards. In accordance with Defense Acquisition Policy changes, maximum utilization of non-Government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. The following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable.

##### 2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
b.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006

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c.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
d.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
e.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
f.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
g.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
h.	DoDD 5220.22	DoD Directive – National Industrial Security Program
i.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
j.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
k.	SECNAV M-5239.2	DON Information Assurance Workforce Management Manual dtd May 2009
l.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
m.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
n.	NIST SP 800-Series	National Institute of Standards and Technology Special Publications 800 Series – Computer Security Policies, Procedures, and Guidelines
o.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
p.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
q.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
r.	SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
s.	NAVSUP P-723	Navy Inventory Integrity Procedures, April 2012
t.	SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
u.	DoDI 6205.4	Department of Defense Instruction, Immunization of Other Than U.S. Forces (OTUSF) for Biological Warfare Defense
v.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12

## 2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

	Document Number	Title
a.	N/A	SSC Atlantic Contractor Checkin portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>

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b.	N/A	SSC Atlantic OCONUS Travel Guide portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/OCONUS+Travel+Guide</a>
c.	SPAWARSYSCENLANTINST 12910.1A	Deployment of Personnel and Contractor Employees to Specific Mission Destinations, of 28 Dec 09
d.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
e.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
f.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
g.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
h.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
i.	N/A	SSC Atlantic Contractor Checkin portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
j.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
k.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
l.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
m.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
n.	MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
o.	DoDI 4161.02	Accountability and Management of Government Contract Property, Apr 27, 2012
p.	DoDI 3020.41	DoD Instruction – Operational Contract Support (OCS), of 20 Dec 10
q.	N/A	Marine Corps Orders and Directives, the Systems Approach to Training (SAT) process
r.	N/A	Training and Readiness (T&R) Manual
s.	N/A	Marine Corps Training Information Management System (MCTIMS)

### 2.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

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Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

### **3.0 PERFORMANCE REQUIREMENTS**

The following paragraphs list all required support tasks that shall be required throughout the performance of the task order. The contractor shall provide necessary resources and knowledge to support the listed tasks. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

Note: In compliance with SPAWARINST 4720.1A – SPAWAR Modernization and Installation Policy, all contract installation work performed aboard Navy ships and Navy shore sites is under Installation Management Office (IMO) supervision; otherwise, a formal exemption request has been approved. In accordance with the Fleet Readiness Directorate Standard Operating Procedure (FRD SOP), COMSPAWARSYSCOM letter Ser FRD/235 dated 24 Apr 12, the contractor shall, ensure proper notification and status updates of installation work performed outside of SSC Atlantic respective Areas of Responsibilities (AORs) are provided to the SPAWAR Officer in Charge (OIC) or applicable Geographic Lead.

#### **3.1 PROGRAM MANAGEMENT**

The Contractor shall provide program management (PM) support as follows:

##### **3.1.1 Program Management**

The contractor shall provide oversight and management on network configuration, connectivity diagrams for enterprise, upgrades, and changes. The contractor shall conduct risk analysis on architecture changes caused by insertion of new technology, architecture improvements, legacy systems and processes.

##### **3.1.2 Program Support**

A Project Management Plan (PMP) shall be established and maintained as the basis for managing the tasks (CDRL A001).

##### **3.1.3 Project Analyst Support**

The contractor shall be responsible for managing cost, schedule and performance of the contractor team. The contractor shall be responsible for ensuring the contractor team members have completed all pre-deployment requirements. The contractor shall also provide the COR with After Action Reports (CDRL A002). The contractor shall produce reports that provide detailed description of activities with emphasis on problems encountered with USMC PoR intelligence systems, actions taken to remedy, and recommendations for future mitigation actions and other remarks/suggestions.

##### **3.1.4 Project Coordination**

The contractor shall manage project life cycle planning, assessment, schedule, resources, communication, coordination and collaboration of projects ranging from simplified system upgrades to enterprise wide implementation of services or capabilities. The contractor shall provide on-site project management/administrative support and coordination. Duties shall include the development of work breakdown structures, project schedules, resource plans, and risk management plans.

##### **3.1.5 MCIA Programmatic and Strategic Support**

The contractor shall assess issues and requirements and their impact to the project cost, schedule and scope

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baseline. The contractor shall support MCIA with developing and maintaining the work breakdown structures, organizational breakdown structure, responsibility assignment matrices, and performance measurement baselines. The contractor shall utilize Government-established SharePoint sites for data management including: Intelink and Marine Corps Enterprise Information Technology Services (MCEITS). These sites shall be used to submit deliverables and retrieve data where appropriate. The contractor shall support strategic analysis and programmatic decision-making as related to costs, schedule and scope. The contractor shall support MCIA with project planning by translating objectives into finite, measurable, and executable actions and tasks. The contractor shall prepare for, attend, provide inputs for, and participate in project related meetings and reviews. The contractor shall prepare draft agendas, status reports, after action reports, attendance lists, action item lists, photographs and recommendations. The contractor shall prepare or compile reference information packages for ready access in support of meeting attendance, action item and deficiency resolution (CDRL A017).

### 3.2. TECHNICAL WRITING

The contractor shall support the development, creation and editing of technical and policy documents for the capabilities, procedures, methods and configuration related to the Audit and InTP programs. The contractor shall create, assimilate, and edit technical and policy documents to convey technical material, business processes, and policies in a concise and effective manner. All recommendations provided by the contractor are based on the contractor's best professional judgment and experience. Any Government decisions to make changes, implement processes, or develop policy as a result of those recommendations shall be at the sole discretion and decision of the Government.

### 3.3 LOGISTICS AND ASSET MANAGEMENT

#### 3.3.1 Enterprise Logistics and Asset Management

The Contractor shall support the Government in ordering, tracking and maintaining assets for unit's enterprise wide at a level of approximately 3,800 items. The contractor shall work with the garrison and tactical units to track equipment, ensuring receipt with the unit using the Inventory Tracking Report (CDRL A003). The contractor shall maintain communications with units to keep them updated on requests and track the lifecycle of gear. The Contractor shall provide support to maintain the Automated Systems Integration Database (ASID) records and Defense Property and Accountability System (DPAS) for tracking and auditing purposes. The contractor shall maintain an Inventory Tracking Report (CDRL A003).

### 3.4 MARINE CORPS INTELLIGENCE SCHOOLS SUBJECT MATTER EXPERTISE (SME) SUPPORT

#### 3.4.1 CI/HUMINT Subject Matter Expert:

The contractor shall provide the following support services:

- Provide assessments and support relating to CI and HUMINT training
- Evaluate USMC CI/HUMINT training and procedures IAW applicable regulations, directives, and approved POIs
- Maintain awareness of other CI and HUMINT related training courses on evolving CI/HUMINT TTPs and training methodology
- Evaluate management implications of current plan, policies and enhancements and recommend course of action to ensure optimum resource utilization and effective mission accomplishment
- Instruct students at MAGTF CI/HUMINT Course
- Draft and coordinate curriculum management documents to include maintaining and updating curriculum in accordance with specific guidelines, i.e., Marine Corps Orders and Directives, the Systems Approach to Training (SAT) process, and the Training and Readiness (T&R) Manual
- Draft knowledge and performance objectives, development of measurement devices including surveys, and analyze measurement results
- Perform curriculum development and management functions in accordance with the Marine Corps Systems Approach to Training (SAT) manual and MCTIMS (Marine Corps Training Information Management System)
- Support database management through oversight of course testing databases and student registration functions



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within MCTIMS

- Draft documents to support MCIS Operations and Academics with Course Curriculum Review Boards, Training and Readiness (T&R) Manual Pre-Working Groups and Program of Instruction (POI) validation
- Draft task responses for MCIS Operations using Marine Corps Action Tracking System (MCATS) concerning the following topics: Doctrine, Service Policy and Orders, DoD Training Councils/Boards and Training Evaluation

#### 3.4.2 SIGINT Subject Matter Expert:

The contractor shall provide the following support services:

- Assessments and support on matters relating to training of SIGINT and Crypto-Linguist professionals
- Monitor projects in support of MCIS and SIGINT community which impact training
- Evaluate USMC SIGINT and Crypto-Linguist training and procedures IAW applicable approved POIs
- Maintain awareness of other SIGINT and Crypto-Linguist training courses on evolving TTPs and training methodology
- Evaluate management implications of current plan, policies and enhancements and recommend course of action to ensure optimum resource utilization and effective mission accomplishment
- Assess requirements for and participate in curriculum development of emergent SIGINT related training
- Conduct and provide briefings to USMC operating forces and supporting establishments on USMC SAT, and MCIS training
- Draft and coordinate curriculum management documents to include maintaining and updating curriculum in accordance with specific guidelines, i.e., Marine Corps Orders and Directives, the Systems Approach to Training (SAT) process, and the Training and Readiness (T&R) Manual
- Draft knowledge and performance objectives, development of measurement devices including surveys, and analyze measurement
- Perform curriculum development and management functions in accordance with the Marine Corps Systems Approach to Training (SAT) manual and MCTIMS (Marine Corps Training Information Management System)
- Support in the oversight of course testing databases and student registration functions within MCTIMSD
- Draft documents to support MCIS Operations and Academics with Course Curriculum Review Boards, Training and Readiness Manual Working Groups and Program of Instruction validation
- Draft task responses for MCIS Operations utilizing Marine Corps Action Tracking System (MCATS) concerning the following topics: Doctrine, Service Policy and Orders, DOD Training Councils/Boards and Training Evaluation

#### 3.4.3 Future OPS Subject Matter Expert:

The contractor shall provide the following support services:

- Functions required for the execution of MCIS Future Operations to include compiling and reporting training results
- Support with the development of integrated solutions for future training requirements for TECOM program initiatives
- Provide analysis of potential/future training programs to refine institutionalized training or to address identified training gaps
- Provide support to forecast potential programmatic and resource requirements levied on MCIS to execute future training initiatives to HQMC (I), Marine Corps Systems Command, Marine Forces Command, USMC Operating Forces, TECOM, USMC training detachments
- Coordinate USMC Operating Forces Feedback to shape intelligence training objectives for over 20 MOS producing course that support 2-major Occupational Fields
- Conduct Multi-Agency organization coordination for MCIS with DOD (DIA, NSA, and NGA) and Service Intelligence Agency (MCIA), US Army, US Air Force and US Navy Training to ensure training solutions support USMC objectives
- Support Operational Planning Teams (OPT) with Doctrine, Organization, Training, Material, Leadership and Education, Personnel and Facilities (DOTMLPF) representation from internal and external Marine Corps organizations to develop integrated COA and Plans of Action and Milestones (POA&M)

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- Perform curriculum development and management functions in accordance with the Marine Corps Systems Approach to Training (SAT) manual and MCTIMS (Marine Corps Training Instructional Management System)
- Draft tasks responses for MCIS Operations utilizing Marine Corps Action Tracking System (MCATS) concerning the following topics: Doctrine, Service Policy and Orders, DOD Training Councils/Boards and Training Evaluation

#### 3.4.4 Marine Corps Detachment Subject Matter Expert (Goodfellow Air Force Base):

The contractor shall provide the following support services:

- Support the development and implementation of operational support recommendations and decisions that help MCIS with HQ and detachment policy, requirements prioritization, resource allocation, and strategic advice
- Plan, attend, and conduct local support meetings, formal reviews, conferences, and complete local audits, provide minutes, reports, and summary of action items (including responsible parties, and estimated completion dates) following each review (CDRL A017)
- Review and ensure the POI and Master Lesson Files (MLF) are in compliance with the SAT Manual by periodically reviewing, validating 26XX and 705X course materials and making curriculum recommendations
- Review and ensure Marine Corps Detachment training is in compliance with host command requirements
- Validate and implement the Marine Corps Detachment's fair share Instructor requirements in accordance with the Inter-service Training Review Organization (ITRO) computation process based on numerical data generated from the current FY training Input Plan (TIP)
- Monitor and confirm Marine Corps Detachment Instructors are in compliance with instructor training/qualifications in accordance with host command requirements
- Provide program status reports and recommendations
- Report the validated number of allocated USMC school seats from host command, satisfying the TIP requirement for Military Occupational Specialties (MOS)
- Provide current quantifiable information to the USMC representatives attending the Training Advisory Group (CTAG) conferences relating to the USMC Signals Intelligence (MOS 2600) occupational field MOSs
- Review and present budget documentation generated from the Standard Accounting Budgetary Reporting System (SABRS) and Report Net; review and present PR Builder submittals; prepare Funding Action Requests and supporting statements of work to allocate various types of funding to Marine Corps Detachment and other local service commands who provide services, supplies and equipment
- Monitor and update the budgetary status of SABRS, PR Builder and DTS to provide monthly status reports of funds committed, obligated and expended
- Support the resolution of budgetary issues related to establishing and maintaining lines of accounting and budgets within DTS
- Support budgetary data calls by submitting budgetary documentation each month
- Maintain an accurate schedule of billing and payouts to satisfy vendor invoices managed in PR Builder
- Submit required documentation for all audit material and maintain 100% compliance for inspections and audits

#### 3.4.5 GMI/GEOSPATIAL Subject Matter Expert:

The contractor shall provide the following support services:

- Provide assessments and support on matters relating to training of All-Source and Geospatial professionals
- Monitors projects in support of MCIS and Intelligence community which impact training
- Evaluate USMC All-Source and Geospatial training and procedures IAW applicable approved POIs. Maintains awareness of other intelligence related training courses on evolving TTPs and training methodology
- Evaluate management implications of current plan, policies and enhancements and recommend course of action to ensure optimum resource utilization and effective mission accomplishment
- Assess requirements for and participate in curriculum development of emergent analytical related training
- Conduct and provide briefings to USMC operating forces and supporting establishments on USMC SAT, and MCIS training
- Draft and coordinate curriculum management documents to include maintaining and updating curriculum in accordance with specific guidelines, i.e., Marine Corps Orders and Directives, the Systems Approach to Training

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(SAT) process, and the Training and Readiness (T&R) Manual

- Draft knowledge and performance objectives, development of measurement devices including surveys, and analyze measurement results
- Perform curriculum development and management functions in accordance with the Marine Corps Systems Approach to Training (SAT) manual and MCTIMS (Marine Corps Training Instructional Management System)
- Support the oversight of course testing databases and student registration functions within MCTIMS
- Draft documents to support MCIS Operations and Academics with Course Curriculum Review Boards, Training and Readiness Manual Working Groups and Program of Instruction validation
- Draft tasks responses for MCIS Operations utilizing Marine Corps Action Tracking System (MCATS) concerning the following topics: Doctrine, Service Policy and Orders, DOD Training Councils/Boards and Training Evaluation

### 3.5 MAGTF CI/HUMINT TRAINING SUPPORT

3.5.1 The contractor shall provide the United States Marine Corps (USMC) with trained Counterintelligence/ Human Intelligence (CI/HUMINT) professionals. CI/HUMINT Training Company provides Marine Air-Ground Task Force (MAGTF) CI/HUMINT training to fulfill the USMC mandatory requirement to provide certified CI/HUMINT graduates to support the DoD, specifically the USMC Operating Force and the U.S. Navy (USN). This course, which certifies its graduates as: CI Basic Agents, DoD interrogators, and Military Source Operations (MSO) handlers, is the only one of its kind in the DoD. Contractor personnel shall deliver the full spectrum of the CI/HUMINT program to produce the best trained and certified USMC and USN CI/HUMINT professionals.

3.5.2 Contract training support is needed for the execution of MAGTF CI/HUMINT Course. The contractor shall provide the experience, skills and education required to train. MAGTF CI/HUMINT Course is located on Naval Air Station (NAS) Dam Neck, Virginia.

3.5.3 MAGTF CI/HUMINT Course trains its students with a robust curriculum to simulate real-world operations in varying environments that shall test situational skills (e.g., surveillance, counter-surveillance, collection management, source handling, debriefing and interrogation). Contractor services shall include training exercises, post exercise critiques and grading, after action reports (AAR), and complete student performance evaluations IAW Marine Corps System's Approach to Training (SAT).

3.5.4 Contractor instructors and logistic support personnel shall deliver the approved MAGTF CI/HUMINT Course program of instruction POIs, which includes the following: classroom training and presentations, field training exercises, presentations and applications; student evaluations, academic support, and modification, task analysis, exercise support, scenario-based role playing, and program logistics support.

### 3.6 CI/HUMINT INSTRUCTOR LEAD:

The contractor shall provide the following support services:

- Provide support to MCIS that encompasses the entire MAGTF CI/HUMINT training support, and other intelligence disciplines curricula
- Instructional methods shall include presentations, hands-on demonstrations, briefs and lectures in accordance with applicable POI lessons that support MAGTF CI/HUMINT Course (CDRL A005)
- Methods shall simulate real-world operations in varying environments that will test the following situational skills: surveillance, counter-surveillance, collection management, source handling, debriefing and interrogation
- Recommend CI/HUMINT students and teams on techniques, tactics, and procedures of CI/HUMINT operations
- Provide SME technical support for training integration, as specified by the MCIS approved Plan of Actions & Milestones (POA&M)
- Provide training exercises, post exercise critiques and grading, AARs, and complete student performance evaluations IAW with SAT Manual (CDRL A005)
- Participate in program reviews, training coordination meetings, and course content reviews

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- Establish and maintain program management practices to provide visibility into the organization and techniques used in managing the program, specifically data management
- Plan, attend, support and conduct meetings, formal reviews, conferences, and audits to be conducted at Government and contractor facilities
- Prepare presentation materials, provide minutes and reports, a summary of all action items, responsible parties, and estimated completion dates following each review (CDRL A017)
- Support training exercises that require the use of vehicles (Government owned and contractor-rental provided) and other support equipment

### 3.7 CI/HUMINT INSTRUCTORS:

The contractor shall provide the following support services:

- Provide school house support that encompasses the entire MAGTF CI/HUMINT curriculum
- Instructional methods shall include presentations, hands-on demonstrations, briefs and lectures IAW applicable POI lessons that support MAGTF CI/HUMINT Course
- Instructional methods shall simulate real-world operations in varying environments that will test the following situational skills: surveillance, counter-surveillance, collection management, source handling, debriefing and interrogation (CDRL A005)
- Recommend CI/HUMINT students and teams on techniques, tactics and procedures of CI/HUMINT operations
- Teach, role play, grade papers, and support as Faculty Advisors (FACADs)
- Provide training exercises, post exercise critiques and grading, AARs, and complete student performance evaluations IAW SAT Manual (CDRL A005)
- Deliver any of the units of instruction in the event of cancellation or unforeseen problems with another instructor
- General oversight of classroom activities during the duration of the course
- Upon completion of MAGTF CI/HUMINT Course, students shall be knowledgeable and shall be able to demonstrate tasks as described in the Course Description Data (CDD) and POI
- Support program reviews, training coordination meetings, and course content reviews
- Support training exercises that require the use of motor vehicles and other support equipment

### 3.8 CI/HUMINT TRAINING SUPPORT/LOGISTICS:

The contractor shall provide the following support services:

- Manage gear and equipment associated with CI/HUMINT Training Company
- Identify resource deficiencies and administratively monitor supply levels
- Recommend appropriate equipment or facilities in need of repair or replacement. Maintain all course teaching material in consultation with staff Support the orderly safe evacuation and accounting of students during a classroom or building emergency
- Support the course instructors with researching current issues and prepare items to augment and supplement existing course materials with recent lessons learned or late-breaking events; and planning for upcoming course instruction and carry-over to upcoming deliveries regarding presentation of new materials
- Support grading course-specific papers and projects; and on-going reviews of course content and recommend improvements
- Coordinate and plan for required post-course evaluations
- Provide technical support to students, during and after class, by tutoring, mentoring, and counseling students who are having difficulties with class materials
- Manage all logistics for a fleet of Government vehicles in support of MAGTF CI/HUMINT Course which may include logistics support for maintenance and repairs for damage.

### 3.9 INFORMATION TECHNOLOGY AND AUDIO-VISUAL TRAINING AND MANAGEMENT LOGISTICS SUPPORT:

The contractor shall provide the following support services:

- Manage Marine Corps Program of Record (POR) and Commercial of the Shelf (COTS) training equipment

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associated with CI/HUMINT Training Company

- Identify resource deficiencies and administratively monitor supply levels
- Coordinate with MCIS S6 staff for the repair or replacement for POR or COTS IT and audiovisual training equipment
- Coordinate with MCIS S6 concerning the resolution software and system related issues experienced within Building 448 and CI training compound to include the Training Village
- Support the course instructors with researching current issues and prepare items to augment and supplement existing course materials with recent lessons learned or late-breaking events; planning for upcoming course instruction and carry-over to upcoming deliveries regarding presentation of new materials
- Support grading course-specific papers and projects and on-going reviews of course content and recommend improvements
- Coordinate and plan for required post-course evaluations
- Provide technical support to students, during and after class, by tutoring, mentoring, and counseling students who are having difficulties with class materials
- Manage all POR and COTS IT and audiovisual equipment utilized within CI/HUMINT Training Course
- Provide training to CI/HUMINT students pertaining to the proper use and care of POR and COTS training equipment
- Represent in-depth knowledge and expertise of all components in at least one content specific concentration area (access, video, intrusion, and/or database); expert certification is earned following the successful completion of all expert-level courses (in any concentration area) and the corresponding expert-level exam
- Manage Intrusion Detection System (IDS) system in support CI/HUMINT training area
- Maintain appropriate certifications (LENEL Certifications- Certified Professional, and authorized Value Reseller (VAR)) that are required to install hardware, update software, and identify suitable repair/replacement items
- Design, implement, program, and troubleshoot IDS installations
- Identify different hardware components of a basic electronic security system and select suitable components for a various different system topologies
- Install and configure software
- Program basic system/cardholder options to support the credentialing process
- Configure hardware components for system installation
- Program hardware components (including card readers) to support basic access control functionality
- Configure and utilize Alarm Monitoring to view/control hardware and software components in the system
- Troubleshoot basic hardware, installation, and software programming issues and identify causes and solutions to common problems
- Troubleshoot advanced software programming and hardware issues and identify causes and solutions to common problems
- Maintain video management systems
- Identify, coordinate repair/replacement, install, configure, maintain and troubleshoot comprehensive and intelligent IP video surveillance management software and hardware
- Maintain appropriate certification (On-Net Surveillance System (ONNSI Ocularis-5))
- Operate the video monitoring equipment, including: Exporting of images and video and PTZ operation
- Design, implement, operate, configure, and troubleshoot IP and analog video surveillance solutions

### 3.10 HEADQUARTERS TRAINING SUPPORT

The contractor shall provide Marine Corps Intelligence Schools (MCIS) the capability to coordinate and integrate training requirements for all United States Marine Corps (USMC) intelligence occupational fields. The contractor shall plan, execute and manage all program and technical support activities as defined in the tasks below, in order to support MCIS as it seeks to meet all the requirements for its intelligence training related responsibilities. This task order describes the requirements for contractor support for USMC intelligence training to facilitate effective and efficient training operations. This PWS provides the tasks to be performed by the contractor in support of MCIS' headquarters support and training support requirements.

### 3.11 HEADQUARTERS MANAGEMENT ANALYST SUPPORT:

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3.11.1 The contractor shall provide the following financial support services:

- Produce reports, spreadsheets, tables, and charts; maintain files in accordance with Marine and DOD Federal regulations; and provide relevant data to be used within scheduled and ad hoc fiscal briefings
- Support compiling and manipulation of data for the development of presentations and briefings
- Maintain and organize share drive to ensure historical records are maintained of all correspondence, briefings, and presentations

### 3.11.2 Accounting Support

The contractor shall provide the following accounting support services:

- Utilize appropriate Marine Corps and DOD financial feeder systems; PRBuilder, Defense Travel System (DTS), Standard Accounting Budgeting Reporting System (SABRS), Wide Area Work Flow (WAWF), and Citidirect
- Coordinate with Government and military agencies in the processing and submission of funding documents
- Coordinate with headquarters concerning the resolution issues related to problem funding documents and disbursements

### 3.11.3 Budget Management

The contractor shall provide the following budget management support services:

- Coordinate with identified detachment fiscal users to provide technical guidance and expertise to support users generating fiscal data from the Standard Accounting Budgetary Reporting System (SABRS) and Report Net; review and present PR Builder submittals
- Monitor and update the budgetary status of SABRS, PR Builder and DTS to provide monthly status reports of funds committed, obligated and expended to the Resource Director to be utilized within weekly briefings to the MCIS CO and other designated command representatives

### 3.11.4 Report Support

The contractor shall provide the following report support services:

- Support the development of financial management/logistical desktops and standard operating procedures
- Maintain MCIS' Financial and Supply management historical task log on the MCIS SharePoint Portal
- Compile from all functional staff and submit consolidated monthly reports on all financial and budgetary significant MCIS activities
- Review the financial log on a continual basis and provide timely status updates of the assigned tasks, ensuring all suspense dates are met

3.11.5 The contractor shall provide supply logistics support by conducting market research for procurements of office supplies; maintain and account for office supplies housed within Resource Directorate office spaces; and provide customer service for supply related support.

## 3.12 HEADQUARTERS WAREHOUSE MANAGEMENT SUPPORT

### 3.12.1 Warehouse Control

The contractor shall provide the following services:

- Technical and management support for the receipt and storage of materials and supplies.
- Maintain an accurate account of materials utilizing the Defense Property Accounting System (DPAS).
- Review documents such as vouchers, purchase requests, work orders, and contract invoices to verify job order numbers against receiving documents and contracts.
- Identify supply and warehouse storage problems, and provide recommendations and develop alternative solutions to conflicting goals and objectives; adapt policies or procedures to situations and establishing practices or procedures to meet new situations.

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### 3.12.2 Logistics Support.

The contractor shall provide the following services:

- Support all facilities/infrastructure requirements as it pertains to gear and equipment storage.
- Support with receipt and acquisition of supplies and equipment in support of MCIS.

### 3.13 HEADQUARTERS LOGISTICS AND SUPPLY SUPPORT MANAGEMENT

#### 3.13.1 Logistics Management.

The contractor shall provide the following services:

- Analysis support to the resolution of logistical issues experienced with the headquarters and (5) subordinate commands.
- Technical data management, provision acquisition, limited life-cycle sustainment, and develop program reports and briefing materials.
- Coordinate vehicle and facility request, and support the development of policy and procedures to provide inventory accounting support and technical and financial support.

#### 3.13.2 Supply Management.

The contractor shall provide the following supply management services:

- Supporting the accounting, maintaining, disposal of Government property within the appropriate automated systems Defense Property Accounting System (DPAS) and Global Combat Support System-Marine Corps (GCSS-MC).
- Coordinate with Marine Corps specific units (MARCORSYSCOM, MARCORLOGCOM) to appropriately manage Government-furnished property (GFP).
- Coordinate packaging, shipping, and ancillary supply/logistics duties.

#### 3.13.3 Procurement.

The contractor shall complete market research for procurement of office supplies; maintain and account for office supplies housed within Resources Directorate office spaces; and provide customer service for supply related support. The contractor shall review and input procurement request into PrBuilder for routing and approval via the MCIS Resource and Supply Officer.

### 3.14 HEADQUARTERS ADMINISTRATIVE SUPPORT:

3.14.1 The contractor shall provide support to include the Defense Travel System, the Improved Awards System, Government Travel Charge Card Program and Marine Online. The contractor shall support headquarters by following the Marine Corps, Department of Navy and Department of Defense policies, procedures and orders to include the Navy Correspondence Manual, and applicable Training and Education Command (TECOM) and Training Command policies and procedures.

3.14.2 Correspondence. The contractor shall address inquiries, correspondence, and administrative actions. Correspondence shall be a variety of documentation that must be 100% accurate with no errors and using tact, sensitivity, and a thorough understanding of the command's philosophy and objectives. The contractor shall support developing weekly and ad-hoc briefings on the status of legal issues; the contractor shall support the review of all correspondence to include legal correspondence for format and grammar; and provide feedback on required corrections.

### 3.15 MARINE CORPS DETACHMENT DAMNECK ADMINISTRATIVE SUPPORT:

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The contractor shall provide the following support services:

- Provide administrative and procedural management support for executing operational requirements for the Marine Corps Detachment Dam Neck command
- Provide ongoing organizational analysis and technical support for administrative programs
- Interface with command personnel for consultation of full-scope administrative management, processes and procedures
- Interpret and apply personnel management and procedures from higher headquarters, advise on written correspondence regarding multiple military command programs
- Review and analysis of internal controls, records management per USMC regulations
- Provide input to development of administrative policies and procedures in accordance with organizational directives and policies
- Support long-range, strategic planning
- Apply administrative requirements based on policies and procedures from higher headquarters.
- Maintain administrative reports and documentation
- Reconcile military records management
- Develop command inquiries relating to administrative responsibilities.
- Develop correspondence based on command philosophy and objectives.
- Develop command reports relating to administrative responsibilities within specified timelines.

### 3.16 HEADQUARTERS SPECIAL SECURITY MANAGEMENT SUPPORT

3.16.1 Management Support. The contractor shall provide specialized, direct, on-site security personnel support. Contractor duties shall include preparing and processing access requests; sending and receiving unclassified and classified faxes; filing correspondence in personnel security records; data entry of security transitions in appropriate Government data systems; providing reports to appropriate Program Security Officers; customer service for personnel security services; and courier runs.

#### 3.16.2 SSO Management Support

The contractor shall provide the following SSO management support:

- Perform entry/exit report (badge trace) via Joint Personnel Adjudication System (JPAS) and Lenel Enterprise System.
- Material handling, storing, destroying and managing SCI materials in compliance with DOD directives regarding SCI
- Ensure thorough understanding of DIA SCI Administrative Security Manual (M1), NAVSUP to DOD 5105.21-M-1, ICD 503, DCID 6/9, ICD 704/705, SSO Navy BANIFs, Joint DODIIS and JAFAN series of instructions, DOD, and National Industrial Security Program (NISPOM)/ requirements as supplemented for handling Special Intelligence and SCI material
- Interpret security policy on matters pertaining to processing, dissemination, and controlling of classified materials
- Support preparing and conducting GENSER and SCI indoctrinations, setting up required media support equipment and verifying clearance eligibility prior to indoctrinations
- Support coordinating SCI conference rosters and verifying eligibility and access
- Support SSO staff efforts for reviewing and routing foreign travel documents
- Interpret and implement regulations under the guidance of the SSO that are unique to SCI Programs and execute responsibilities in accordance with current standards and directives governing SCI
- Develop solutions, and conveys to internal and external customers
- Support agency-level technical expertise concerning personnel security, physical security, industrial security, foreign disclosure/release and information security
- Provide support for the day-to-day operations of the SSO front office and shall work regular hours Monday through Friday in a DOD Sensitive Compartmented Information Facility (SCIF)
- Support agency-level technical expertise concerning personnel security, physical security, industrial security, foreign disclosure/release and information security



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- Support tasks within Microsoft Office Suite

### 3.16.3 Correspondence.

Contractor shall perform a variety of clerical tasks to support established security programs such as personnel, physical, information or industrial security. In addition to possessing general administrative or clerical skills, must have practical knowledge of specific security objectives, programs, methods and procedures relating to security administration.

### 3.17 HEADQUARTERS OPERATIONS SUPPORT

3.17.1 Operations Analyst. The contractor shall provide development, editing and writing support of organizational doctrine, briefs, and technical reports and documents for the Marine Corps Intelligence School (MCIS) operations department and other departments. Duties include task plans, unit orders, policies, manuals, and other descriptive documents and reports. Direct customer interface shall be required to collect, analyze, and develop necessary information. The contractor shall support the development of processes and procedures for document development standards and format including quality and style, and ensure proofreading of all developed documents and develop and present documentation to all levels of command.

The contractor shall provide the following support services:

- Interface and coordinate with command personnel in the writing, editing, and publication of various documents such as specifications, reports, plans, training material and presentations (situation reports (SITREP), Monthly Training and Readiness Reports, and Read Boards)
- Research a variety of assigned topics and develop writing plans and outlines
- Support the development of supporting materials (illustrations, tables, etc.)
- Track and monitor flow of all documents from inception to distribution of final copies utilizing the Marine Corps Administrative Tracking System (MCATS)
- Provide quality assurance check for all document deliverables
- Establish and maintain electronic and/or hardcopy data library of documents and files on web-based tracking portals
- Support reporting reviews and training reporting coordination

### 3.18 OPERATIONS SUPPORT FT BELVOIR:

#### 3.18.1 Program Management Support

The contractor shall provide the following program management support services:

- Support the development and implementation of operational support recommendations and decisions that guide MCIS policy, requirements prioritization, resource allocation, and strategic advice
- Plan, attend, conduct and support meetings, formal reviews, conferences, and complete audits, provide minutes, reports, and summary of action items (including responsible parties, and estimated completion dates) following each review (CDRL A017)
- Review and ensure the POI and Master Lesson Files (MLF) are in compliance with the SAT Manual by periodically reviewing, validating and making curriculum recommendations
- Review and ensure the Marine Corps Detachment training is in compliance with host command requirements
- Monitor and confirm Marine Corps Detachment Instructors are in compliance with instructor training/qualifications in accordance with host command requirements
- Validate and implement the Marine Corps Detachment's fair share Instructor requirements in accordance with the Inter-service Training Review Organization (ITRO) computation process based on numerical data generated from the current FY training Input Plan (TIP)
- Provide related program status reports and recommendations
- Report on the validated number of allocated USMC school seats from host command, satisfying the TIP requirement for Military Occupational Specialties (MOS)

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- Provide current quantifiable information to the USMC representatives attending training conferences relating to the 0241 and 0261 MOSs

### 3.18.2 Budget Management

The contractor shall provide the following budget management support services:

- Review and present budget documentation generated from the Standard Accounting Budgetary Reporting System (SABRS) and Report Net
- Review and present PR Builder submittals
- Prepare Funding Action Requests and supporting statements of work to allocate various types of funding to Marine Corps and other service commands who provide services, supplies and equipment
- Monitor and update the budgetary status of SABRS, PR Builder and DTS to provide monthly status reports of funds committed, obligated and expended
- Support the resolution of budgetary issues related to establishing and maintaining lines of accounting and budgets within DTS
- Support budgetary data calls

### 3.19 NETWORK ENGINEERING/TECHNICIAN SUPPORT

#### 3.19.1 Network Engineering/Technician Support

The Contractor shall support the isolation and resolution of complex networking hardware and software problems involving the application, the operating system, the hardware, and communications infrastructure. Contractor personnel shall support the integration of new technologies into communications, network and system infrastructures Local Area Network and Wide Area Network (LAN & WAN) and the migration of networks and development of network addressing schemes. The Contractor personnel shall have the ability to operate automated diagnostics systems and to interpret diagnostics findings.

The contractor shall provide the following support services:

- Provide system administration for Network Management Services server and applications used to automate and simplify daily network tasks and functions
- Provide configuration support for network infrastructure gear to include encryption devices, such as TACLANE and FASTLANE
- Maintain Network Diagrams for multiple security domains
- Provide enterprise support with technical coordination, network administration and engineering support for enterprise architectures and capabilities
- Provide technical support for internal LAN communications and network functions within the Enterprise
- Conduct resident Information Technology (IT) training
- Create/maintain accounts and access on Networks and Intelligence Systems
- Integrate new hardware and software technology
- Facilitate integration of Marine Corps Intelligence systems into national intelligence networks
- Provide support and planning for software upgrades including patches and migration to new operating systems and applications that pertain to network hardware and management systems
- On call for any emergency issues that require response

### 3.20 INFORMATION ASSURANCE

Per DoD 8570.1M, this position requires an Information Assurance Certification and an Operating System certificate of training.

The contractor shall provide the following Information Assurance support services:

- Develop, outline and review existing IA processes and policies
- Review new Intelligence Community directives to identify changes impacting the Marine Corps Intelligence Community

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- Develop, implement and streamline local policies for the certification and accreditation (C&A) process
- Provide guidance and support to maintain and track the IA training and education program
- Support developing standard operating procedure documents
- Provide support and education for all SCI C&A processes, including access and training of automated enterprise C&A tools
- Establish and coordinate enterprise governance and compliancy regarding spillage
- Create and update System Security Authorization Agreements (SSAA), accreditation packages, and conduct compliance verification and testing

### 3.21 ENGINEERING

#### 3.21.1 Integration Engineering

The contractor shall be responsible for system integration of COTS and GOTS software, hardware, and interface protocols for SIGINT-specific functions. The contractor shall be responsible for integrating web portals and other content creation and management systems with enterprise and external sources and services. The contractor shall perform test and implementation of identified solutions. The contractor shall maintain the solutions created. The contractor shall research and recommend external products applicable to command mission support and incorporate availability to existing query methods. The contractor shall integrate disparate communications technologies for SIGINT applications.

#### 3.21.2 MCISR-E Engineering Support

The contractor shall provide MEU support during Deploying Group Systems Integration Test (DGSIT) events, Problem Definitions (PD) and Final Integration Test (FIT) events related to MEU ISR. The contractor shall help integrate MCISR-E PoR systems and given networks; diagnose and resolve difficult or advanced problems related to MCISR-E PoR systems in networking connectivity and configuration. The contractor shall also provide analysis of data/metrics for system/component reliability, and failures and recommend solutions. In addition, the contractor shall provide recommended guidance for MCISR-E PoR systems and capabilities.

### 3.22 NETWORK ADMINISTRATION SERVICES

The contractor shall provide the following support services:

- Hands-on and remote day-to-day network administration, operation, engineering and troubleshooting for internal and enterprise routers, switches, encryption devices, and other network solutions for multiple classified and unclassified IP networks in a mixed fiber-optic and copper-wired environment, with Juniper solutions
- Maintain and support network communications devices, including video teleconferencing equipment, Voice over IP (VoIP) telephony, and other communications equipment
- Maintain performance metrics and provide detailed daily status reporting of network health and monthly summary statistics
- Provide support with administration and operation of cryptographic devices
- Support the collection of information for data calls and portfolio management of network hardware, software & licensing

### 3.23 INFORMATION TECHNOLOGY

The contractor shall support account creations, resetting passwords, troubleshooting system and network problems, installation of hardware and workstations, unlocking accounts, and transferring data. The contractor shall support day-to-day IT customer support functions, trouble tickets, and response for Windows platforms to include current operating systems as well as Microsoft Office Products.

### 3.24 SECURITY

The Contractor shall provide support to ensure compliance with physical, information and personnel security standards and programs as set forth in pertinent directives and standard operating procedures. This includes providing operations security management functions and administrative support and oversight to protect personnel,

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property, equipment, and facilities from hostile and criminal activities, as well as managing the electronic background investigation program using knowledge of administrative security requirements, conducting and reviewing SCI prescreening interviews and making recommendations on clearance acceptability, managing personnel security records and databases, and incoming/outgoing visitor certification program.

### 3.25 TECHNICAL SUPPORT

#### 3.25.1 Equipment and Material Support

The contractor shall provide equipment/material support, including research, procurement, fabrication, integration, and delivery.

#### 3.25.2 Equipment and Material Procurement

In accordance with SPAWARINST 4440.12, the contractor shall procure items listed under the Contractor Acquired Property (CAP) paragraph. Acquisition selection factors shall include price, availability, reliability, and supportability within current supply system. This information shall be tracked and available for Government review. The contractor shall provide all support data and cost estimates necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate accounting system to track all items and the delivery status per item. After receipt, the contractor shall have an adequate property management system to track the item location per task order and per item. Unless otherwise noted, all items procured by the contractor shall be stored at the contractor's facilities and integrated into a system or transported by the contractor. The contractor shall be responsible for generating inventory tracking report(s) for the task order summary report.

3.25.2.1 The contractor shall recommend items that conform to applicable product validation, identification, and tracking requirements.

3.25.2.2 Product Validation – The contractor shall certify that it purchases supplies from authorized resellers and/or distributors. The contractor shall warrant that the products are new, in their original box. The contractor shall obtain all manufacturer products submitted in task order offers from authentic manufacturers or through legal distribution channels only, in accordance with all applicable laws and policies at the time of purchase. The contractor shall provide the Government with a copy of the End User license agreement, and shall warrant that all manufacturer software is licensed originally to Government as the original licensee authorized to use the manufacturer software. This information shall be tracked and available for Government review.

3.25.2.3 Cybersecurity/Computer Security Requirements – The contractor shall ensure that all products recommended and/or procured that impact cybersecurity or IA shall be selected from the NIAP Validated Products List. The products chosen shall be based on the appropriate Evaluated Assurance Level (EAL) for the network involved, and utilized in accordance with latest Defense Information Systems Agency (DISA) policy at time of order. This information shall be tracked and available for Government review.

3.25.2.4 Item Unique Identification (IUID) and Radio Frequency Identification (RFID) – In accordance with DFARS clause 252.211-7003/7007 and SECNAVINST 4440.34, the contractor shall ensure that all items purchased with a unit cost equal to or exceeding \$5,000 (or less if item is serially managed or if Government specifies items on individual task/delivery orders) is labeled with an item unique identification number or Unique Item Identifier (UII). At time of delivery of the item to the Government, the contractor shall clearly mark and identify each applicable item based on the criteria provided in DoD MIL-STD-130N for those items not already marked. If specified in individual task/delivery orders, the contractor shall provide Radio Frequency Identification (RFID) in accordance with Under Secretary of Defense Memo Radio Frequency Identification (RFID), July 30, 2004. All IUID information shall be recorded and shall be subject to Government review. The contractor shall track IUID items and maintain information being recorded.

3.25.2.4.1 The Contractor shall enter all items with UII in the IUID Registry. Data shall be submitted via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (formerly Wide Area Workflow (WAWF)) as part of the Material Inspection and Receiving Report.

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3.25.2.4.2 The Contractor shall be responsible for maintaining and updating information in the IUID Registry. The contractor shall update custody status when items are designated as Government furnished material, returned to Government position, change physical location, or has been consumed, destroyed, scrapped, lost or abandoned during TO performance.

### 3.25.3 Property/Inventory Tracking

In accordance with FAR clause 52.245-1, the contractor shall create and maintain internal records of all Government property accountable to the TO, including Government-furnished and Contractor- acquired property. Each item delivered and/or ordered shall be recorded in an inventory tracking report (CDRL A003). At a minimum, the report shall track the following information: item description, order date, serial number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. This information shall be tracked and available for Government review, and the information shall have the ability to be sorted and manipulated by any of the input fields. Separate from the Government tracking system, the information in the contractor's records is a backup to the Government records; therefore, the Government shall own all data rights to the collected information.

### 3.25.4 Warranty Tracking of Serialized Items

As specified in DFARS clause 252.246-7006 and Instructions for Electronic Submission of Warranty Tracking and Administration Information for Serialized Items (see CDRL A004), the contractor shall follow the requirements for any serialized item manufactured or acquired that come with a warranty:

3.25.4.1 For Government specified warranty terms, the Government will complete certain fields on the Warranty Tracking Information (WTI) form and Warranty Source of Repair Instructions (WSRI) form and electronically forward them to the contractor. The contractor shall complete the remaining sections of the WTI and WSRI and forward the forms (CDRL A004) to the Contracting Officer and COR at time of delivery of the warranted serialized item(s).

3.25.4.2 For contractor/vendor specified warranty terms, the contractor shall complete all data elements for both the WTI and WSRI and shall forward the forms (CDRL A004) electronically to the tech code. The WTI shall be returned to the Contracting Officer and COR at TO award. The WSRI shall be returned to the Contracting Officer and COR at TO award or at time of delivery of the warranted serialized item(s).

### 3.25.6 Receipt and Acceptance

3.25.6.1 If the WTI and WSRI are submitted manually (as a PDF file), the contractor shall forward documents to COR for review. The contractor shall forward approved documents to Government personnel responsible for posting the forms to Electronic Data Access (EDA).

3.25.6.2 If utilizing the Wide Area WorkFlow (WAWF), the contractor shall ensure that the required warranty data is electronically submitted using the Contract Data Requirements List (CDRL) exhibit line item number (ELIN) functionality for the WAWF Materiel Inspection and Receiving Report or WAWF Repairable Receiving Report, as applicable.

### 3.25.7 Training

The contractor shall provide over-the-shoulder and classroom training to users; apply methods and practices for troubleshooting, recovering, adjusting and improving MCISR PoR systems. This support includes continuing support in CONUS, including to MARSOC Intel Bn and USMC PoR intelligence systems in theater.

## 4.0 **INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS**

4.1 **INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS** When applicable, the contractor shall be responsible for the following:

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- 4.1.1 Ensure that no production systems are operational on any RDT&E network.
- 4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.
- 4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.
- 4.1.4 Work with Government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).
- 4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.
- 4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on contract in the Department of Defense IT Portfolio Registry (DITPR)-DON.

#### 4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services shall ensure they recommend or procure items from approved sources in accordance with the latest DoN and DoD policies.

4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA) dtd 22 Feb 12, contractors that are authorized to use Government supply sources per FAR 51.101 shall verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program (see DFARS 208.74) and Government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any item purchased outside these programs have the require approved waivers as applicable program.

#### 4.3 SECTION 508 COMPLIANCE

The contractor shall ensure that all software recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, 26 CFR Part 1194 and pursuant to SPAWARINST 5721.1B of 17 Nov 2009. In accordance with FAR 39.204, this requirement does not apply to contractor acquired software that is incidental to the task, software procured/developed to support a program or system designated as a National Security System (NSS) or if the product is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

### 5.0 CONTRACT ADMINISTRATION

Contract Administration is required for all contracts; it provides the Government a means for contract management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the Government’s requirements are met, delivered on schedule, and performed within budget.

#### 5.1 TASK ORDER LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the Government Contracting Officer and Contracting Officer’s Representative (COR), as applicable. The contractor PM, located in the contractor’s facility, shall ultimately be responsible for ensuring that the contractor’s performance meets all Government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance. The

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PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

## 5.2 TASK ORDER MONITORING AND MAINTENANCE

### 5.2.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL A006). The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10th of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan, Personnel Listing, and Government Furnished Property (GFP) Template necessary for additional data collection as applicable.

(b) Weekly TOSR – the contractor shall develop and submit a weekly TO Status Report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report is required on the first Friday following the first full week after the TO award date. The initial report shall include a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex TOs shall require an updated Earned Value Management report. At a minimum unless otherwise noted, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system
3. Updates to the POA&M and narratives to explain any variances
4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

(c) Data Calls – the contractor shall develop and submit a data call report which is e-mailed to the COR within six working hours of the request. The contractor shall ensure all information provided is the most current. Cost and funding data shall reflect real-time balances. Report shall account for all planned, obligated, and expended charges and hours. At a minimum unless otherwise noted, the contractor shall include in the data call the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or CAP listing

#### 5.2.1.1 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A007) and submit it no later than 15 days before the TO completion date. Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.2.1.2 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current Cybersecurity certification status within their contract. The contractor shall develop, maintain, and submit a CSWF Report (CDRL A008) monthly. IAW clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a Cyber Security Workforce (CSWF) list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF (CDRL A008) the prime contractor shall be

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responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Contractor shall verify with the COR or other Government representative the proper labor category cybersecurity designation and certification requirements.

#### 5.2.1.3 Contractor Manpower Reporting

The following reporting is required for all DoD contracts acquiring services regardless if cost type or firm-fixed price contract:

Enterprise-wide Contractor Manpower Reporting Application. In addition to the QSR CDRL reporting requirements noted above and pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). 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 shall completely fill-in all required data fields using the following web address: <https://doncmra nmci.navy.mil/>.

Reporting inputs consists of labor hours executed during the task order period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. Contractors may direct questions to the help desk at <http://www.ecrma.mil/>.

#### 5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003, 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure Government Web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. The contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A010) directly to the COR within 24 hours of request to support validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service TO (not applicable for Simplified Acquisition Procedures (SAP) contracts or contracts/TOs that are wholly fix-priced ), the contractors shall monitor the following labor rates as part of the monthly TO status report (CDRL A006). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively shall be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

- (a) Fully burden labor rates per person (subcontractor included) charged on contract/task order – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$182.00/hour and the individual's rate was not disclosed in pre-award of the basic contract, the contractor shall send notice and rationale (CDRL A011) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total



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collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 20%, the contractor shall send notice and rationale (CDRL A011) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 20% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

#### 5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs shall include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A011) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs shall be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

### 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A012) to help track cost expenditures against performance.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality assurance process that meets task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor’s internal auditing system. Thirty (30) days after task order award, the contractor shall provide to the Government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A013) as applicable in the TO. The contractor shall make the quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime’s internal audit system.

The Government reserves the right to disapprove the contractor’s and/or subcontractor’s quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor’s quality assurance plan and development of quality related documents. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical product and process variations
- Establish mechanisms for feedback of field product performance
- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures for continuous process improvement

## 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

### 6.2.1 General

The contractor shall have processes in place that shall coincide with the Government's quality management processes. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in event-driven milestones and reviews as stated in the Defense Acquisition University's (DAU's) DoD Integrated Defense Acquisition, Technology, and Logistics Life Cycle Management System Chart which is incorporates multiple DoD directives and instructions – specifically DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support to mitigate the risks to successful program execution including employment of Lean Six Sigma methodologies in compliance with SSC Atlantic requirements and with the SSC Engineering Process Office (EPO) Capability Maturity Model Integration (CMMI) program. As part of a team, the contractor shall support projects at SSC Atlantic that are currently, or in the process of, being assessed under the SSC EPO CMMI program. The contractor shall be required to utilize the processes and procedures already established for the project and the SSC EPO CMMI program and deliver products that are compliant with the aforementioned processes and procedures. Although having a formal CMMI appraisal is desired, it is not required.

## 6.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall deliver related quality plan/procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related services, documents, and material in a category when noncompliance is established.

## 6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A013) shall include any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

## 6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment

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Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A014) and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A015).

## 7.0 DOCUMENTATION AND DELIVERABLES

### 7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. No CDRL classified TOP SECRET with SCI shall be developed.

CDRL #	Description	PWS Reference Paragraph	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Project Management Plan (PMP)	3.1.2	ASREQ	NLT 10	Unclassified
A002	After Action Reports	3.1.3	ASREQ	NLT 2 weeks from date of return	Unclassified
A003	Inventory Tracking Report	3.4.1, 3.25.4	MTHLY	10th of each month	Unclassified
A004	Warranty Tracking and Administration for Serialized Items	3.25.5	ASREQ	NLT 10 DATO	Unclassified
A005	Training Documentation	3.6, 3.7	ASREQ	Within 5 days of request	Unclassified
A006	Task Order Status Report (TOSR)	5.2.1, 5.2.1.4, 10.2.5.1	MTHLY	10th of each month	Unclassified
A007	Task Order Closeout Report	5.2.1.1, 10.5	1TIME	30 days after TO completion	Unclassified
A008	Cyber Security Workforce (CSWF) Report	5.2.1.2, 8.1.2	MTHLY	10th of each month	Unclassified
A009	Reserved				
A010	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hours of initial request	Unclassified
A011	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	ASREQ	Within 24 hours from tripwire occurrence	Unclassified
A012	Contract Funds Status Report (CFSR) [reference DID DI-MGMT-81468]	5.3	MTHLY	10th of each month	Unclassified
A013	Quality Documentation	6.1, 6.4	MTHLY	10th of each month	Unclassified
A014	Cost and Schedule Milestone Plan	6.5	1TIME	NLT 10 DATO	Unclassified

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A015	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	10th of each month	Unclassified
A016	OCONUS Deployment Reports	12.4	ASREQ	Within 5 days of request	Unclassified
A017	Meeting Minutes	3.1.5, 3.4.4, 3.6, 3.18.1	ASREQ	Within 5 days of request	Unclassified

## 7.2 ELECTRONIC FORMAT

At a minimum, the Contractor shall provide deliverables electronically by email; hard copies are only required if requested by the Government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving Government representative. The contractor shall provide all data in an editable format compatible with SSC Atlantic corporate standard software configuration as specified below. Contractor shall conform to SSC Atlantic corporate standards within 30 days of task order award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the Government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	Scheduling	Microsoft Project

## 7.3 INFORMATION SYSTEM

### 7.3.1 Electronic Communication

The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the Government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving Government representative.

### 7.3.2 Information Security

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on contract. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the contract, and privileged contract information (e.g., program schedules, contract-related tracking).

#### 7.3.2.1 Safeguards

The contractor shall protect Government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS Clause 252.204-7012. The contractor and all utilized subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.

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- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- (i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:
1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
  3. Prompt application of security-relevant software patches, service packs, and hot fixes.
- (j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).
- (k) Report loss or unauthorized disclosure of information in accordance with contract or agreement requirements and mechanisms.

#### 7.3.2.2 Compliance

Pursuant to DoDM 5200.01, the contractor shall include in their quality processes procedures that are compliant with information security requirements.

## 8.0 SECURITY

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## 8.1 ORGANIZATION

### 8.1.1 Security Classification

The DoD Contract Security Classification Specification, DD Form 254, classified work is performed under this task order, as applicable. The contractor shall have within 45 days of task order award and prior to commencement of classified work, a TOP SECRET with Sensitive Compartment Information (SCI) access facility security clearance (FCL).

The following PWS task(s) requires access to classified information up to the level of SECRET: 3.2, 3.3, 3.13, 3.14, 3.15, and 3.16. The following PWS task(s) requires access to classified information up to the level of TOP SECRET: 3.4. The following PWS task(s) requires access to classified information up to the level of TOP SECRET/SCI: 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.17, 3.18, 3.19, 3.20, 3.21, 3.22, 3.23, 3.24, and 3.25. The following PWS tasks require access to classified information up to the level of TOP SECRET/SCI and the ability to pass a CI Polygraph: 3.1.5, 3.19.1 and 3.21.1. U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and/or work within restricted areas unescorted. Access to SCI is limited to U.S. Government Facilities or other U.S. Government sponsored SCI Facilities (SCIFs) authorized on the DD254. The contractor shall not generate any SCI deliverables.

### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to Government facility/installation and/or access to information technology systems under this contract. The FSO is key management personnel who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this contract. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the TOSR (CDRL A006) – applicable Staffing Plan sheets include: Security Personnel Tracking sheet, CAC SPAWAR Badge Tracking sheet, Mandatory Training Sheet. If applicable, the FSO shall also update and track CSWF data (CDRL A008).

## 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M, and the Privacy Act of 1974. Prior to any labor hours being charged on task order, the contractor shall ensure their personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access level required for the task order, and if applicable, are certified/credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or SPAWAR/SSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SSC Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SSC Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task and contract.

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### 8.2.1 Personnel Clearance

Some personnel associated with this task order shall possess a TOP SECRET personnel security clearance (PCL). At the Government's request, on a case-by case basis, Top Secret (TS) clearances that consist of a Single Scope Background Investigation (SSBI) are eligible for access to Sensitive Compartmented Information (SCI). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the Department of Defense Consolidated Adjudications Facility (DoD CAF) and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment referenced in DoDI 8500.01, Cybersecurity. Any future revision to the respective directive and instruction shall be applied to the TO level. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SSC Atlantic security regulations. The contractor shall immediately report any security violation to the SSC Atlantic Security Management Office via the Government Project Manager.

### 8.2.2 Access Control of Contractor Personnel

#### 8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access Government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within Government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the Government facility/installation.

(a) The majority of Government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The Contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD Manual 5220.22M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SSC Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other Government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SSC Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SSC Atlantic Security Office directly for latest policy.

(c) All contractor persons engaged in work while on Government property shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location

#### 8.2.2.2 Identification and Disclosure Requirements

Pursuant to DFARS 211.106, Contractors shall take all means necessary to n o t represent themselves as Government employees. In addition, contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

#### 8.2.2.3 Government Badge Requirements

Some task order personnel shall require a Government issued picture badge. While on Government installations/facilities, contractors shall abide by each site's security badge requirements. Various Government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest

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security identification requirements for their personnel.

Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable Government security office via the task order COR. The contractor's appointed Security Officer shall track all personnel holding local Government badges at TO level.

#### 8.2.2.4 Common Access Card (CAC) Requirements

Some Government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a Common Access Card (CAC) for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) Pursuant to DoD Manual (DoDM-1000.13-M-V1), issuance of a CAC is based on the following four criteria:

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SSC Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list shall be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official Government issued email address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SSC Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the



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SSC Atlantic IAM office at phone number (843)218-6152 or email questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contract shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SSC Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

#### 8.2.2.5 Contractor Check-in and Check-out Procedures

All SSC Atlantic contractor personnel requiring or possessing a Government badge and/or CAC for facility and/or IT access shall have a SSC Atlantic Government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. At task order award throughout task order completion, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. Contractor's Security Officer shall ensure all contractor employees whose services are no longer required on contract return all applicable Government documents/badges to the appropriate Government representative. NOTE: If the contractor does not have access to the SPAWAR COG website, the contractor shall get all necessary Instruction and Forms from the COR.

#### 8.2.3 IT Position Categories

In accordance with DoDI 8500.01, DoD 8570.01, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R, SECNAVINST 5510.30 and SECNAV Manual M-5510.30, three basic DoN IT levels/Position categories exist:

- IT-I (Privileged access)
- IT-II (Limited Privileged, sensitive information)
- IT-III (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The Contractor PM shall support the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication shall be performed in accordance with DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SSC Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

8.2.3.1 IT-I Level (Privileged) - Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR is updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.2 IT-II Level (Limited Privileged) - Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a

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higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Law and Credit (PT/NACLC). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

8.2.3.3 IT-III Level (Non-privileged) - All other positions involved in computer activities. Incumbent in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudication of a Position of Trust National Agency Check with Written Inquiries (PT/NAI).

#### 8.2.4 Security Training

Regardless of the task order security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information, dates possessing Common Access Cards, issued & expired dates for SSC Atlantic Badge, Cybersecurity training, Privacy Act training, Personally Identifiable Information (PII) training, and Cyber Security Workforce (CSWF) certifications, etc. The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22M.

#### 8.2.5 Disclosure of Information

In support of DFARS Clause 252.204-7000, contractor employees shall not discuss or disclose any information provided to them in the performance of their duties to parties other than authorized Government and contractor personnel who have a "need to know". The contractor shall not use any information or documentation developed by the contractor under direction of the Government for other purposes without the consent of the Government Contracting Officer.

#### 8.2.6 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to Personally Identifiable Information (PII), the contractor shall complete annual PII training requirements and comply with all privacy protections under the Privacy Act (Clause 52.224-1 and 52.224-2). The contractor shall safeguard PII from theft, loss, and compromise. The contractor shall transmit and dispose of PII in accordance with the latest DON policies. The contractor shall not store any Government PII on their personal computers. The contractor shall mark all developed documentation containing PII information accordingly in either the header or footer of the document: "FOUO – Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties." Any unauthorized disclosure of privacy sensitive information through negligence or misconduct can lead to contractor removal or contract termination depending on the severity of the disclosure. Upon discovery of a PII breach, the contractor shall immediately notify the Contracting Officer and COR. Contractors responsible for the unauthorized disclosure of PII shall be held accountable for any costs associated with breach mitigation, including those incurred as a result of having to notify personnel.

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SSC Atlantic's OPSEC program implements requirements in DoD 5205.02 – OPSEC Program Manual. Note: OPSEC requirements are applicable when contract personnel have access to classified information or unclassified Critical Program Information (CPI)/sensitive information.

#### 8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall development their own internal OPSEC program specific to the task order and based on SSC Atlantic OPSEC

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requirements. At a minimum, the contractor's program shall identify the current SSC Atlantic site OPSEC Officer/Coordinator.

### 8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training. Training may be provided by the Government or a contractor's OPSEC Manager. Contractor training shall, as a minimum, cover OPSEC as it relates to task order work, discuss the Critical Information applicable in the contract/task order, and review OPSEC requirements if working at a Government facilities. The contractor shall ensure any training materials developed by the contractor shall be reviewed by the SSC Atlantic OPSEC Officer, who will ensure it is consistent with SSC Atlantic OPSEC policies. OPSEC training requirements are applicable for personnel during their entire term supporting SPAWAR contracts.

### 8.3.3 SSC Atlantic OPSEC Program

Contractor shall participate in SSC Atlantic OPSEC program briefings and working meetings, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

### 8.3.4 Classified Contracts

OPSEC requirements identified under a classified contract shall have specific OPSEC requirements listed on the DD Form 254.

## 8.4 DATA HANDLING AND USER CONTROLS

### 8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this task order as For Official Use Only (FOUO) material. Any classified information received or generated shall be handled in accordance with the attached DD Form 254 and in shall be in compliance with all applicable PWS references and to other applicable Government policies and procedures that include DOD/Navy/SPAWAR.

### 8.4.2 Effective Use of Controls

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc) at all times to protect contract related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. This includes ensuring that provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. In compliance with Para 7.3.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation.

## 9.0 FACILITIES

### 9.1 GOVERNMENT FACILITIES

Government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied Government facilities shall be located in Quantico, VA; Dam Neck, VA; Ft. Belvoir, VA; San Angelo, TX; Jacksonville, NC; and San Diego, CA. Note: *The burdened labor rate for those contractor personnel designated as "Government site" shall include overhead costs allocable to Government site work, consistent with the contractor's established accounting practices.*

### 9.2 CONTRACTOR FACILITIES

The contractor's facility location shall not present a hardship to complete work required on contract. The

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contractor shall have real-time communication available at time of award. No specific facility location is required.

## 10.0 CONTRACT PROPERTY ADMINISTRATION

### 10.1 PROPERTY TYPES

Contract property is either intangible (i.e., intellectual property and software IAW FAR Part 27) or tangible (i.e., Government property IAW FAR Part 45). The contractor shall have established property management procedures and an appropriate property management point of contact who shall work with the assigned Government Property Administrator (PA) to ensure their property management system is acceptable. This task order will have the following property in support of the tasking requirements in PWS Para 3.0.

#### 10.1.1 Intangible Property – Intellectual/Software

##### 10.1.1.1 Government Furnished Information (GFI)

Intellectual property includes Government Furnished Information (GFI) which includes manuals, drawings, and test data that is provided to contractor for performance of a contract. Depending on information contained in a document shall comply with additional controls for access and distribution (e.g., technical specifications, maps, buildings designs, schedules, etc.).

Item #	Description	GFI Estimated Delivery Date
1	Intelink and Marine Corps Enterprise Information Technology Services (MCEITS)	NLT 30 days after TO award

#### 10.1.2 Tangible Property – Government Property (GP)

As defined in FAR Part 45, Government Property (GP) is property owned or leased by the Government which includes material, equipment, special tooling, special test equipment, and real property. Government property used on contract includes both Government-furnished property (GFP) and contractor-acquired property (CAP) but does not include intellectual property (such as, GFI) and software.

##### 10.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification.

No Government property will be utilized on this task order.

##### 10.1.2.2 Contractor-acquired Property (CAP)

As defined in FAR Part 45, Contractor-acquired property (CAP) is property acquired, fabricated, or otherwise provided by the contractor for performing a contract and to which the Government has title but has not yet performed receipt and acceptance. CAP consists of Contractor Acquired Equipment (CAE) which includes Property, Plant and Equipment (PP&E), Contractor Acquired Material (CAM) which includes Operating Material and Supplies (OM&S), Special Tooling (ST), and Special Test Equipment (STE).

CAP is required and is identified in the table below. The information provided below is applicable for the base year and all option years. In accordance with DFARS clause 252.211-7003, the contractor shall ensure all items delivered are properly marked with a unique item identifier (UII) unless otherwise specified. The Government will annotate any item in the CAP listing not requiring an UII under the Equipment/Material Procurement task under PWS Section 3.0 Performance Requirements.

Base Year (and each Option Year)		
Item #	Description, CAP	Quantity

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DSR-002M	RF Scanner	10 ea (base year) / 50 ea (per option year)
Unknown	Ruggedized Server	10 ea (base year) / 50 ea (per option year)
90-712-057	Monitor, Keyboard Assembly	10 ea (base year) / 50 ea (per option year)
9WU142-500	500GB HDD	10 ea (base year) / 50 ea (per option year)
CS410N	Printer	10 ea (base year) / 50 ea (per option year)
10080SC-AM	8-port KVM Switch	10 ea (base year) / 50 ea (per option year)
494329-B21	Server DL380 G6	10 ea (base year) / 50 ea (per option year)
PS-1U-1275-PFC	Power Supply	10 ea (base year) / 50 ea (per option year)
RBC94-2U	UPS Battery	10 ea (base year) / 50 ea (per option year)
SU2200RTXL2UA	UPS, 2200VA	10 ea (base year) / 50 ea (per option year)

## 10.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

### 10.2.1 Contractor Property Management System

Pursuant to FAR clause 52.245-1 and DFARS clause 252.245-7003, the contractor shall establish and maintain an acceptable property management system that is subject to review and approval by the KO and contract Government Property Administrator. The contractor's property management system shall adhere to the applicable prescribed requirements in FAR clause 52.245-1 and include the required data elements in DFARS clause 252.211-7007. The contractor shall ensure GFP in the possession of a subcontractor shall also be reported using the required data elements cited in DFARS clause 252.211-7007.

### 10.2.2 Government Property Administrator

In accordance with FAR 42.201, the contract property administrator under this task order is designated as Defense Contract Management Agency (DCMA). The contractor shall work with the designated contract property administrator to ensure compliance with the contract's property requirements.

### 10.2.3 Property Transfer between Government and Contracts

Contractors shall not take receipt or transfer custody of any Government property without possessing proper contractual authority; i.e., item specifically is identified as GFP. Per DoDI 4161.02, the Government will utilize electronic transaction when transferring GFP to the contractor (specified by contract number) and upon return of the property to the Government. The contractor shall use Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (an application within WAWF) to receipt property transfer; when iRAPT is not available, the contractor may use with COR concurrence the Defense Logistics Management System (DLMS) standard logistics transaction set 527R to provide materiel receipt acknowledgement. The contractor shall cite the applicable contract number for each item to properly track property shipments.

Note: In accordance with local management specifications, the contractor shall ensure transfer of property occurs with proper paperwork; e.g., Requisition and Invoice/Shipping Document (DD1149) or COMSEC Material Report (SF153).

### 10.2.4 GFP Tagging and Item Unique Identification (IUID) Registry

Pursuant to DFARS clause 252.245-7001, contractor shall tag, label, or mark all serially managed GFP items not previously tag, labeled, or marked. Pursuant to DFARS clause 252.211-7007 (dated Aug 2012), the contractor shall ensure applicable Government Furnished Property (GFP) is identified in the DoD Item Unique Identification (IUID) Registry and its integral GFP Repository; see DoDI 4151.19 for instructions concerning serialized items.

### 10.2.5 Government Property Records

Pursuant to FAR clause 52.245-1, contractors and any subcontractors if applicable shall be responsible for establishing and maintaining records of Government Property in their possession – this includes GFP and CAP. The contractor shall ensure the GFP and CAP records contain, at a minimum, the data elements as described in FAR clause 52.245-1 and that GFP records also contain the data elements specified in DFARS clause 252.211-7007.

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10.2.5.1 For NMCI assets that are assigned to a contractor and removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not currently tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this TO. For reporting purposes, the contractor shall include a copy of the NMCI asset list (separate from the GFP inventory list) in the TO status report (CDRL A006).

10.2.5.2 For all GFP items including laptops (required to be identified on the applicable TO SGFP form) removed from a Government facility, the contractor employee shall possess at all times a Government signed copy of the DD1149 specifying contract and applicable TO number, company name, model number, and serial number of the computer. For GFP laptops assigned to contractor employees, in addition to the signed DD1149, a contractor-generated property pass with the employee's name may be attached to validate possession in accordance with applicable company internal procedures.

#### 10.2.6 CAP Warranty Tracking

Contractors shall track purchasing of all CAP internally within their inventory system. In accordance with DFARS clause 252.246-7006, contractors shall track warranty information for all CAP items serialized with an UIID in the WAWF as specified in PWS Para 3.26. Contractor records are subject to Government review at any time.

### 10.3 GOVERNMENT PROPERTY TRANSFERRING ACCOUNTABILITY

Government property cannot be transferred between contracts or task orders unless approval is obtained from the Contracting Officer, proper identification/tracking is maintained, and modifications are issued to both affected contracts/task orders. Contractor shall ensure they have all necessary documentation required for authorized transfer of property from one contract/task order to another. Transfer documentation shall specify the type, quantity and acquisition cost of each item being transferred. For CAP that is transferred for use on another contract/task order, the contractor shall turned-in items to the Government under the initiating TO. A modification must be performed on the exiting TO or TO awarded to authorize the items as GFP.

### 10.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

Contractor shall promptly report to the COR and KO all lost and/or damaged Government property. The requirements and procedures for reporting loss Government Property are specified in DFARS clause 252.245-7002.

### 10.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

When disposition instructions for GFP are contained in the accountable contract or on the supporting shipping documents (DD Form 1149), the Contractor shall initiate and submit an excess inventory listing to the Procuring Contracting Officer (PCO), via the activity Property Administrator.

Pursuant to DFARS clause 252.245-7004, when disposition instructions are not stipulated in the contract or supporting shipping document (DD Form 1149), an excess inventory listing is required that identifies GFP and, under cost reimbursement contracts, CAP. The contractor shall submit the list to the COR and PCO, via the activity Property Administrator, at which time disposition instructions will be provided by the Government.

The contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A007). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the Government property administrator.

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## 10.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

Non-compliance with the contract's Government Property terms and conditions will negatively affect the contractor's annual Contractor Performance Assessment Reporting System (CPARS) rating.

## 11.0 SAFETY ISSUES

### 11.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the respective task orders under this contract. Without Government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

#### 11.1.1 Performance at Government facilities

In addition to complying with Occupational Safety and Health Requirements, the contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

## 12.0 TRAVEL

### 12.1 LOCATIONS

For planning purposes, the contractor shall provide adequate personnel to support the travel requirements listed below for the base year and all option years. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel.

# Trips	# People	# Days/Nights	From (Location)	To (Location)
<b>Base Period</b>				
CLIN 9000 – Task 1 MCIS OMMC				
4	1	2/1	Dam Neck, VA	Quantico, VA
4	1	5/4	Dam Neck, VA	Pensacola, FL
4	1	4/3	Dam Neck, VA	Pensacola, FL
4	1	5/4	Dam Neck, VA	Ft. Belvoir, VA
CLIN 9004 – Task 5 MCIA OMMC				
6	4	5/4	Quantico, VA	Charleston, SC
CLIN 9005 – Task 6 MST OMMC				
6	1	7/6	Jacksonville, NC	Charleston, SC
1	1	30/29	Jacksonville, NC	Korea
2	1	15/14	Jacksonville, NC	Rota, Spain
1	1	14/13	San Diego, CA	Honolulu, HI
1	1	14/13	San Diego, CA	Point Mugu, CA
8	1	7/6	Jacksonville, NC	Quantico, VA
4	1	7/6	San Diego, CA	Stafford, VA
4	1	14/13	San Diego, CA	Fort Irwin, CA
2	1	14/13	Jacksonville, NC	Fort Pickett, VA
2	1	7/6	Jacksonville, NC	Norfolk, VA
2	1	7/6	Jacksonville, NC	Suffolk, VA

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2	1	7/6	Jacksonville, NC	Little Creek, VA
2	1	7/6	Jacksonville, NC	Washington, DC
<b>Option Years</b>				
CLIN 9100 – Task 1 MCIS OMMC				
2	6	5/4	Virginia Beach, VA	Quantico, VA
CLINs 9200, 9300 and 9400 – Task 1 MCIS OMMC				
4	1	2/1	Virginia Beach, VA	Quantico, VA
4	1	5/4	Virginia Beach, VA	Pensacola, FL
4	1	4/3	Virginia Beach, VA	Pensacola, FL
4	1	5/4	Virginia Beach, VA	Ft. Belvoir, VA
CLINs 9102, 9202, 9302 and 9402 – Task 3 RadBn RDT&E				
4	2	1/0	Quantico, VA	Washington, DC
12	3	3/2	Quantico, VA	Fort Meade, MD
2	3	7/6	Quantico, VA	MC Base, HI
3	3	3/2	Quantico, VA	Charleston, SC
4	5	7/6	Quantico, VA	Cherry Point, NC
3	3	3/2	Quantico, VA	San Diego, CA
3	5	7/6	Quantico, VA	Yuma, AZ
3	5	7/6	Quantico, VA	Camp Lejeune, NC
2	5	7/6	Quantico, VA	Mt Home AFB, ID
3	5	7/6	Quantico, VA	Camp Pendleton, CA
3	2	7/6	Quantico, VA	Okinawa, JP
3	5	7/6	Quantico, VA	29 Palms, CA
4	3	5/4	Quantico, VA	Tampa, FL
4	2	4/3	Quantico, VA	Rome, NY
2	2	3/2	Quantico, VA	Greenville, TX
12	2	3/2	Quantico, VA	San Diego, CA
CLINs 9104, 9204, 9304 and 9404 – Task 5 MCIA OMMC				
6	4	5/4	Quantico, VA	Charleston, SC
CLINs 9105, 9205, 9305 and 9405 – Task 6 MST OMMC				
6	1	7/6	Jacksonville, NC	Charleston, SC
1	1	30/29	Jacksonville, NC	Korea
2	1	15/14	Jacksonville, NC	Rota, Spain
1	1	14/13	San Diego, CA	Honolulu, HI
1	1	14/13	San Diego, CA	Point Mugu, CA
8	1	7/6	Jacksonville, NC	Quantico, VA
4	1	7/6	San Diego, CA	Stafford, VA
4	1	14/13	San Diego, CA	Fort Irwin, CA
2	1	14/13	Jacksonville, NC	Fort Pickett, VA
2	1	7/6	Jacksonville, NC	Norfolk, VA
2	1	7/6	Jacksonville, NC	Suffolk, VA
2	1	7/6	Jacksonville, NC	Little Creek, VA
2	1	7/6	Jacksonville, NC	Washington, DC

Note: Under this task order, the contractor shall not travel to Iraq or Afghanistan.

## 12.2 PERSONNEL MEDICAL REQUIREMENTS

### 12.2.1 OCONUS Immunization Requirements

As specified in each task order, the contractor shall be required to travel to locations outside the Continental limits of the United States (OCONUS) both shore and afloat. Contractor employees who deploy to locations that require



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immunizations shall do so pursuant to DoDI 6205.4, Department of the Navy (DON), and SPAWARSYSCENLANTINST 12910.1.

### 12.3 LETTER OF AUTHORIZATION

Some travel shall require a Letter of Authorization (LOA). As noted in DFARS PGI 225.7402-3(e), a LOA is necessary to enable a contractor employee to process through a deployment processing center; to travel to, from, and within a theater of operations; and to identify any additional authorizations and privileges. Applicable to the task order, the contractor shall initiate a LOA for each prospective traveler. The contractor shall use the Synchronized Pre-deployment & Operational Tracker (SPOT) web-based system, at <http://www.dod.mil/bta/products/spot.html>, to enter and maintain data with respect to traveling/deployed personnel, and to generate LOAs. When necessary and if in the Government's interest, the contractor may also initiate a LOA request to provide an official traveler access to Government facilities and to take advantage of travel discount rates in accordance with Government contracts and/or agreements. All privileges, services, and travel rate discount access are subject to availability and vendor acceptance. LOAs are required to be signed/approved by the SPOT registered Contracting/Ordering Officer for the applicable contract/task order.

### 12.4 SPECIFIED MISSION DESTINATIONS

As specified in each task order, the contractor shall be required to travel to locations designated as Specified Mission Destinations which are listed in the latest SSC Atlantic OCONUS Travel Guide portal (latest link to be provided at task order award). Pursuant to DoDI 3020.41 and SPAWARSYSCENLANTINST 12910.1A, work to be performed at Specified Mission Destinations is subject to all relevant contract clauses, as well as the requirements set forth in the aforementioned guide. The contractor shall be able to meet all clause and guide requirements 35 days prior to travel within the applicable specified destinations. When deployment to a Specified Mission Destination is required, the contractor shall be responsible for processing applicable deployment packages for its personnel in accordance with the SSC Atlantic OCONUS Travel Guide portal. Note: The portal is NOT the authoritative source, as it is only a guide. The contractor shall be responsible to know and understand travel requirements as identified by the Combatant Command (COCOM) and applicable country. Commencing no later than seven (7) days after task order award requiring travel to specified mission destination(s), the contractor shall submit all required OCONUS Deployment Documentation and Package (CDRL A016) to the task order technical POC and/or Command Travel/Deployment Coordinator.

### 13.0 COR DESIGNATION

The Contracting Officer Representative (COR) for this task order is Todd Kozey who can be reached at phone (571) 246-3151; e-mail: Todd.Kozey@navy.mil.

### 14.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

Transportation of equipment and/or material is applicable for the noted CAP. The contractor shall include the cost of transportation in their proposal. For planning purposes, it is anticipated that the transportation cost of equipment/material will be incidental to the job. The contractor shall propose an estimated transportation cost equal to the not-to-exceed (NTE) value cited in the applicable pricing model.

### 15.0 ACCEPTANCE PLAN

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

### 16.0 OTHER CONDITIONS/REQUIREMENTS

#### 16.1 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

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All contractor personnel who receive or have access to proprietary information shall sign and abide by a non-disclosure agreement.

#### 16.2 FUNDING ALLOCATION

This TO is funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs) which may or may not cross multiple contract performance years. Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C, and Section G of the TO award. Unless otherwise advised, the contractor shall itemize all summary of work and financial information in the TOSR CDRL by each TO funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual Government Contractor Performance Assessment Report (CPAR) rating.

#### 16.3 OVERTIME HOURS

Overtime for Service Contract Act (SCA) labor categories is allowed on this task order in accordance with FAR 52.222-2. Prior to the hours being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates.

#### 16.4 CYBERSECURITY WORKFORCE DESIGNATION

This task order requires contractor personnel to perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the cybersecurity workforce is comprised of the following categories: IA Technical (IAT) and IA Management (IAM)); and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional/Embedded hours performing IA duties:

Labor Category	Quantity Personnel	IA Designator (Note1)	IA Level/Position (Note2)	IA Duty Hours		
				Primary (≥25 hrs)	Additional (15-24 hrs)	Embedded (1-14 hrs)
Computer Programmer IV	(1)	IAT	Level 3	X		
Computer Systems Analyst III	(3)	IAT	Level 3	X		
Computer Systems Analyst II	(1)	IAT	Level 3	X		

#### 5252.237-9600 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)

- a) Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.
- b) The Government shall be able to review resumes of contractor personnel when applicable.
- c) If the Ordering Officer questions the qualifications or competence of any persons performing under the contract, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.
- d) The contractor shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the task order. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related

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experience to reasonably ensure the ability for effective and efficient performance.

e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

2. Bachelor of Science (BS) or Associate (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).

3. Reserved.

4. Technology degrees do not qualify as Engineering or Physical Science Degrees.

5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.

6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).

7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have Government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

8. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1 This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.

9. Applicable for Labor Categories providing Information Technology design and development support: In addition to educational requirements, Contract personnel shall be required to meet vendor/platform certification.

The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications – specific educational or experience requirements are noted below:

<b>Labor Category</b>	<b>Key</b>	<b>Location</b>
1. Program Manager	K	Contractor Site
2. Project Manager	K	Contractor Site
3. Accounting Clerk II (SCA 01012)		Contractor Site

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4. Administrative Assistant (SCA 01020)		Contractor Site
5. Reserved.		
6. Engineer/Scientist 3	K	Government Site
7. Technical Writer/Editor 2		Government Site
8. Subject Matter Expert (SME) 5	K	Government Site
9. Subject Matter Expert (SME) 4		Government Site
10. Subject Matter Expert (SME) 3		Government Site
11. Subject Matter Expert (SME) 2		Government Site
12. Computer Programmer IV (SCA 14074)		Government Site
13. Computer System Analyst III (SCA 14103)		Government Site
14. Training Specialist 3		Government Site
15. Engineering Technician III (SCA 30083)		Government Site
16. Logistician 3		Government Site
17. Shipping and Receiving Clerk		Government Site
18. Management Analyst 3		Government Site
19. Management Analyst 2		Government Site
20. Management Analyst 1		Government Site
21. Security Specialist 3		Government Site
22. Management Consultant (Senior)		Government Site

#### **1. Program Manager**

**Education:** Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Fifteen (15) years of technical experience in support of Marine Corps Intelligence programs, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of Marine Corps Intelligence, Surveillance, and Reconnaissance Enterprise (MCISR-E). Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

#### **2. Project Manager**

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Ten (10) years of direct work experience with C4ISR programs. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test& Evaluation of Marine Corps Intelligence Programs. Four (4) years as manager of MCISR-E programs, to include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

#### **3. Accounting Clerk II (SCA 01012)**

**Education:** High School Diploma or GED.

**Experience:** Two (2) years of clerical accounting experience to include: double entry bookkeeping, posting actions to journals, making debit/credit entries. Performing one (1) or more accounting tasks such as: verifying mathematical accuracy of accounting documents; examining and verifying clerical accuracy of various types of reports, lists, calculations, etc.; or making entries or adjustments to accounts. Demonstrated knowledge and understanding of the established and standardized bookkeeping and accounting procedures and techniques used in an accounting system. Knowledge and understanding of the terminology, codes, and processes used in automated accounting systems.

#### **4. Administrative Assistant (SCA 01020)**

**Education:** Associate's Degree in Business or Computer Science.

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**Experience:** Four (4) years of experience, to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

OR

**Education:** High School Diploma or GED.

**Experience:** Eight (8) years experience to include: word processing, spreadsheet development, documenting management issues, financial analysis, data collection, report processing, brief preparation, read milestone schedules and send and receive emails. Two (2) years of work experience shall be within DoD. Note: Experience may be concurrent.

**5. Reserved.**

**6. Engineer/Scientist 3**

**Education:** BS degree in Electrical, Software, Systems or Industrial Engineering; Physics; or Computer Science or 10 years relevant experience.

**Experience:** Six (6) years of experience in support of Information Warfare (IW) Exploitation Systems, Threat Warning, and Detection Systems to include: Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation, and Logistics support of C4ISR requirements. Three (3) years of technical experience in support of working with new IW and Threat Warning program system architectures, parameters for fleet IW and Threat Warning systems/ components, engineering application proposals for integration of Off-The-Shelf (COTS) equipment, and performing concept feasibility studies.

**7. Technical Writer/Editor 2**

**Education:** BA degree in English, Journalism, or Technical Writing or 9 years relevant experience.

**Experience:** Five (5) years of experience with Expeditionary Intelligence Programs, to include: writing technical documentation, procedures and guidelines for C4ISR systems or equipment.

**8. Subject Matter Expert (SME) 5**

**Education:** Technical Training in Counter Intelligence/Human Intelligence (CI/HUMINT), Signals Intelligence (SIGINT), Intelligence Future Operations, or General Military Intelligence (GMI)/Geospatial.

**Experience:** Eighteen (18) years of hands-on experience with the training and evaluation of procedures, instruction, curriculum management and development, and database management for CI/HUMINT, SIGINT, Future Ops, or GMI/Geospatial, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in Expeditionary Intelligence Program curriculum development, management, and instruction.

**9. Subject Matter Expert (SME) 4**

**Education:** Technical Training in Counter Intelligence/Human Intelligence (CI/HUMINT), Signals Intelligence (SIGINT), Intelligence Future Operations, or General Military Intelligence (GMI)/Geospatial.

**Experience:** Fifteen (15) years of hands-on experience with the training and evaluation of procedures, instruction, curriculum management and development, and database management for CI/HUMINT, SIGINT, Future Ops, or GMI/Geospatial, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in Expeditionary Intelligence Program curriculum development, management, and instruction.

**10. Subject Matter Expert (SME) 3**

**Education:** Technical Training in Counter Intelligence/Human Intelligence (CI/HUMINT), Signals Intelligence (SIGINT), Intelligence Future Operations, or General Military Intelligence (GMI)/Geospatial.

**Experience:** Twelve (12) years of hands-on experience with the training and evaluation of procedures, instruction, curriculum management and development, and database management for CI/HUMINT, SIGINT, Future Ops, or GMI/Geospatial, to include three (3) of the following four (4) areas: Systems Requirements, Operational

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Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in Expeditionary Intelligence Program curriculum development, management, and instruction.

**11. Subject Matter Expert (SME) 2**

**Education:** Technical Training in Counter Intelligence/Human Intelligence (CI/HUMINT), Signals Intelligence (SIGINT), Intelligence Future Operations, or General Military Intelligence (GMI)/Geospatial.

**Experience:** Ten (10) years of hands-on experience with the training and evaluation of procedures, instruction, curriculum management and development, and database management for CI/HUMINT, SIGINT, Future Ops, or GMI/Geospatial, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in Expeditionary Intelligence Program curriculum development, management, and instruction.

**12. Computer Programmer IV (SCA 14074)**

**Education:** High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

**Experience:** Eight (8) years of experience, to include: software Design, Development, and Test and Evaluation. Five (5) years of programming experience with MCISR-E programming languages. Four (4) years of experience to include: Database development, Web page design, Computer Based Training, development and using .NET tools and .net Integrated Development Environment tools, asp net, SQL Server 2000, and HTML editor tools. Note: Experience may be concurrent.

**13. Computer System Analyst III (SCA 14103)**

**Education:** High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

**Experience:** Five (5) years of MCISR-E Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.

**14. Training Specialist 4**

**Education:** Bachelor's degree in Education, English, Psychology or 14 years of relevant experience. Training Certification.

**Experience:** Fifteen (15) years of experience in support of Marine Corps Intelligence Programs, to include: establishing training needs, developing goals and objectives, developing training programs, and applying the instructional system development (ISD) process.

**15. Engineering Technician III (SCA 30083)**

**Education:** Associate's Degree in Engineering Technology or related field or 12 years relevant experience.

**Experience:** Ten (10) years of practical experience with Expeditionary Intelligence Programs. Four (4) years of experience, to include: installation of such equipment. One (1) year of experience, to include: design, preparation and modification of engineering documents, and drawings. Four (4) years of experience with Expeditionary Intelligence Programs, of which 2 must have been performed within the last 3 years. Note: Experience may be concurrent.

**16. Logistician 3**

**Education:** Bachelor's degree or 10 years relevant experience. Current Professional Logistics Certification – i.e.,

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Defense Acquisition Workforce Improvement Act (DAWIA) certified in Lifecycle [Acquisition] Logistics Level 1, or have equivalent logistics training (resume to specify all equivalent training), or possess an additional two (2) years working in direct support of defense life-cycle logistics.

**Experience:** Six (6) years of experience in defense life-cycle (acquisition) logistics support (or 8 years if not DAWIA Level 1 certified) of electronic systems, to include: logistics management, principles, practices, and processes. Four (4) years of experience in support of C4ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, Developing Logistics Plans and Procedures, and Developing Logistics Management Plans and Guidelines. Note: Experience may be concurrent.

**17. Shipping and Receiving Clerk (SCA 21130)**

**Education:** High School diploma or GED.

**Experience:** Two (2) years of experience, to include: assembling orders and preparing goods for shipment; recording shipment data, including weight, charges, and space availability; receiving, unpacking materials/supplies and reporting damages and discrepancies for accounting, reimbursement and record-keeping purposes; and completing shipping and receiving reports. Shall be able to support lifting a minimum of 25 pounds.

**18. Management Analyst 3**

**Education:** Bachelor's degree or 10 years relevant experience.

**Experience:** Six (6) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Development of Testing Criteria, Development of Corrective Action Systems, Development of Program Monitoring Approach (e.g. PERT, CPM, EVM), Analysis of Programs Health, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Comprehensive knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

**19. Management Analyst 2**

**Education:** Bachelor's degree or 6 years relevant experience.

**Experience:** Two (2) years of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis, Development of Cost Estimates, and Development of Program Status Reports. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

**20. Management Analyst 1**

**Education:** Bachelor's degree or 4 years relevant experience.

**Experience:** One (1) year of Contract Management experience, to include: Development of Program Acquisition Documentation, Data Collection and Analysis. Familiarity with Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

**21. Security Specialist 3**

**Education:** Bachelor's degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

**Experience:** Six (6) years of experience, to include: applicable security discipline principles, practices, and procedures.

**22. Management Consultant (Senior)**

**Education:** Bachelor's degree in Business, Organizational Development, Education, Engineering, Physical Science or business related specialty. Certified Project Management Professional (PMP).

**Experience:** Twenty (20) years of Strategic Business Management experience in support of Marine Corps Intelligence Programs, to include: Development of Corporate Strategic Plans, Development of Organizational Performance Management Plans, Development of Organization Governance Structures, Guiding significant organizational change management efforts. At least three years of business experience at the executive level (e.g., SES, CEO, Corporate President).

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(a) The offeror agrees to assign to this task order those key personnel listed in paragraph (d) below. Within 15 days after contract award, the contractor shall submit a Program Manager's résumé for consideration and any other key labor category résumés required for immediate performance. After approval, the individuals will be added to a key personnel list, paragraph (d), which will be maintained by the contractor and supplied in the monthly Contract and task order Status Report. No substitutions will be made except in accordance with this clause.

(b) The offeror agrees that during the first 90 days of the task order performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 90-day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. The Contractor shall provide any substitution requests in accordance with paragraph (c) below.

(c) All requests for approval of substitutions under this task order must be in writing and a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this task order must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the Contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel

NAME	Labor Category
	Program Manager
	Project Manager
	Engineer/Scientist 3
	SME 5

After task order award, the Contractor shall be responsible for tracking and maintaining the Key Personnel list which is part of the monthly Task Order Status Report.

(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the task order work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the task order, the task order may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the task order price or fixed fee to compensate the Government for any resultant delay, loss or damage. The Contractor's ability to manage, provide, and/or maintain sufficient key personnel will be evaluated in the annual Government Contractor Performance Assessment Report (CPAR) rating.

(f) To request personnel be added to a labor category, the offeror shall employ the procedures outlined in paragraph (c) above.



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## **SECTION D PACKAGING AND MARKING**

Packaging and Marking shall be in accordance with Section D of the SeaPort-e Multiple Award IDIQ contract.

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

E-303 INSPECTION AND ACCEPTANCE- - DESTINATION (JAN 2002)

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his duly authorized representative.

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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

7000  
7001  
7003  
7004  
7005  
9000  
9001  
9002  
9004  
9005  
9006

### **CLIN - DELIVERIES OR PERFORMANCE**

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

Base Year: Date of award through one year thereafter.

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

Option Years: Date of Option Exercise through twelve months thereafter.

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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## SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is Robin Rourk, (843) 218-5115.

### **252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)**

### **252.204-7006 BILLING INSTRUCTIONS (OCT 2005)**

When submitting a request for payment, the Contractor shall--

- (a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- (b) Separately identify a payment amount for each contract line item included in the payment request.

### **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:

### **Cost Type Orders - Cost Voucher**

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

**N65236**

(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**

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S5111A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	S5111A
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	HAA722
Other DoDAAC(s)	N/A

(2) 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.

(3) 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.

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
Todd Kozey	<a href="mailto:todd.kozey@navy.mil">todd.kozey@navy.mil</a>	571-246-3151	COR
Same as above	Same as above	Same as above	Same as above
Same as above	Same as above	Same as above	Same as above

(a) WAWF point of contact.

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

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

LaVerne Brown, [laverne.brown@navy.mil](mailto:laverne.brown@navy.mil)

**5252.201-9201 Designation of Contracting officer's Representative (Mar 2006)**

(a) The Contracting Officer hereby appoints the following individual as Contracting Officer’s

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Representative(s) (COR) for this contract/order:

CONTRACTING OFFICER REPRESENTATIVE

Name: Todd Kozey  
Code: 43130  
Phone Number: 571-3151  
E-mail: [todd.kozey@navy.mil](mailto:todd.kozey@navy.mil)

(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.

**5252.216-9210 TYPE OF CONTRACT (DEC 1999)**

This is a Cost Plus Fixed- Fee, Level of Effort task order.

**5252.232-9206 SEGREGATION OF COSTS (DEC 2003)**

(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 G, Accounting Data. 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, Electron Submission of Payment Requests, one copy of each invoice or voucher will be provided, at the time of submission to DCAA

- (1) to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer and
- (2) to the Procuring Contracting Officer.

Accounting Data

SLINID	PR Number	Amount
700001		
LLA :		
AA		
Standard Number:		
NWA:		
EXP:		
CRM Tracking:		

CLIN 7000 provides funding for a severable service contract that crosses fiscal years in compliance with 10 U.S. Code 2410 (a). Therefore, this period of performance may not exceed .

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BASE Funding  
Cumulative Funding

MOD P00001 Funding  
Cumulative Funding

MOD P00002 Funding  
Cumulative Funding

MOD P00003

700002  
LLA :  
AB  
Standard Number:  
Incremental Funding  
PR  
ACRN:  
NWA:  
DOC:  
Cost Code:  
Funds EXP:

700501  
LLA :  
AC

Incremental Funding  
PR  
ACRN:  
NWA:  
DOC:  
Cost Code:  
Funds EXP:

900501  
LLA :  
AC  
Standard Number:  
Incremental Funding  
PR  
ACRN:  
NWA:  
DOC:  
Cost Code:  
Funds EXP:

MOD P00003 Funding  
Cumulative Funding

MOD P00004

700002  
LLA :  
AB  
Standard Number:  
Incremental Funding  
PR  
ACRN:  
NWA:  
DOC:  
Cost Code:  
Funds EXP:

700101  
LLA :  
AB

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Standard Number:  
Realigned Funding

ACRN:  
NWA:  
Funding DOC:  
Cost Code:  
Funds EXP:

MOD P00004 Funding  
Cumulative Funding



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### 5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

- (a) A contractor picture badge may be issued to contractor personnel by the SPAWAR Systems Center Atlantic 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 SPAWAR Systems Center Atlantic prior to completion of the picture badge request.
- (b) The contractor assumes full responsibility for the proper use of the identification badge, and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.
- (c) At the completion of the contract, the contractor shall forward to SPAWAR Systems Center Atlantic Security Office a list of all unreturned badges with a written explanation of any missing badges.

### 5252.209-9206 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (DEC 1999)

In performing this task order, the Contractor will not use as a consultant or employ (on either a full or part-time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no law and no DOD or Navy instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.

### 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be **459,425** total man-hours of direct labor for a base year and four option years (if exercised), including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that **0 man-hours** are uncompensated effort.

Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations, or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.
- (d) The level of effort for this contract shall be expended at an average rate of approximately 1,767 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the

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probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(f) The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fee} \frac{(\text{Required LOE} - \text{Expended LOE})}{\text{Required LOE}}$$

or (ii) subject to the provisions of the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20) or "LIMITATION OF COST (FACILITIES)" (FAR 52.232-21), as applicable, require the Contractor to continue to perform the work until the total number of man-hours of direct labor specified in paragraph (a) above shall have been expended, at no increase in the fee of this contract.

(h) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this contract. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(i) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Task Order Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the contract for the period. Within 45 days after completion of the work under the contract, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this contract may be reduced to recover excess funds and, in the case of an underrun in hours specified as the total level of effort; and (6) a calculation of the appropriate fee reduction in accordance with this clause. All submissions shall include subcontractor information.

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government

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shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan. \*

(k) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish man-hours up to five percent in excess of the total man-hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fee is required.

\* The Contracting Officer referred to, in paragraph (j), is the Task Order Contracting Officer.

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

(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;

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

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

(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
- (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;

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(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 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

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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.

(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.

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*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 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.

**5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

a. This contract is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this contract for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this contract for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this contract entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
Base Year			
7000			
7001			
7003			
7004			
7005			
9000			
9002			
9004			

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b. The parties contemplate that the Government will allot additional amounts to this contract from time to time for the incrementally funded CLINs/SLINs by unilateral contract modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

c. CLINs/SLINs \_\_\_\_\_ are fully funded and performance under these CLINs/SLINs is subject to the clause of this contract entitled "LIMITATION OF COST" (FAR 52.232-20).

d. The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

**5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)**

(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) 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.

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

(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;



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(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 a "Contractor Access to Information Non-Disclosure Agreement," and obtain and submit to the Contracting Officer a signed "Contractor Employee Access to Information 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 "Contractor Non-Disclosure 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.

#### **5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)(NAVAIR) (FEB 2009)**

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-00018). The frequency and type of CPARS reports (initial, intermediate, final, out-of- cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at <https://www.cpars.gov/cparsfiles/pdfs/CPARS-Guidance.pdf>.

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(b) For orders placed against contracts and agreements the contractor's performance shall be assessed on an order-by-order basis  or total contract/agreement basis [].

**5252.222-9600 WAGE DETERMINATION APPLICABLE, SERVICE CONTRACT ACT (JUL 1989)**

Incorporated below sets forth the applicable Service Contract Act Wage Determination by the Secretary of Labor.

WD 15-4281 Rev. -6 (5/16/17) - District of Columbia (Quantico, VA)

WD 15-4341 Rev. -4 (3/21/17) - Virginia Beach, VA (Dam Neck, VA)

WD for Contractor Site (offeror to specify location used for contractor site SCA labor categories in the Cost Narrative)

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## **SECTION I CONTRACT CLAUSES**

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 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 five years.

### **FAR CLAUSES INCORPORATED BY REFERENCE:**

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (NOV 2011)

52.219-14 LIMITATIONS OF SUBCONTRACTING (NOV 2011)

52.222-42 -- Statement of Equivalent Rates for Federal Hires (MAY 2014)

### **DFARS CLAUSES INCORPORATED BY REFERENCE:**

252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)

252.245-7001 TAGGING, LABELING AND MARKING OF GOVERNMENT-FURNISHED PROPERTY (APR 2012)

252.245-7002 REPORTING LOSS OF GOVERNMENT PROPERTY (APR 2012)

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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1: Quality Assurance Surveillance Plan

Attachment 2: Non-Disclosure Agreement

Attachment 3: DD254

Exhibit A: Contract Data Requirements List