

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
18

3. EFFECTIVE DATE  
09-Jan-2017

4. REQUISITION/PURCHASE REQ. NO.  
1300615900

5. PROJECT NO. (If applicable)  
N/A

6. ISSUED BY CODE

N00039

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

SPAWAR HQ

DCMA Manassas

SCD: C

4301 Pacific Highway

14501 George Carter Way, 2nd Floor

San Diego CA 92110

Chantilly VA 20151

omotayo.akinsuyi1@navy.mil 858-537-0287

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

SYSTEMS TECHNOLOGY FORUM, LIMITED  
150 Riverside Parkway, Suite 309  
Fredericksburg VA 22406-1094

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-14-D-7955 / N00178-14-D-7955-NS01

10B. DATED (SEE ITEM 13)

28-Aug-2014

CAGE CODE  
3GWG8

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

(\*)  A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)  
FAR 52.232-22 LIMITATION OF FUNDS

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)

Jennifer N Tsui, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY /s/Jennifer N Tsui

(Signature of Contracting Officer)

09-Jan-2017

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA  
FAR (48 CFR) 53.243

























































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to review all resumes of proposed personnel. Personnel proposed for performance under this contract should demonstrate the following qualifications and experience:

**(ONE) - PROGRAM MANAGER**

Specialized Experience

Ten (10) years minimum specialized Program Management experience with the Department of the Navy or comparable Government agencies. At least 5 years of this experience must be as Program Manager in direct support to a program office (PMW) or similar organization.

Experience in Program Management in support of major ACAT IAC through IV programs to include:

- DoD 5000 Series /SECNAVINST 5000 Documentation
- Work plan management
- Personnel resources management
- Systems design analysis
- Technology assessments
- Strategic planning
- Acquisition planning
- Financial planning
- Proficient in all Microsoft Office applications

Desired Education and Certifications

- Bachelor's degree from an accredited college or university in Business Administration, Mathematics, Engineering or related Field of Study (specialized expertise cannot be substituted for a Bachelor's degree)
- Master's Degree preferred
- Lean Six Sigma, CMMI and PMP certifications desirable

**(ONE) - SENIOR PROGRAM MANAGEMENT LEAD**

Specialized Experience

Ten (10) years minimum specialized Program Management experience with the Department of the Navy or comparable Government agencies. At least 5 years of this experience must be as Program Manager in direct support to a program office (PMW) or similar organization.

Experience in Program Management in support of major ACAT IAC through IV programs to include:

- DoD 5000 Series/SECNAVINST 5000 Documentation
- Cost estimating to include Program Office Estimates (POEs), Program Life Cycle Cost Estimates (PLCCE), Independent Cost Estimates (ICE), Service Cost Position (SCP) and analyses, Cost Benefit Analysis, Cost Comparison Analysis, Business Case Analysis, trade studies, and Cost As an Independent Variable Analysis
- System Design Analysis
- Technology Assessment
- Personnel resources management
- Acquisition planning
- Financial planning to preparing Program Objective Memorandum (POM) exhibits, and spend plan
- Integrated Master Scheduling
- Program documentation such as Probability of Program Success Report, Program Health and Risk Review (PHARR) Report, ASN-RDA Digital Dashboard Report
- Proficient in all Microsoft Office applications

Desired Education and Certifications

- Bachelor's degree from an accredited college or university in Business Administration, Mathematics, Engineering or related Field of Study (specialized expertise cannot be substituted for a Bachelor's degree)
- Master's Degree preferred
- Lean Six Sigma, CMMI and PMP certifications desired

**(ONE) - SENIOR ENGINEERING LEAD**

Specialized Experience

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Ten (10) years or more working in Systems Engineering on C4I systems, preferably as it relates to Department of the Navy programs. At least 5 years of this experience must be as Lead System Engineer in direct support to a program office (PMW) or similar organization.

Experience in System Engineering to include:

- Translating operational requirements or user needs into functional and technical specifications and developing requirements traceability matrix
- Developing, maintaining, and tracking design baselines through configuration control measures
- Developing engineering change proposals through the configuration management process
- Managing and executing SPAWAR System Engineering Technical Reviews (i.e. System Requirements Review, System Functional Review, Preliminary Design Review, Critical Design Review, etc.)
- Reviewing architecture drawings and network specifications to integrate shore systems with afloat network systems
- Conducting technical assessments and/or analysis of alternatives to identify tactical shore solutions
- Identifying and managing technical risks throughout the life cycle of the program;
- Developing technology roadmaps and strategies
- Developing an engineering white paper to address technical deficiencies and gaps, and propose a technical solution
- Developing acquisition and technical documentation (such as Statements of Work/Performance, System Engineering Plan, Information Support Plan, Functional specification, System Performance Specification, System/Subsystem Design Description, etc.)
- Developing test and evaluation strategies and test plans
- Maintaining effective communications through written reports and briefings

Desired Education and Certifications

- A Bachelor's of Engineering degree from an accredited college or university in Systems Engineering, Computer Science, IT Systems Technologies or related Field of Study (specialized expertise may not be substituted for a Bachelor's degree)
  - Master's Degree preferred
  - Cisco Career Certifications and Microsoft Certifications or network engineering desired
- (ONE) - SENIOR INFORMATION ASSURANCE SPECIALIST LEAD

Specialized experience

At least (10) years of demonstrated experience working in the Information Assurance Career field. At least 5 years of this experience must be as Lead Information Assurance Specialist in direct support of a program office (PMW) or similar organization.

- DoD Information Assurance Certification and Accreditation Process (DIACAP) as implemented by the Department of the Navy
- Application of the Risk Management process, specifically related to Information Assurance
- Enterprise Mission Assurance Support Service (eMASS)
- DoD Information Assurance Vulnerability Management (IAVM) Process
- Knowledge of the Federal Information Assurance Management Act (FISMA) Process
- Top Secret and Below Interoperability (TSABI)/ Secret and Below Interoperability (SABI) Cross Domain Solutions (CDS) Processes; experience developing artifacts that support the CDS approval process for production systems
- Development of Multiple Cross Domain Solution Appendixes (CDSAs) for production systems. Understanding of CDSA Phase I thru CDSA Phase III Process
- Understanding of Shore and Expeditionary Network Architecture
- Must meet Department of Defense Information Assurance Workforce (IAWF ) requirements for Information Assurance Management (IAM) Level III

Desired Education and Certifications

- Bachelor's degree from an accredited college or university in Information Technology, specializing in Information Assurance, Systems Engineering or Network Architecture and Design or related field of study (specialized expertise may not be substituted for a Bachelor's degree)

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- Master's Degree preferred

C-8 LIABILITY INSURANCE--COST TYPE CONTRACTS (5252.228-9201) (OCT 2001)

(a) The following types of insurance are required in accordance with the FAR 52.228-7 "Insurance--Liability to Third Persons" clause and shall be maintained in the minimum amounts shown:

- (1) Workers' compensation and employers' liability: minimum of \$100,000
- (2) Comprehensive general liability: \$500,000 per occurrence
- (3) Automobile liability: \$200,000 per person  
  - \$500,000 per occurrence
  - \$ 20,000 per occurrence for property damage

(b) When requested by the contracting officer, the contractor shall furnish to the Contracting Officer a certificate or written statement of insurance. The written statement of insurance must contain the following information: policy number, policyholder, carrier, amount of coverage, dates of effectiveness (i.e., performance period), and contract number. The contract number shall be cited on the certificate of insurance.

C-9 LABOR CATEGORY IDENTIFICATION

Correspondence, Technical Instruction, Vouchers, Invoices, Status Reports, etc., shall utilize the Contractor's standard labor category terminology as established in its proposal at time of award. For each category of labor specified by the Government, the Offeror shall identify the corresponding company labor category/categories table:

Labor Category	Offeror Corresponding Labor Category
Program Manager	
Senior Engineer	
Engineer	
Junior Engineer	
Sr. Information Assurance Specialist	
Information Assurance Specialist	
Jr. Information Assurance Specialist	
Sr. Acquisition/Contract Support	
Acquisition/Contract Support	
Senior Program Management Specialist	
Program Management Specialist	
Junior Program Management Specialist	
Sr. Administrative Support	
Administrative Support	

Labor Category Descriptions

Labor Category	Minimum Expertise (Desired)	Education (Desired)	Years of Experience (Desired)		
			Junior	Mid	Senior
Program Management Specialist	DoD 5000 Series / SECNAVINST 5000 Documentation, Cost estimating, System Design Analysis, Technology Assessment, Acquisition Planning, Financial/Budget Planning, Integrated Master Scheduling, Program Documentation and Reporting (such as Probability of Program Success Report, Program Health and Risk Review (PHARR) Report, ASN-RDA Digital Dashboard Report), ACAT IAC-IV Milestone Decision Process, Risk Management, Data Collection and Analysis, Information Technology (IT) System Support, Proficiency with MS Office Products	Bachelor's or Master's degree in Business Administration, Mathematics, Engineering or related field of study	0-4	5-9	= or >10

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Engineer	DoD 5000 Series/ SECNAVINST 5000 Documentation, Requirements Analysis, Technology Assessments, Design Baselines, System Engineering Technical Reviews, Architecture Artifacts, Network Engineering Analysis, Analysis of Alternatives, Technical Risk Assessment and Management, Technology Roadmap, Test Strategies, Acquisition and Technical Documentation, Configuration Management, IT System Support, Information Systems Security Engineering, Understanding of Shore and Expeditionary Network Architecture	Bachelor's or Master's degree in Systems Engineering, Computer Science, IT Systems Technologies, Electronics Engineering, Networks Engineering, or related field of study	0-4	5-9	= or >10
Information Assurance Specialist	DoD Information Assurance Certification and Accreditation Process (DIACAP) and Documentation, Navy Risk Management process, Information Assurance Vulnerability Management (IAVM) Process, Federal Information Assurance Management Act (FISMA) Process, Top Secret and Below Interoperability (TSABI)/ Secret and Below Interoperability (SABI) Cross Domain Solutions (CDS) Processes, Development of Multiple Cross Domain Solution Appendixes (CDSAs), Understanding of CDSA Phase I thru CDSA Phase III Process, IT Systems Support, IA Validation Testing, Information Systems Security Engineering, DoD 5000 Series /SECNAVINST 5000 Documentation	Bachelor's or Master's degree in Information Technology, specializing in Information Assurance, Systems Engineering, Network Architecture and Design, or related field of study	0-4	5-9	= or >10
Acquisition/ Contract Support	DoD 5000 Series/ SECNAVINST 5000 Documentation, Cost estimating, System Design Analysis, Technology Assessment, Acquisition planning, Financial Planning, Integrated Master Scheduling, ACAT 1AC-IV Milestone Decision Process, Market Survey, Information Technology Purchase Request, Program Risk Management, Contracting Process/Documentation, Data Collection and Analysis, Program Status Reporting, Proficiency with MS Office Products	Bachelor's or Master's degree in Mathematics, Management Information Systems, Business, or related field of study	0-4	5-9	= or >10
Administrative Support	Strategic Planning Support, Performance Agreement Support, Data Collection and Analysis, Programmatic Support, Spreadsheet Development, Communication Planning and Execution, Travel Request/Voucher Processing, Site Visit/Security Clearance Requests, Documentation Filing, Calendar Management, Naval Systems Engineering Resource Center (NSERC) Management, Scheduling, Word Processing, Facility Coordination, NMCI Asset Requests and Tracking, Proficiency with MS Office Products	Associate Degree in Business, Management Information Systems, or related field of study	0-4	5-9	= or >10

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## **SECTION D PACKAGING AND MARKING**

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

See Section G – Contracting Officer’s Representative

All deliverables shall be packaged and marked in accordance with Best Commercial Practices.

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## **SECTION E INSPECTION AND ACCEPTANCE**

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

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



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## SECTION F DELIVERABLES OR PERFORMANCE

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

7001	9/1/2014 - 8/31/2015
7101	9/1/2015 - 8/31/2016
7201	9/1/2016 - 8/31/2017
9001	9/1/2014 - 8/31/2015
9101	9/1/2015 - 8/1/2016
9201	9/1/2016 - 8/31/2017

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

#### CLIN – DELIVERIES OR PERFORMANCE

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

##### BASE PERIOD:

7001	01 September 2014 – 31 August 2015
9001	01 September 2014 – 31 August 2015

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

##### OPTION 1:

7101	01 September 2015 – 31 August 2016
9101	01 September 2015 – 31 August 2016

##### OPTION 2:

7201	01 September 2016 – 31 August 2017
9201	01 September 2016 – 31 August 2017

##### OPTION 3:

7301	01 September 2017 – 31 August 2018
9301	01 September 2017 – 31 August 2018

##### OPTION 4:

7401	01 September 2018 – 31 August 2019
9401	01 September 2018 – 31 August 2019

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

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

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## SECTION G CONTRACT ADMINISTRATION DATA

### G-1 STATUS REPORTS

The contractor shall electronically submit Status Reports in accordance with the format and content detailed in CDRs A001 - A003. The Contractor shall deliver the initial reports 45 Days After Contract Award (DACA). Subsequent submissions are due in accordance with the instructions contained within the CDRs.

### G-2 INVOICING INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

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

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

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

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

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

### G-3 DFAS SPECIAL PAYMENT INSTRUCTION (252.204-0012)

The payment office shall disburse funds in strict compliance with the amounts invoiced by CLIN/SLIN/ACRN.

### G-4 TYPE OF CONTRACT

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

### G-5 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (252.232-7006)(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.

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

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

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

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

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

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

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

Combo

*Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)*

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

N00039

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

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00039
Admin DoDAAC	S2404A
Inspect By DoDAAC	N00039
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N00039
Service Acceptor (DoDAAC)	N00039
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA47B
Other DoDAAC(s)	N/A

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes

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

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

[jennifer.tsui@navy.mil](mailto:jennifer.tsui@navy.mil)  
[barbara.edwards@navy.mil](mailto:barbara.edwards@navy.mil)

(g) *WAWF point of contact.*

The Contractor may obtain clarification and or technical help regarding invoicing in WAWF from the WAWF helpdesk at 866-618-5988.

**G-6 ACTIVITY OMBUDSMAN**

The SPAWAR Ombudsman for this Task Order is:

Name: CDR Joel Pitel  
Code: SPAWAR 2.0B  
Address: 4301 Pacific Highway, San Diego CA 92110  
Phone: (619) 524-7598  
E-Mail: [joel.pitel@navy.mil](mailto:joel.pitel@navy.mil)

**G-7 CONTRACTING OFFICER’S REPRESENTATIVE (COR)**

The SPAWAR Contracting Officer’s Representative for this Task Order is:

Name: Barbara Edwards  
Code: PMW 790  
Address: 4301 Pacific Hwy.  
San Diego, Ca. 92110-3127  
Phone: (619) 221-7930  
Email: [barbara.edwards@navy.mil](mailto:barbara.edwards@navy.mil)

**G-8 CONTRACTOR PERFORMANCE APPRAISAL REPORTING SYSTEM**

(a) Past performance information will be collected and maintained under this contract using the Department of Defense Contractor Performance Appraisal Reporting System (CPARS). CPARS is a web-enabled application that collects and manages the contractor’s performance information on a given contract during a specific period of time. Additional information is available at <http://www.cpars.navy.mil/>.

(b) After contract award, the contractor will be given access authorization by the respective SPAWAR Focal Point, to review and comment on any element of the proposed rating before that rating becomes final. Within 60 days after contract award, the contractor shall provide in writing (or via e-mail) to the contracting officer the name, title, e-mail address and telephone number of the company individual or individuals who will have the responsibility of reviewing and approving any Contractor Performance Appraisal Report (CPAR) developed under the contract. If, during the life of this contract these company individual(s) are replaced by the contractor, the name, title, e-mail address and telephone number of the substitute individuals will be provided to the contracting officer within 60 days of the replacement.

Accounting Data

SLINID	PR Number	Amount
700101	130044839700001	40000.00

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LLA :  
AA 1741804 60CT 252 57007 068892 2D CZN628 COST CODE: 570074WN672Q

700102 130044647800001 33000.00  
LLA :  
AB 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00002438331

700103 130044647800003 135405.00  
LLA :  
AC 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A10002438331

700104 130044647800004 100000.00  
LLA :  
AD 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A20002438331

700105 130044647800007 268797.00  
LLA :  
AE 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A30002438331

700106 130044647800008 103092.00  
LLA :  
AF 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A40002438331

700107 130044647800012 75000.00  
LLA :  
AG 1741319 X7KP 255 00039 0 050120 2D 000000 COST CODE: A60002438331

700108 130044647800013 160000.00  
LLA :  
AV 1741810 M7IT 252 00039 0 050120 2D 000000 COST CODE: A70002438331

700109 130044647800014 60000.00  
LLA :  
AJ 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A80002438331

700110 130044647800015 228152.00  
LLA :  
AK 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B40002438331

700111 130044647800016 383225.00  
LLA :  
AL 1741804 5C6C 252 00039 0 050120 2D 000000 COST CODE: B30002438331

900101 130044647800018 5000.00  
LLA :  
AK 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B40002438331

900102 130044647800017 5000.00  
LLA :  
AL 1741804 5C6C 252 00039 0 050120 2D 000000 COST CODE: B30002438331

BASE Funding 1596671.00  
Cumulative Funding 1596671.00

MOD 01

700112 130045261400001 138535.00  
LLA :  
AM 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002486367

700113 130045261400002 20800.00  
LLA :  
AN 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10002486367

700114 130045261400003 263019.00  
LLA :  
AP 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C30002486367

700115 130045261400004 101250.00  
LLA :  
AQ 1741804 5FIT 252 00039 0 050120 2D 000000 COST CODE: C50002486367

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700116 130045261400005 448273.00  
 LLA :  
 AR 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C70002486367

700117 130045261400006 232000.00  
 LLA :  
 AS 1741804 5C1C 252 00039 0 050120 2D 000000 COST CODE: C70002486367

700118 130045119900001 254351.00  
 LLA :  
 AT 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002472653

700119 130045119900002 161000.00  
 LLA :  
 AU 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10002472653

900103 130045261400001 5000.00  
 LLA :  
 AM 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002486367

900104 130045261400003 10000.00  
 LLA :  
 AP 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C30002486367

900105 130045261400005 10000.00  
 LLA :  
 AR 1741804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C70002486367

MOD 01 Funding 1644228.00  
 Cumulative Funding 3240899.00

MOD 02 Funding 0.00  
 Cumulative Funding 3240899.00

MOD 03

700120 130046190100001 93000.00  
 LLA :  
 AW 1751319 X7KP 252 00039 0 050120 2D 000000 COST CODE: A00002589095

700121 130046190100002 58200.00  
 LLA :  
 AX 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10002589095

700122 130046190100003 126597.00  
 LLA :  
 AY 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002589095

700123 130046190100005 101650.00  
 LLA :  
 AZ 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A40002589095

700124 130046190100006 140000.00  
 LLA :  
 BA 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A80002589095

700125 130046190100007 95400.00  
 LLA :  
 BB 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A90002589095

700126 130046190100008 91800.00  
 LLA :  
 BC 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B50002589095

700127 130046190100009 52800.00  
 LLA :  
 BD 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: B70002589095

700128 130046190100010 135000.00  
 LLA :

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BE 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B60002589095

900106 130046190100002 1800.00

LLA :

AX 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10002589095

900107 130046190100003 15000.00

LLA :

AY 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002589095

900108 130046190100005 3350.00

LLA :

AZ 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A40002589095

900109 130046190100006 15000.00

LLA :

BA 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A80002589095

900110 130046190100007 4600.00

LLA :

BB 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A90002589095

900111 130046190100008 8200.00

LLA :

BC 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B50002589095

900112 130046190100009 7200.00

LLA :

BD 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: B70002589095

MOD 03 Funding 949597.00

Cumulative Funding 4190496.00

MOD 04 Funding 0.00

Cumulative Funding 4190496.00

MOD 05

700129 130046660300001 393944.00

LLA :

BF 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A00002630862

700130 130046660300002: 233212.00

LLA :

BG 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A10002630862

700131 130046660300003 516448.00

LLA :

BH 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002630862

700132 130046660300004 105000.00

LLA :

BJ 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A30002630862

700133 130046660300005 272000.00

LLA :

BK 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A40002630862

700134 130046660300006 120000.00

LLA :

BL 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A50002630862

700135 CIN 130046660300007 312434.00

LLA :

BM 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A60002630862

700136 130046660300008 131000.00

LLA :

BN 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A70002630862

700137 130046660300009 64000.00

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LLA :  
BP 1731810 M2NR 252 00039 0 050120 2D 000000 COST CODE: A80002630862

700138 130046660300010 179771.00

LLA :  
BQ 1741810 M7IT 252 00039 0 050120 2D 000000 COST CODE: A90002630862

700139 130046660300011 290190.00

LLA :  
BR 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B00002630862

700140 130046660300012 60000.00

LLA :  
BS 1751804 60CT 252 57007 068892 2D CZN611 COST CODE: 570075WN672Q

900113 130046660300001 4000.00

LLA :  
BF 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A00002630862

900114 130046660300002 5000.00

LLA :  
BG 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A10002630862

900115 130046660300003 15000.00

LLA :  
BH 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002630862

900116 130046660300005 3000.00

LLA :  
BK 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A40002630862

900117 130046660300007 15000.00

LLA :  
BM 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A60002630862

900118 130046660300011 114000.00

LLA :  
BR 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B00002630862

MOD 05 Funding 2833999.00  
Cumulative Funding 7024495.00

MOD 06

700141 130049338100001 139384.00

LLA :  
BT 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002837381 A00002837381

700142 130049338100002 277000.00

LLA :  
BU 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C00002837381 C00002837381

700143 130049338100003 42000.00

LLA :  
BV 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: C20002837381 C20002837381

700144 130049338100004 150000.00

LLA :  
BW 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C40002837381 C40002837381

700145 130049338100005 228000.00

LLA :  
BX 1741810 M7IT 252 00039 0 050120 2D 000000 COST CODE: C50002837381 C50002837381

700146 130048992700001 5000.00

LLA :  
BY 1709131811 1317 252 3ZWTL 0 068342 2D 000000 COST CODE: 23182400001G 23182400001G

700147 130049161200001 82000.00

LLA :  
BZ 1751804 DC3C 252 41756 0 068941 2D 000000 COST CODE: E90027599000 E90027599000



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700148 130048567400010 90000.00  
 LLA :  
 CA 1751319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00002781623 A00002781623

900119 130049338100002 32360.00  
 LLA :  
 BU 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C00002837381 C00002837381

900120 130049161200001 6000.00  
 LLA :  
 BZ 1751804 DC3C 252 41756 0 068941 2D 000000 COST CODE: E90027599000 E90027599000

900121 130048567400010 10000.00  
 LLA :  
 CA 1751319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00002781623 A00002781623

MOD 06 Funding 1061744.00  
 Cumulative Funding 8086239.00

MOD 07

700129 130046660300001 (228459.00)  
 LLA :  
 BF 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A00002630862

700130 130046660300002: (191541.00)  
 LLA :  
 BG 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A10002630862

MOD 07 Funding -420000.00  
 Cumulative Funding 7666239.00

MOD 08

710101 130051838300001 44000.00  
 LLA :  
 CB 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A00003006399

710102 130051838300002 17000.00  
 LLA :  
 CC 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A10003006399

710103 130051838300003 140000.00  
 LLA :  
 CD 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: A20003006399

710104 130051838300004 50000.00  
 LLA :  
 CE 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A30003006399

710105 130051838300005 177637.00  
 LLA :  
 CF 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A40003006399

710106 130051838300006 146863.00  
 LLA :  
 CG 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A50003006399

710107 130051838300007 32500.00  
 LLA :  
 CH 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A60003006399

710108 130051838300008 107153.00  
 LLA :  
 CJ 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A70003006399

710109 130051838300009 410832.00  
 LLA :  
 CK 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A80003006399

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710110 130051838300010 422309.00  
 LLA :  
 CL 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A90003006399

710111 130051838300011 58000.00  
 LLA :  
 CM 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: B00003006399

710112 130051838300012 164400.00  
 LLA :  
 CN 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B10003006399

710113 130051838300013 280000.00  
 LLA :  
 CP 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: B20003006399

710114 130051838300014 126844.00  
 LLA :  
 CQ 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B30003006399

710115 130051838300015 80000.00  
 LLA :  
 CR 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B40003006399

710116 130051838300016 635000.00  
 LLA :  
 CS 1751810 M7IT 252 00039 0 050120 2D 000000 COST CODE: B50003006399

910101 130051838300003 2000.00  
 LLA :  
 CD 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: A20003006399

910102 130051838300005 6000.00  
 LLA :  
 CF 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A40003006399

910103 130051838300006 2000.00  
 LLA :  
 CG 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A50003006399

910104 130051838300008 10000.00  
 LLA :  
 CJ 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A70003006399

910105 130051838300009 20000.00  
 LLA :  
 CK 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A80003006399

910106 130051838300010 5000.00  
 LLA :  
 CL 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A90003006399

910107 130051838300012 6000.00  
 LLA :  
 CN 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: B10003006399

910108 130051838300013 20000.00  
 LLA :  
 CP 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: B20003006399

910109 130051838300014 28306.00  
 LLA :  
 CQ 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B30003006399

910110 130051838300016 15000.00  
 LLA :  
 CS 1751810 M7IT 252 00039 0 050120 2D 000000 COST CODE: B50003006399

MOD 08 Funding 3006844.00  
 Cumulative Funding 10673083.00

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MOD 09

700129 130046660300001 (30500.00)  
 LLA :  
 BF 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A00002630862

700131 130046660300003 (36000.00)  
 LLA :  
 BH 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002630862

700135 CIN 130046660300007 (8300.00)  
 LLA :  
 BM 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A60002630862

700140 130046660300012 (43500.00)  
 LLA :  
 BS 1751804 60CT 252 57007 068892 2D CZN611 COST CODE: 570075WN672Q

700141 130049338100001 (29000.00)  
 LLA :  
 BT 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A00002837381 A00002837381

700142 130049338100002 (4989.00)  
 LLA :  
 BU 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: C00002837381 C00002837381

700145 130049338100005 (17500.00)  
 LLA :  
 BX 1741810 M7IT 252 00039 0 050120 2D 000000 COST CODE: C50002837381 C50002837381

900109 130046190100006 (10000.00)  
 LLA :  
 BA 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A80002589095

900115 130046660300003 (3000.00)  
 LLA :  
 BH 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A20002630862

900117 130046660300007 (11500.00)  
 LLA :  
 BM 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A60002630862

900118 130046660300011 (10000.00)  
 LLA :  
 BR 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B00002630862

900120 130049161200001 (2000.00)  
 LLA :  
 BZ 1751804 DC3C 252 41756 0 068941 2D 000000 COST CODE: E90027599000 E90027599000

MOD 09 Funding -206289.00  
 Cumulative Funding 10466794.00

MOD 10

700148 130048567400010 (16200.00)  
 LLA :  
 CA 1751319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00002781623 A00002781623

710117 130052484300010 22000.00  
 LLA :  
 CT 1751319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00003049857

710118 130052653300001 193366.00  
 LLA :  
 CU 1751319 X7KP 255 00039 0 050120 2D 000000 COST CODE: A00003063803

710119 130052653300002 153819.00  
 LLA :  
 CV 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A10003063803

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710120 130052653300003 106918.00  
 LLA :  
 CW 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A20003063803

710121 130052653300004 29000.00  
 LLA :  
 CX 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A30003063803

710122 130052653300005 29681.00  
 LLA :  
 CX 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A30003063803

710123 130052653300006 69500.00  
 LLA :  
 CY 1751804 5C6C 252 00039 0 050120 2D 000000 COST CODE: A40003063803

710124 130052653300007 29800.00  
 LLA :  
 CZ 1751804 5C1C 252 00039 0 050120 2D 000000 COST CODE: A50003063803

710125 130052653300008 42718.00  
 LLA :  
 DA 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A60003063803

710126 130052653300009 15989.00  
 LLA :  
 DB 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A70003063803

710127 130052653300010 40164.00  
 LLA :  
 DC 1751804 5FIT 252 00039 0 050120 2D 000000 COST CODE: A80003063803

710128 130052653300011 10000.00  
 LLA :  
 DD 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: A90003063803

710129 130052692800001 43500.00  
 LLA :  
 BS 1751804 60CT 252 57007 068892 2D CZN611 COST CODE: 570075WN672Q

710130 130052692800002 2000.00  
 LLA :  
 BZ 1751804 DC3C 252 41756 0 068941 2D 000000 COST CODE: E90027599000

710131 130052692800003 12000.00  
 LLA :  
 BZ 1751804 DC3C 252 41756 0 068941 2D 000000 COST CODE: E90027599000

900121 130048567400010 (10000.00)  
 LLA :  
 CA 1751319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00002781623 A00002781623

910111 130052653300008 6000.00  
 LLA :  
 DA 1751804 5T6M 252 00039 0 050120 2D 000000 COST CODE: A60003063803

MOD 10 Funding 780255.00  
 Cumulative Funding 11247049.00

MOD 11

710132 130053375300001 252580.00  
 LLA :  
 DE 1751319 X7JB 251 00039 0 050120 2D 000000 COST CODE: A00003138922

MOD 11 Funding 252580.00  
 Cumulative Funding 11499629.00

MOD 12

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710133 130053810300001 26200.00  
 LLA :  
 DF 1761319 J5XQ 251 00019 0 050120 2D 000000 COST CODE: A00003180359

710134 130053826100001 27508.00  
 LLA :  
 DG 1761804 DC3C 251 41756 0 068941 2D 000000 Cost Code: E90030091000

MOD 12 Funding 53708.00  
 Cumulative Funding 11553337.00

MOD 13

710135 130054816400001 197746.00  
 LLA :  
 DH 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A00003262417

710136 130054816400002 65922.00  
 LLA :  
 DJ 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A10003262417

710137 130054816400003 445354.00  
 LLA :  
 DK 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A20003262417

710138 130054816400004 42500.00  
 LLA :  
 DL 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A30003262417

710139 130054816400005 80426.00  
 LLA :  
 DM 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003262417

710140 130054816400006 28506.00  
 LLA :  
 DN 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A50003262417

710141 130054816400007 65097.00  
 LLA :  
 DP 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A60003262417

710142 130054816400008 116803.00  
 LLA :  
 DQ 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A70003262417

710143 130054816400009 30500.00  
 LLA :  
 DR 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A80003262417

710144 130054816400010 162000.00  
 LLA :  
 DS 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A90003262417

710145 130054816400011 80000.00  
 LLA :  
 DT 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: C00003262417

710146 130054816400012 148000.00  
 LLA :  
 DU 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B00003262417

710147 1300548164 155349.00  
 LLA :  
 DV 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B10003262417 130054816400013

710148 130054816400014 160490.00  
 LLA :  
 DW 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B20003262417

710149 130054816400015 171190.00

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LLA :  
DX 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B30003262417

710150 130054816400016 271180.00  
LLA :  
DY 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B40003262417

710151 130054816400017 152632.00  
LLA :  
DZ 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B50003262417

710152 130054816400018 105000.00  
LLA :  
EA 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B60003262417

710153 130054816400019 400000.00  
LLA :  
EB 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B70003262417

710154 130054816400020 98000.00  
LLA :  
EC 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: B8000326241

710155 130054816400021 225000.00  
LLA :  
ED 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: B90003262417

910112 130054816400016 14000.00  
LLA :  
DY 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B40003262417

910113 130054816400017 14000.00  
LLA :  
DZ 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B50003262417

MOD 13 Funding 3229695.00  
Cumulative Funding 14783032.00

MOD 14

710156 130056689400001 106196.00  
LLA :  
EE 1761319 X7KP 251 00039 0 050120 2D 000000 COST CODE: A00003406676

710157 130056689400002 220237.00  
LLA :  
EF 1761810 M7IT 251 00039 0 050120 2D 000000 COST CODE: A10003406676

710158 130056689400003 42737.00  
LLA :  
EG 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A20003406676

710159 130056689400004 22263.00  
LLA :  
EH 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A30003406676

710160 130056689400005 95000.00  
LLA :  
EJ 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003406676

710161 130056689400006 62000.00  
LLA :  
EK 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A50003406676

710162 130056689400007 32217.00  
LLA :  
EL 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A60003406676

710163 130056689400008 72426.00  
LLA :  
EM 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A70003406676

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710164 133356689400009 47253.00  
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 EN 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A80003406676

710165 130056689400010 53583.00  
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710166 130056689400011 118574.00  
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710167 130056689400012 19015.00  
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710168 130056689400013 90000.00  
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710169 130056689400014 168000.00  
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 ET 1761804 KC6C 257 62583 P 068732 2D CSSS29 COST CODE: 625836J0356Q

710170 130056689400015 17800.00  
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 EU 1761804 70CC 252 57046 C 068688 2D XNW001 Cost Code: 57046637QW9Q

710171 130056689400016 18000.00  
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 EV 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: B30003406676

910114 130056689400002 12763.00  
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 EF 1761810 M7IT 251 00039 0 050120 2D 000000 COST CODE: A10003406676

910115 130056689400007 8536.00  
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910116 130056689400012 6629.00  
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910117 1300566894 2000.00  
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 ET 1761804 KC6C 257 62583 P 068732 2D CSSS29 COST CODE: 625836J0356Q

910118 130056689400015 2000.00  
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MOD 14 Funding 1217229.00  
 Cumulative Funding 16000261.00

MOD 15

710132 130053375300001 (9700.00)  
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710139 130054816400005 (13000.00)  
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 DM 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003262417

710142 130054816400008 (8000.00)  
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 DQ 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A70003262417

710150 130054816400016 (16300.00)

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LLA :  
DY 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B40003262417

720101 130058586300001 55076.00  
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EW 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A00003542472

720102 130058586300002 399133.00  
LLA :  
EX 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A10003542472

720103 130058586300003 170000.00  
LLA :  
EY 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A20003542472

720104 130058586300004 224656.00  
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720105 130058586300005 108626.00  
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FA 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003542472

720106 130058586300006 30000.00  
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720107 130058586300007 186845.00  
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720108 130058586300008 25000.00  
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FD 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A70003542472

720109 1300585863 39741.00  
LLA :  
FE 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A80003542472

720110 130058586300010 83359.00  
LLA :  
FF 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A90003542472

720111 130058586300011 630370.00  
LLA :  
FG 1761810 M7IT 251 00039 0 050120 2D 000000 COST CODE: B00003542472

720112 130058586300012 750000.00  
LLA :  
FH 1761804 5C5C 251 00039 0 050120 2D 000000 COST CODE: B10003542472

720113 130058586300013 363298.00  
LLA :  
FJ 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B20003542472

910109 130051838300014 (15760.00)  
LLA :  
CQ 1731810 M7YC 252 00039 0 050120 2D 000000 COST CODE: B30003006399

910110 130051838300016 (1300.00)  
LLA :  
CS 1751810 M7IT 252 00039 0 050120 2D 000000 COST CODE: B50003006399

910114 130056689400002 (10200.00)  
LLA :  
EF 1761810 M7IT 251 00039 0 050120 2D 000000 COST CODE: A10003406676

910119 130058845600001 15000.00  
LLA :  
FK 1761319 X7KP 251 00039 0 050120 2D 000000 COST CODE: A00003559172

920101 130058586300001 5000.00



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EW 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A00003542472

920102 130058586300002 5000.00  
LLA :  
EX 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A10003542472

920103 130058586300004 5000.00  
LLA :  
EZ 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A30003542472

920104 130058586300005 2500.00  
LLA :  
FA 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003542472

920105 130058586300007 10000.00  
LLA :  
FC 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A60003542472

920106 130058586300010 2500.00  
LLA :  
FF 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A90003542472

920107 130058586300011 5000.00  
LLA :  
FG 1761810 M7IT 251 00039 0 050120 2D 000000 COST CODE: B00003542472

920108 130058586300012 15000.00  
LLA :  
FH 1761804 5C5C 251 00039 0 050120 2D 000000 COST CODE: B10003542472

920109 130058586300013 5000.00  
LLA :  
FJ 1761804 5C6C 251 00039 0 050120 2D 000000 COST CODE: B20003542472

MOD 15 Funding 3061844.00  
Cumulative Funding 19062105.00

MOD 16

710170 130056689400015 (100.00)  
LLA :  
EU 1761804 70CC 252 57046 C 068688 2D XNW001 Cost Code: 57046637QW9Q  
Re-align \$100 to SLIN 910118 as per PR 1300599136

720114 1300599136 37954.00  
LLA :  
FL 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A00003629308  
CIN 130059913600001

720115 1300599136 322683.00  
LLA :  
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CIN 130059913600002

720116 199747.00  
LLA :  
FN 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A20003629308  
CIN 130059913600003

720117 1300599136 11000.00  
LLA :  
FP 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A30003629308  
CIN 130059913600004

720118 1300599136 49100.00  
LLA :  
FQ 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A40003629308  
CIN 130059913600005

720119 1300599136 221073.00

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LLA :  
FR 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A50003629308  
CIN 130059913600006

720120 1300599136 12250.00

LLA :  
FS 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A60003629308  
CIN 130059913600007

720121 1300599136 11262.00

LLA :  
FT 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A70003629308  
CIN 130059913600008

720122 1300599136 16821.00

LLA :  
FU 1761804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A80003629308  
CIN 130059913600009

720123 1300599136 154000.00

LLA :  
FV 1761804 5C5C 251 00039 0 050120 2D 000000 COST CODE: A90003629308  
CIN 130059913600010

720124 1300599136 75932.00

LLA :  
FW 1751319 X7KP 251 00039 0 050120 2D 000000 COST CODE: B00003629308  
CIN 130059913600011

720125 1300599136 20000.00

LLA :  
FX 1761804 60CT 252 57007 068892 2D CZN612 COST CODE: 570076WN672Q  
CIN 130059913600012

910118 130056689400015 100.00

LLA :  
EU 1761804 70CC 252 57046 C 068688 2D XNW001 Cost Code: 57046637QW9Q  
Re align \$100 from SLIN 710170 as per PR 1300599136

920110 1300599136 20000.00

LLA :  
FM 1761804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A10003629308  
CIN 130059913600002

MOD 16 Funding 1151822.00  
Cumulative Funding 20213927.00

MOD 17

720112 130058586300012 (20000.00)

LLA :  
FH 1761804 5C5C 251 00039 0 050120 2D 000000 COST CODE: B10003542472

720126 130060972600001 40000.00

LLA :  
FY 1771804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A00003723532

920108 130058586300012 20000.00

LLA :  
FH 1761804 5C5C 251 00039 0 050120 2D 000000 COST CODE: B10003542472

920111 130060972600001 10000.00

LLA :  
FY 1771804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A00003723532

MOD 17 Funding 50000.00  
Cumulative Funding 20263927.00

MOD 18

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720127 1300615900 188000.00  
 LLA :  
 FZ 1771804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A00003771555  
 CIN 130061590000001

720128 1300615900 71732.00  
 LLA :  
 GA 1771804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A10003771555  
 CIN 130061590000002

720129 1300615900 18991.00  
 LLA :  
 GB 1771804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A20003771555  
 CIN 130061590000003

720130 1300615900 56000.00  
 LLA :  
 GC 1771804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A30003771555  
 CIN 130061590000004

720131 1300615900 159000.00  
 LLA :  
 GD 1771804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A40003771555  
 CIN 130061590000005

720132 1300615900 200000.00  
 LLA :  
 GE 1771804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A50003771555  
 CIN 130061590000006

720133 1300615900 109000.00  
 LLA :  
 GF 1761319 X7KP 251 00039 0 050120 2D 000000 COST CODE: A60003771555  
 CIN 130061590000007

920112 1300615900 20000.00  
 LLA :  
 FZ 1771804 5T6M 251 00039 0 050120 2D 000000 COST CODE: A00003771555  
 CIN 130061590000001

920113 1300615900 5000.00  
 LLA :  
 GB 1771804 5C6C 251 00039 0 050120 2D 000000 COST CODE: A20003771555  
 CIN 130061590000003

MOD 18 Funding 827723.00  
 Cumulative Funding 21091650.00

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

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

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

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

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

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

The Data Rights clause(s) in the basic contract are invoked for this task order.

### **H-3 CONTRACTOR PICTURE BADGE (JUL 2013) (5252.204-9202)**

(a) A contractor picture badge may be issued to contractor personnel by the SPAWARSSYSCOM 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 SPAWARSSYSCOM prior to completion of the picture badge request.

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

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

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

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

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

(b) Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with Government personnel by telephone or other electronic means.

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

(a) Definition.

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

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252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

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

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

- (1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,
- (2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

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

- (1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);
- (2) Access to Information is restricted to individuals with a bona fide need to possess;
- (3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on how to properly handle the Information to which they will have access, and to have their employees sign company non-disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non-disclosure agreements shall be provided to the Government;
- (4) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,
- (5) Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

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

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

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

**(h) The Contractor company will submit a signed copy of the Information Access Agreement - Company, see Section J, Attachment 10.**

## **H-6 TECHNICAL DIRECTION (COST TYPE CONTRACTS) (5252.242-9202) (APR 1992)**

(a) Technical Direction may be provided to the Contractor from time to time by the Contracting Officer or Contracting Officer's Representative, if authorized, during the term (term is defined as the period of performance for the basic contract and any options that may be exercised) of this contract. Technical Direction will provide specific

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information relating to the tasks contained in the Statement of Work and will be provided to the contractor in writing. Any Technical Direction issued hereunder will be subject to the terms and conditions of the contract. The contract shall take precedence if there is any conflict with any Technical Direction issued hereunder, and cannot be modified by any Technical Direction.

(b) As stated, Technical Direction shall be issued in writing and shall include, but not be limited to, the following information:

- (1) date of issuance of Technical Direction;
- (2) applicable contract number;
- (3) technical direction identification number;
- (4) description of Technical Direction;
- (5) estimated cost;
- (6) estimated level of effort by labor category; and
- (7) signature of the PCO/COR.

(c) If the contractor does not agree with the estimated cost specified on the technical direction, or considers the technical direction to be outside the scope of the contract, he shall notify the PCO or COR immediately and, in the case of the estimated cost, arrive at a general agreement to the cost of the task. In the case of the direction requiring work that is out of the scope of the contract, the contractor shall not proceed with the effort unless and until the PCO executes a contract modification to include the change in scope.

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

The Organization Conflict of Interest clause in the Contractor's basic Seaport IDIQ Contract is incorporated in this Task Order by reference.

#### **H-8 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

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

#### **H-9 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006) (5252.231-9200)**

(a) Contractor Request and Government Approval of Travel

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

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract

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- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

(b) General

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

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

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

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

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

(c) Per Diem

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

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

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

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

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

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

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

(6) Definitions:

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

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

(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.



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

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

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

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

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

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

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

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

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

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

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

**H-10 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011) (5252.237-9603)**

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

- (i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);

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(iii) Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;

(iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

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

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

- (i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;
- (ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;
- (iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.
- (iv) Execute an “Information Access Agreement – Contractor Company” non-disclosure agreement (see Attachment 5), and obtain and submit to the Contracting Officer a signed “Information Access Agreement – Contractor Employee” non-disclosure agreement for each employee prior to assignment (see Attachment 6);
- (v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

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

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

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

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Information Access Agreement,” a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation

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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.

### **H-11 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (252.239-7001) (JAN 2008)**

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

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

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

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

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

### **H-12 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (5252.243-9600)(JAN 1992)**

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the Changes clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

NAME: Jennifer N. Tsui  
ADDRESS: 4301 Pacific Hwy.  
San Diego, CA. 92110-3127  
TELEPHONE: 619-524-7181

### **H-13 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (5252.209-9206)(DEC 1999)**

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In performing this contract, 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.

#### **H-14 ENTERPRISE CONTRACTOR MANPOWER REPORTING APPLICATION (ECMRA)**

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

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

#### **H-15 ORGANIZATIONAL CONFLICT OF INTEREST (DEC 2004) (5252.209-9205)**

(a) *Definitions.*

“Support Services” includes, but is not limited to, program management support services, preparing program budget submissions, business financial reporting or accounting services or, advisory and assistance services including consultant services.

(b) The Contracting Officer has determined that potentially significant organizational conflicts of interest may arise due to the nature of the work the Contractor will perform under this contract that may preclude the Contractor from being awarded future SPAWAR contracts in a related area. Whereas the Contractor has agreed to undertake this contract to provide “support services”, it is agreed that the Contractor shall be ineligible to act as a prime contractor, consultant, or subcontractor to any prime contractor or subcontractor at any tier who is to supply the services, system or major components thereof for any project where the Contractor has provided or is providing support as described in FAR 9.505-1 through 9.505-4. Specifically, the Contractor shall be ineligible to act as a prime contractor, consultant, or subcontractor to any prime contractor or subcontractor at any tier for task orders for which the Contractor has provided such support under PMW 790, as well as task orders awarded under the SPAWAR Sea Enterprise II Global C4ISR Installation Contract (“GIC”). The Contracting Officer may make a determination to allow a company to participate in an acquisition subject to the submission of an acceptable mitigation plan in accordance with paragraph (d) and (e) below. This determination may not be appealed.

(c) (1) If the Contracting Officer requests, and the Contractor submits an organizational conflict of interest mitigation plan that, after Government review is acceptable to the Government, the Contractor’s parent corporation, subsidiaries, or other physically separate profit and loss centers may not be precluded from acting as a subcontractor or consultant on future SPAWAR contracts. The Government’s determination regarding the adequacy of the mitigation plan or the possibility of mitigation are unilateral decisions made solely at the discretion of the Government and are not subject to the Disputes clause of the contract. The Government may terminate the contract for default if the Contractor fails to implement and follow the procedures contained in any approved mitigation plan.

(2) Any mitigation plan shall include, at a minimum, non-disclosure agreements to be executed by the Contractor and the Contractor’s employees supporting the Government per paragraph (c) above. Items for consideration in a mitigation plan include the following: identification of the organizational conflict(s) of interest; reporting and tracking system; an organizational conflict of interest compliance/enforcement plan, to include employee training and sanctions, in the event of unauthorized disclosure of sensitive information; a plan for organizational segregation (e.g., separate reporting chains); and data security measures.

(d) These restrictions shall apply to Systems Technology Forum (STF). This clause shall remain in effect during the life of the task order and for one year after completion of the task order.

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(e) The Contractor shall apply this clause to any subcontractors or consultants who have access to information, participate in the development of data, or participate in any other activity related to this contract which is subject to terms of this clause at the prime contractor level, unless the Contractor includes an acceptable alternate subcontractor provision in its mitigation plan. For subcontractors or consultants under this contract, if an organizational conflict of interest mitigation plan is submitted and acceptable to the Government, the subcontractor's parent corporation, subsidiaries, or other physically separate profit and loss centers may not be precluded from acting as a prime, subcontractor, or consultant on future SPAWAR contracts.

**H-16 ORGANIZATIONAL CONFLICT OF INTEREST (ACCESS TO PROPRIETARY INFORMATION) (DEC 1999) (5252.209-9203)**

(a) This contract provides for the Contractor to provide technical evaluation and/or advisory and assistance services in support of PMW 790. The parties recognize that by the Contractor providing this support a potential conflict of interest arises as described by FAR 9.505-3 and FAR 9.505-4.

(b) For the purpose of this clause, the term "contractor" means the contractor, its subsidiaries and affiliates, joint ventures involving the contractor, any entity with which the contractor may hereafter merge or affiliate, and any other successor or assignee of the contractor.

(c) The Contractor agrees to execute agreements with companies furnishing proprietary data in connection with work performed under this contract, which obligates the Contractor to protect such data from unauthorized use or disclosure so long as such data remains proprietary, and to furnish copies of such agreements to the Contracting Officer. The Contractor further agrees that such proprietary data shall not be used in performing additional work for the Department of Defense in the same field as work performed under this contract whether as a prime, consultant or subcontractor at any tier.

(d) The contractor shall, within 15 days after the effective date of this contract, provide, in writing, to the Contracting Officer, a representation that all employees, agents and subcontractors involved in the performance of this contract have been informed of the provisions of this clause. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(e) The Contractor further agrees that it will not perform technical evaluations as described in the SOW for any product it has designed, developed, or manufactured in whole or in part. The Contractor further agrees to notify the Contracting Officer should it be tasked to conduct such technical evaluations on such products and to take no action unless directed to do so by the Contracting Officer.

(f) The Contractor acknowledges the full force and effect of this clause. It agrees to be bound by its terms and conditions and understands that violation of this clause may, in the judgment of the Contracting Officer, be cause for Termination for Default under FAR 52.249-6. The Contractor also acknowledges that this does not represent the sole and exclusive remedy available to the government in the event the Contractor breaches this or any other Organizational Conflict of Interest clause.

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## SECTION I CONTRACT CLAUSES

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

- (a) The Government may extend the term of this contract by written notice to the Contractor 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 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 60 months or five years.

### **I-2 SUBCONTRACTS - ALTERNATE I (FAR 52.244-2) (OCT 2010)**

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

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

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

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

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

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

- (1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or
- (2) Is fixed-price and exceeds—

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

- (d) Notwithstanding the language contained in paragraph (c) of FAR 52.244-2, if the Contractor has an approved purchasing system, written consent of the Contracting Officer is still required prior to entering into any subcontract over the Simplified Acquisition Threshold (SAT) that was **not initially** proposed regardless of whether the potential subcontractor(s) have an approved accounting system:

**Patrick Carney - (independent consultant)**

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

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor’s current, complete, and accurate certified cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

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(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting -

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason certified cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's certified cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's certified cost or pricing data were accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

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

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination -

(1) Of the acceptability of any subcontract terms or conditions;

(2) Of the allowability of any cost under this contract; or

(3) To relieve the Contractor of any responsibility for performing this contract.

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

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

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

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

Stargates, Inc.

Global Defense, Inc.

Effecture

Artemis Consulting

Booz Allen Hamilton

Trabus Technologies

Sentek Consulting

### **I-3 RESTRICTIONS ON THE USE OF MANDATORY ARBITRATION AGREEMENTS (252.222-7006) (DEC 2010)**

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

“Covered subcontractor” means any entity that has a subcontract valued in excess of \$1 million, except a

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subcontract for the acquisition of commercial items, including commercially available off-the-shelf items.

“Subcontract” means any contract, as defined in Federal Acquisition Regulation subpart 2.1, to furnish supplies or services for performance of this contract or a higher-tier subcontract thereunder.

(b) The Contractor—

(1) Agrees not to—

(i) Enter into any agreement with any of its employees or independent contractors that requires, as a condition of employment, that the employee or independent contractor agree to resolve through arbitration—

(A) Any claim under title VII of the Civil Rights Act of 1964; or

(B) Any tort related to or arising out of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; or

(ii) Take any action to enforce any provision of an existing agreement with an employee or independent contractor that mandates that the employee or independent contractor resolve through arbitration—

(A) Any claim under title VII of the Civil Rights Act of 1964; or

(B) Any tort related to or arising out of sexual assault or harassment, including assault and battery, intentional infliction of emotional distress, false imprisonment, or negligent hiring, supervision, or retention; and

(2) Certifies, by signature of the contract, that it requires each covered subcontractor to agree not to enter into, and not to take any action to enforce, any provision of any existing agreements, as described in paragraph (b)(1) of this clause, with respect to any employee or independent contractor performing work related to such subcontract.

(c) The prohibitions of this clause do not apply with respect to a contractor’s or subcontractor’s agreements with employees or independent contractors that may not be enforced in a court of the United States.

(d) The Secretary of Defense may waive the applicability of the restrictions of paragraph (b) of this clause in accordance with Defense Federal Acquisition

Regulation Supplement 222.7404.

#### **I-4 LIMITATIONS OF SUBCONTRACTING (52.219-14) (NOV 2011)**

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) *Applicability.* This clause applies only to--

(1) Contracts that have been set aside or reserved for small business concerns or 8(a) concerns;

(2) Part or parts of a multiple-award contract that have been set aside for small business concerns or 8(a) concerns; and

(3) Orders set aside for small business or 8(a) concerns under multiple-award contracts as described in [8.405-5](#) and [16.505\(b\)\(2\)\(i\)\(F\)](#).

(c) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for --

(1) *Services (except construction).* At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) *Supplies (other than procurement from a nonmanufacturer of such supplies).* The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) *General construction.* The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) *Construction by special trade contractors.* The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

#### **I-5 OPTION TO EXTEND SERVICES (52.217-8) (NOV 1999)**



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The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor.

#### **I-6 IDENTIFICATION OF UNCOMPENSATED OVERTIME (52.237-10) (OCT 1997)**

(a) *Definitions.* As used in this provision --

“Uncompensated overtime” means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

“Uncompensated overtime rate” is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour (\$20.00\*40 divided by 45=\$17.78).

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

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

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

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

#### **I-7 CLAUSES INCORPORATED BY REFERENCE (52.252-2)(Feb 1998)**

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

<http://acquisition.gov/far/>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

The SeaPort clauses in the contractor’s basic contract are invoked for this Task Order in addition to the following clauses.

52.203-16 PREVENTING PERSONAL CONFLICTS OF INTEREST (DEC 2011)

#### **52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

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

#### **52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (FEB 2012)**

52.204-99 SYSTEM FOR AWARD MANAGEMENT REGISTRATION (DEVIATION)(AUG 2012)

52.216-7 ALLOWABLE COST AND PAYMENT (JUN 2011)

52.216-8 FIXED FEE (JUN 2011)

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REPRESENTATION (APR 2012)

52.223-18 CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)

52.237-3 CONTINUITY OF SERVICES (JAN 1991)

52.242-1 NOTICE OF INTENT TO DISALLOW COSTS (APR 1984)

52.242-3 PENALTIES FOR UNALLOWABLE COSTS (MAY 2001)

52.243-3 CHANGES – COST REIMBURSEMENT (ALTERNATE 1)(APR 1984)

52.249-6 TERMINATION (COST-REIMBURSEMENT)

252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)

252.204-7000 DISCLOSURE OF INFORMATION (DEC 1991)

252.242-7005 CONTRACTOR BUSINESS SYSTEMS (FEB 2012)

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

252.242-7006 ACCOUNTING SYSTEM ADMINISTRATION (FEB 2012)

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

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## SECTION J LIST OF ATTACHMENTS

Attachment 1. - **Updated Performance Work Statement (PWS) dated 1 February 2014. (Mod 08)**

Attachment 2. - Quality Assurance Surveillance Plan (QASP)

Attachment 3. - **DD254 Contract Security Classification Specification dated 6 April 2016 (Revision 3)**

Attachment 4. - CDRLs A001 - A003

Attachment 4a. - CDRL A001 Attachment a.

Attachment 4b. - CDRL A001 Attachment b.

Attachment 5. - Information Access Agreement Company

Attachment 6. - Information Access Agreement Employee

**ATTACHMENT 1**  
**PMW 790 Program Management and Systems Engineering Support**  
**For Shore and Expeditionary Integration Program Office**  
**Performance Work Statement**

**1.0 INTRODUCTION**

The Program Executive Officer for Command, Control, Communications, Computers, and Intelligence (PEO C4I), PMW 790, Shore and Expeditionary Integration Program Office is acquiring Program Management and System Engineering support services for the acquisition, management, engineering, delivery and integration of multiple shore and expeditionary C4I systems.

**2.0 BACKGROUND**

The Shore and Expeditionary Integration Program Office's (PMW 790) mission is to acquire, integrate, deliver, and support interoperable shore-based C4I FORCENet capabilities for the warfighter. PMW 790's vision is to be the preeminent provider of integrated shore-based transformational Network Centric Warfare capabilities to the warfighter. The overarching goal is to ensure C4I systems programmed for installation on Navy ships have matching shore facilities of appropriate capacity to support Fleet deployments worldwide; and to migrate the shore sites and their terrestrial interconnections into a coherent, scalable, network-centric communications and multiplexing fabric designed to optimize functionality by effecting improvements that both satisfy current shortfalls and, wherever possible, provide the building blocks for future C4I architecture. The Shore and Expeditionary Integration Program Office supports the following programs and projects:

**A. The Navy Expeditionary** project supports the Chief of Naval Operations (CNO) vision to have common supportable Command, Control, Communications, Computers and Intelligence (C4I) equipment across its Navy Expeditionary Forces. The project involves identifying, acquiring, integrating, fielding, and sustaining enterprise Command, Control, Computer, Communications Intelligence Surveillance Reconnaissance (C4ISR) solutions for the Naval Expeditionary Combat Command (NECC). These C4ISR solutions must be rapidly deployable, scalable, and interoperable in order to meet NECC mission requirements. PMW 790 procures and integrates existing products, capabilities and infrastructure such as portable radios, Secret Internet Protocol Router Network (SIPRNet), Non-Classified Internet Protocol Router Network (NIPRNet), Global, Command and Control System – Maritime/Joint (GCCS-M/GCCS-J), Combined Enterprise Regional Information Exchange System (CENTRIXS), Intelligence Carry on Program (ICOP), Deployable Joint Command and Control (DJC2), Audio Visual Systems (AVS), and Video Teleconference (VTC) systems.

**B. The Shore Telephony** project provides command and control voice capability to Naval installations worldwide. This effort has three primary areas of focus: modernizing and replacing telephone switches and cable plants worldwide in accordance with the Defense Information Systems Agency Universal Communications Requirements (DISA UCR) 2008; participating in the Department of Navy Chief Information Officer Telecommunications Working Group (DTWG) development of a corporate strategy for enterprise approach to Navy voice; and development and implementation of the Shore Telephony Regionalization Plan. The first area of

focus is Naval Networks Warfare Command (NNWC) telephone switch replacement/modernization, which replaces obsolete telephone switches and upgrades firmware, hardware, and software on a progressive schedule at the NNWC telephone switch locations and modernizes telephone switch cable plant. Projects include engineering, procurement of equipment, installation, testing, and initial logistics support (training, spare parts and warranty). The second area of focus is the participation in the DTWG which addresses the technology, acquisition, management, migration and business process improvement aspects of current Navy voice services to include Telephony Management Systems. The last area of focus is the development, management and implementation of the Shore Telephony Regionalization Plan. This plan addresses reduction in footprint, standardization of enterprise solutions for voice products and assistance to NNWC in the development of standardized processes for operation and maintenance.

**C. The Tactical Switching** program (ACAT-IVM) supports the migration of the shore sites and their terrestrial interconnections into a coherent, scalable, network-centric capability. Tactical Switching rebuilds the 1970's serial based non-IP transport communications infrastructure to Net-Centric infrastructure. Primary objective is to provide our afloat customer as well as our joint user a commercially standardized technically compliant and robust network. Implementation of the Tactical Switching program objectives will increase efficiencies, reduce manpower and the overall footprint of the Navy's shore sites by implementation of the Global Network Operations and Security Center (GNOSC) concept.

**D. The Department of Defense (DoD) Teleport** project provides the warfighting Combatant Commanders with extended multi-band and multi-media satellite communication capability and seamless access to terrestrial components of the Defense Information Systems Network (DISN) and Legacy C4I systems for worldwide operations. With DoD Teleport the tactical warfighter accesses pre-positioned links to DISN Service Delivery Points for DSN, DRSN, SIPRNet, NIPRNet, JWICS, and VTC, providing worldwide coverage, increased bandwidth and seamless interfaces to critical SATCOM in X, C, Ku, Ka, EHF/AEHF, UHF and L band using ATM switching and IP networks. Teleport functions include cross-banding, translation, and automated switching and routing. PMW 790 serves as the procuring and integrating activity for EHF and UHF SATCOM shore terminals, Navy specific baseband, and the Teleport Management and Control System (TMCS).

**E. The Ballistic Missile Defense System (BMDS)** shore connectivity research and development effort planned for Block 06/08/10 and the upcoming Spirals of the BMDS augments the existing UHF path between Aegis Ballistic Missile Defense (BMD) ships and Command and Control, Battle Management and Communications (C2BMC) sites ashore, enabling an enhanced Long Range Surveillance and Tracking capability for national missile defense and an Engage function for in-theater missile defense using a variety of SATCOM paths (e.g., EHF, AEHF, KA). Aegis BMD is an element of the BMDS and builds upon the mature, operationally-proven, globally deployed Aegis Combat System (ACS) to detect, track, intercept, and destroy Short Range Ballistic Missiles to Intermediate Range Ballistic Missiles in the midcourse (including ascent and early terminal) phase of flight while deployed in defense of the nation, deployed U.S. forces, friends, and allies. The BMDS Shore connectivity is an integral portion of the Aegis Weapon System, Standard Missile, Navy Ballistic Missile C2BMC systems, and Terminal High Altitude Area Defense (THAAD) sensor systems. Aegis is at sea, on patrol,

and ready to transition to BMD alert status, performing a strategic role in Homeland Defense. Aegis BMD is the primary sea element of the Midcourse Defense Segment. The BMDS Shore connectivity efforts will take full advantage of the DoD Teleport program and other PEO C4I programs of record.

**F. The Maritime Operations Center (MOC)** project is a system of systems (SoS) platform integration of various PEO C4I, Team SPAWAR and Joint programs of record (POR). This project supports CNO's vision of a worldwide network of Maritime Operations Centers (MOCs) that are manned, trained and equipped to deliver global maritime capabilities throughout the full range of military operations. The project establishes a common C4I equipment and network baseline at MOCs and then incrementally injects technological advances to enhance existing capability over the Future Year Defense Planning (FYDP) timeframe. Through the use of existing systems, such as telephony, secure communication, Joint Worldwide Intelligence Communications System (JWICS), Combined Enterprise Regional Information Exchange System (CENTRIXS), Secret Internet Protocol Router Network (SIPRNet), and Non-Classified Internet Protocol Router Network (NIPRNet), the global network of numbered fleets (e.g. C3F, C5F, C6F, C7F, C10F) is already a reality. PMW 790 procures C4I systems and coordinates installation of systems provided by other solution providers.

**G. The Command and Control Official Information eXchange (C2OIX)** is a Service Life Extension Project (SLEP) that involves modifications of the shore and afloat messaging systems to address obsolescence issues. The systems undergoing modification are the afloat Naval Modular Automated Communications System II/Single Messaging Solution (NAVMACS II/SMS) and the Navy Regional Enterprise Message System (NREMS), which was the Navy's shore site implementation of Defense Message System (DMS). The modifications of the legacy systems are necessary to retain existing Navy messaging capabilities provided by afloat NAVMACS and shore NREMS, and will result in a major footprint reduction of the legacy systems, which will enhance maintainability and reduce sustainment support costs. The afloat modifications will reduce ten multiple rack surface ship variants to a single rack variant and Sub-surface NAVMACS technical refresh will be integrated into the Common Submarine Radio Room (CSRR). The shore modification will reduce NREMS server requirements from more than two-hundred servers down to ten servers, which will be hosted on Fleet Network Operations Center (FLT NOC) hardware.

**H. The Nuclear Command, Control and Communications (NC3) Hybrid Solution (HS) Modernization** is a SLEP involving the Nova legacy messaging subsystems to address obsolescence issues. NC3 HS Modernization consists of a combination of efforts including circuit modernization and standardization, hardware and software upgrades (five Nova hubs at five Nova sites, including the Nova Enterprise Communications Test Facility (ECTF), and 50 remote access Nova Information eXchange Terminals (NIXT), integration of approved information assurance and network management products, transition to Internet Protocol (IP) throughout the infrastructure, elimination of proprietary software, and perpetual five year technical refreshes throughout the hardware life cycle. PMW 790 is responsible for the modernization and sustainment of the legacy subsystems.

**I. The Joint UHF Military Satellite Communications Network Integrated Control System (JMINS)** is a joint interest program (ACAT IV-T), directed by the Military Communications

Electronics Board (MCEB) with the Navy designated as the lead service. The JMINI Control System will provide dynamic centralized control of joint 5-kHz and 25-kHz UHF MILSATCOM voice and data resources (channels and Time Division Multiple Access (TDMA) time slots) via a globally integrated system of four control stations, located at the three NCTAMS sites plus Naval Computer and Telecommunications Station (NCTS) Guam. The globally integrated system consists of two major subsystems. The first subsystem, Network Management System (NMS), provides communications resource planning and management via secure Wide Area Network (WAN) connections between the control stations and remote users. The second subsystem, Channel Controller, provides the RF connectivity (modems, radios, antennas) between the NMS and the UHF MILSATCOM user terminals worldwide. The JMINI program also maintains fielded legacy channel control systems to include DAMA SAC, legacy terminal base addressing and similar legacy UHF schemas, and channel control for Integrated Waveform (IW).

**J. The Deployable Joint Command and Control (DJC2)** program (ACAT IAC) provides a standardized, integrated, rapidly deployable, modular, scaleable, and reconfigurable joint command and control (C2) capability to designated Geographic Combatant Commands (GCCs). DJC2 seeks to provide standing, and standardized, joint C2 systems that can be deployed by Regional Combatant Commanders (RCCs) or Joint Task Forces (JTFs), remedying the current practice of relying on ad hoc, unresourced, and stove-piped capabilities cobbled together at the last minute during a crisis. It will support the new Standing Joint Force Headquarters concept and doctrine being developed by Joint Forces Command in coordination with other RCCs and the Joint Staff, as tasked by Defense Program Guidance.

**K. The Aegis Ashore Assured C4I (A3C4I)** is a research and development effort planned for the BMD Phased Adaptive Approach ashore sites by employing Cost Effective and Mature Ballistic Missile Defense System (BMDS) Technologies. Aegis Ashore is a capability development which will adapt the Aegis BMD 5.0 capability to a land based system by leveraging the mature technology and technical basis of ABMD 5.0 (from ACB12) and SM-3 Blk IB and by focusing on enabling the Aegis BMD mission ashore by engineering a shore capability that supplants ship structure and is removable. Aegis BMD is an element of the Ballistic Missile Defense System (BMDS) and builds upon the mature, operationally proven, globally deployed Aegis Combat System (ACS) to detect, track, intercept, and destroy Short Range Ballistic Missiles to Intermediate Range Ballistic Missiles in the midcourse (including ascent and early terminal) phase of flight while deployed in defense of the nation, deployed U.S. forces, friends, and allies. The BMDS Aegis Ashore Assured C4I integration (A3C4I) Shore connectivity is an integral portion of the Aegis Weapon System, Standard Missile, Navy Ballistic Missile C2BMC systems, and Terminal High Altitude Area Defense (THAAD) sensor systems. Aegis BMD is the primary sea element of the Midcourse Defense Segment. The BMDS Shore connectivity efforts will take full advantage of the DoD Teleport program and other PEO C4I programs of record.

### **3.0 SCOPE**

The Contractor shall support the Shore and Expeditionary Integration Program Office in the execution of the following:

- Program Management

- General Program Management
- Administrative Management
- Facilities Management
- Assistant Customer Technical Representative (ACTR) Support/Naval Systems Engineering Resource Center (NSERC) Management
- Strategic Planning
- Enterprise Resource Planning (ERP)
- Acquisition Management
- Contracts Management
- Production Management
- Overarching Systems Engineering Management
  - Configuration Management
  - Risk Management
  - Test & Evaluation
  - Information Assurance Management
  - Research and Development
- Ship Construction, Navy Program Support

The Contractor shall have knowledge and expertise in the utilization of configuration management tools such as CM Pro software or Configuration Management Information System (CMIS) as well as Microsoft Office software applications including Word, Power Point, Excel, Access and Project.

Because PMW 790 has multiple sponsors and programs, this task may be funded with the following types of funds: Research, Development, Test and Evaluation, Navy (RDT&EN); Other Customer Funds (OCF), Research, Development, Test and Evaluation (OCF, RDT&E); Operation and Maintenance, Navy (O&MN); OCF, Operation and Maintenance (OCF, O&MN); Other Procurement, Navy (OPN); Other Customer Funds, Other Procurement, Navy (OCF, OPN); and Shipbuilding and Conversion, Navy (SCN) funding. All paragraphs under O&MN are applicable to Overseas Contingency Operations (OCO) requirements. Many of the performance requirements are common across multiple programs; therefore, the performance requirements are laid out by type of funding under sections 5.1 through 5.7. The Contractor shall also provide support to other programs, projects or activities that affect the shore and expeditionary requirements.

#### 4.0 APPLICABLE DIRECTIVES/DOCUMENTS

The Contractor shall adhere to the following documents in accordance with paragraph 5.0 Performance Requirements.

Document Type	No./Version	Title	Date
United States Code	Title 10	Armed Forces	3 Jan 2007
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a)	Current Version

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
		31 US Code 1517	
DoD Instruction (Interim)	5000.02	Operation of the Defense Acquisition System	26 Nov 2013
DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations	Current Version
DoD Instruction	8500.01E	Information Assurance (IA)	Current Version
DoD Instruction	8500.1xx	Cyber Security	Current Version
DoD Directive	8500.2	Information Assurance (IA) Implementation	Current Version
DoD Directive	8500.2xx	Cyber Security Implementation	Current Version
DoD Instruction	8510.01	DoD Information Assurance Certification and Accreditation Process	Current Version
DoD Instruction	8510.01	Risk Management Frame (RMF) for DoD Information Technology	Current Version
DoD Instruction	8551.1	Ports Protocols and Services Management	Current Version
DoD Instruction	8570.01-M	Information Assurance Workforce Improvement Program	Jan 2012
DoD Instruction	8580.1	Information Assurance (IA) in the Defense Acquisition System	Current Version
FIPS	199	Federal Information Process Standards for Security Categorization of Federal Information and Information Systems	Feb 2004
FIPS	200	Minimum Security Requirements for Federal Information and Information Processing Systems	Mar 2006
Code of Federal Regulation	Title 48 Vol 1,2	Federal Acquisition Regulations	Current Version
Code of Federal Regulation	Title 48, Vol 3	Defense Federal Acquisition Regulations	Current Version
CJCSI 6211.02		Defense Information Systems Network (DISN) Responsibilities	Current Version



<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
CJCSI 6212.01		Interoperability and Supportability of Information Technology and National Security Systems	Current Version
CJCSI 6510.01		Information Assurance (IA) and Support to Computer Network Defense (CND)	Current Version
SPAWARINST	7720.4E	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	2 May 2011
SPAWAR		SPAWAR Standard Reports Policy	7 Jul 2004
SPAWAR		SPAWAR Global Work Breakdown Structure	Current Version
SECNAVINST	5216.5D With Ch-2	Department of the Navy Correspondence Manual	2 Jun 2005
SPAWARINST	5721.1	SPAWAR Section 508 Implementation Policy	30 Mar 2005
DoN EBUSOPSOFFIN S T	4650.1A	Policies and Procedures for the Administration and Use of Government Travel Charge Card	29 Sep 2003
SECNAVINST	5210.11D	DON File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	20 Oct 1987
SECNAVINST	5214.2B	DON Information Requirements (Reports) Management Program	6 Dec 1988
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	12 May 2003
OPNAVINST	5218.7B	Navy Official Mail Management Instruction	21 Oct 1998
CNETINST	5230.9	Electronic Mail (E-Mail) Policy and Standards	12 May 2003
JFTR	Vol 1	DoD Uniformed Service Travel	1 June 2009
JTR		DoD Civilian Personnel Travel	1 Apr 2004
NTP-3	SUPP-1	U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook	May 2006

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
NTP-3		Naval Telecommunications Procedures Telecommunications Users Manual	July 1997
NTP-22		Defense Message System Local Management Policies and Procedures	Current Guidance
Handbook	MIL-HDBK-502	DoD Acquisition Logistics Handbook	30 May 1997
Handbook	MIL-HDBK-61A(SE)	Configuration Management Guidance	7 Feb 2001
Handbook	NAVSO P-3692	Independent Logistics Assessment Handbook	1 Dec 2003
Handbook	DON-DIACAP Handbook	DoD Information Assurance Certification and Accreditation Process (DIACAP) Handbook	Current Version
NAVSEAINST	4130.12B	Configuration Management (CM) Policy and Guidance	21 Jul 2004
NAVSUPINST	4800.6A	Diminishing Manufacturing Sources and Material Shortages (DMSMS) Program	27 Mar 2003
NIST	SP 800-27	Engineering Principles for Information Technology Security (A Baseline for Achieving Security)	Current Version
NIST	SP 800-37	Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach	Current Version
NIST	SP 800-53	Recommended Security Controls for Federal Information Systems and Organization	Current Version
NIST	SP 800-53A	Guide for Assessing the Security Controls in Federal Information Systems	Current Version
NIST	SP 800-115	Technical Guide to Information Security Testing and Assessment	Current Version
NIST	SP 800-137	Information Security Continuous Monitoring for Federal Information Systems and Organizations	Current Version

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
NIST	SP 800-160	Security Engineering Guidelines	Current Version
NIST	SP 800-161	Supply Chain Risk Management	Current Version
OPNAVINST	1500.76	Navy Training System Requirements, Acquisitions and Management	21 Jul 1998
OPNAVINST	11102.1	Equipment Facility Requirements (EFR) Plan	21 Oct 1996
PEOC4I& SPACEINST	4085.4	SPAWAR PBL Implementation Plan	Draft
SECNAVINST	4105.1A	Independent Logistics Assessment (ILA) and Certification Requirements	5 Mar 2004
SECNAVINST	5000.2E	Department of the Navy Implementation and Operation of the Defense Acquisition System and the Joint Capabilities Integration and Development System	1 Sep 2011
SECNAVINST	5239	Navy Information Assurance	Current Version
PEO C4I Manual	Version 1.0	PEO C4I Life Cycle Configuration Management Implementation Manual	February 2007
PEO C4I PMW 790	Version 1.0	PMW 790 Life Cycle Configuration Management Guide-CMG-00154-1.00	April 2007
PEO C4I Document	Version 5.4	Concept of Operations for Modernization Management for PEO C4I	5 Oct 2006
PEO C4I Guide		Operations Guide	11 Sep 2008
Manual	SSC SCN.QAM.001	Platform Integration Division Quality Assurance Manual	2 Jan 1999
CJCSI	3137.01D	The Functional Capabilities Board Process	26 May 2009
CJCSI	3170.01H	Joint Capabilities Integration Development System	10 Jan 2012
Guidebook		Interim Defense Acquisition Guidebook	15 Jun 2009
Guidebook	DISN CPG	Defense Information Systems Network (DISN) Connection Process	Current Version

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
		Guide (CPG)	
DODD	5230.24	Distribution Statements on Technical Documents	18 Mar 1987
SECNAV	5420.188F	Acquisition Category (ACAT) Program Decision Process	2 Nov 2005
SECNAV	5510.36A	Department of the Navy (DON) Information Security Program Instruction	6 Oct 2006
SECNAV	M-5239.1	Department of the Navy Information Assurance Program Information	November 2005
Federal Regulation	Vol. 1 Change 270	Joint Federal Travel Regulations	1 Jun 2009
SPAWARINST	3058.1	Naval SYSCOM Risk Management Policy	7 Apr 2008
SPAWAR Guide		SPAWAR Contracts Management Process Guide	

## **5.0 PERFORMANCE REQUIREMENTS**

The identified tasks are to be completed and delivered in accordance with the requirements stated in each task. The Contractor shall provide the necessary timely assistance to meeting program emergent requirements as requested by PMW790 or other properly designated authority.

All written documentation, reports, briefing materials, viewgraphs, studies, meeting minutes, budgets, obligation/expenditure reports, and other materials as described below shall be submitted in the requested format, without spelling, grammatical, or calculation errors and in accordance with the directives listed in Section 4.0 Applicable Directives/Documents where appropriate.

The Contractor shall participate in Team Building events and command-sponsored training, as assigned. Command sponsored training is defined as organizational development such as Lean Six Sigma, but does not include training that would incur additional Government cost.

### **5.1 Shore and Expeditionary Integration Program Management Support (O&MN, OCF O&MN)**

#### **5.1.1 General Program Management Support (O&MN, OCF O&MN)**

The Contractor shall provide general programmatic and technical support to the PMW 790 Shore and Expeditionary Integration Program Office. All Contractor support shall be provided in accordance with Best Practices.

5.1.1.1 The Contractor shall prepare technical documentation, including program briefings and issue papers in support of the program office position on C4I systems under PMW 790 cognizance. The Contractor shall ensure all documentation is accurate, free of errors and submitted in accordance with the required timeline.

5.1.1.2 The Contractor shall draft responses to assigned inquiries/requests regarding PMW 790 products and services. The Contractor shall ensure draft responses are fully coordinated with all cognizant, program offices, representing PEO C4I approach to shore and expeditionary integration. The Contractor shall submit draft responses for review at least one business day before the required response date.

5.1.1.3 The Contractor shall assist in the preparation of document outlines and formats, review documents for content, and assist with drafting PEO C4I official command responses and positions. All documents shall be submitted in the approved format, checked for accuracy and content.

5.1.1.4 The Contractor shall analyze program documents and data to prepare documents, briefs, informal and formal program reviews and white papers to support PEO C4I Program Goals and Objectives. The Contractor shall prepare and submit the documents as required.

5.1.1.5 The Contractor shall access and monitor new Naval messages (SIPRNet/NIPRNet) at a minimum of three times daily, on a normal business day, or more often as circumstances warrant. Message traffic for shore expeditionary and integration issues shall be received, copied, summarized, and routed to the appropriate personnel within one hour.

5.1.1.6 The Contractor shall prepare a draft Naval message based on verbal or written input into proper Navy message format for release. The draft message shall be free of spelling, grammatical and syntax errors and checked for appropriate Plain Language Addresses (PLADs) and Distinguished Names. The Contractor shall ensure that routine message traffic is prepared and released within the shortest practical time, in accordance with required timeline.

5.1.1.7 The Contractor shall coordinate and participate in intra-agency Integrated Product Team (IPT) meetings, audits, conferences, working groups, program reviews, and other meetings as required. The Contractor shall prepare and obtain approval for materials and briefs/documents to be used when assigned as an active participant or in a supporting role. The Contractor shall take meeting minutes and notes when attending as an observer and submit a meeting summary within two business days of the meeting.

5.1.1.8 The Contractor shall provide programmatic and technical analyses necessary for attaining shore implementation objectives at assigned shore sites. The Contractor shall submit the supporting analyses and documentation to the proper program authority in accordance with the requested submission schedule.

5.1.1.9 The Contractor shall provide high-level technical liaison support with Program Office, respective PMW coordinators, PEO C4I and SPAWAR System Center integrators. The Contractor shall represent PEO C4I's position, supporting inclusion of shore expeditionary and

integration systems into shore sites as required. The Contractor shall summarize all liaison support provided in the monthly report.

5.1.1.10 The Contractor shall provide program management support on PEO C4I systems installed, or planned for installation. The Contractor shall assist with program documentation for planning, implementation, and inter-command coordination of shore and expeditionary systems at assigned shore sites. The Contractor shall create the required documentation in accordance with appropriate installation directives and manuals in Section 4.0.

5.1.1.11 The Contractor shall maintain program milestone documentation in accordance with the PEO C4I Acquisition Program Structure Guide and Program Manager's Handbook. The milestone documentation shall be kept current at all times and available as required.

5.1.1.12 The Contractor shall assist with oversight and management of the web based collaborative tools including Virtual Project Office (VPO)/ Portal Website(s)/ NSERC/ SE2/ TRIM/AMO database, and risk management tool (RiskExchange). The Contractor shall review the content; recommend changes and post/remove documentation to the site as assigned. The Contractor shall maintain the authorized access list in accordance with PEO C4I policy and be responsible for adding and deleting users from the access list as required.

5.1.1.13 The Contractor shall draft, prepare, edit and coordinate various reports, briefs, papers, letters and other written documentation required for the proper functioning of the PMW 790 Program Office, using the Naval Correspondence Manual for guidance. Documents shall be free of errors in spelling, grammar, and punctuation and in the proper format as required. Documents shall be finalized and submitted on schedule as required.

5.1.1.14 The Contractor shall provide program management support services to assist in the preparation, maintenance, review and delivery of management data inclusive of: (1) Global Work Breakdown Structures (GWBS), (2) project schedules, (3) special reports and supporting documentation, (4) Plans of Action and Milestones (POA&Ms), and (5) Navy ERP project schedules and reports. Contractor shall process project management data as received, updating project files and ERP data as necessary for proper PMW 790 project management.

5.1.1.15 The Contractor shall prepare, maintain, modify and update PMW 790 information databases/spreadsheets/ERP to support program requirements. This task includes data entry, problem resolution, use of formulas and other data/statistical analysis tools including graphs, pivot charts, and custom reports. The Contractor shall assist in the establishment of interfaces, client connectivity, and use of the supporting database. The information database shall be current, complete, and meet the schedule dates as required.

5.1.1.16 The Contractor shall assist with the establishment of cost, technical, and schedule baselines. Baselines shall be prepared and submitted in the format and within the timeframe as required.

5.1.1.17 The Contractor shall provide evaluation of project technical design data, system drawings, test reports, requirement traceability matrices, reports and analyses to ensure technical

requirements are met. Evaluation reports shall be submitted in writing, identifying requirement shortfalls if any, and include suggested remedies within the requested timeframe.

5.1.1.18 The Contractor shall support quarterly task order progress reviews. The Contractor shall conduct anonymous web-based performance feedback assessments with Government functional leads and Principal Assistant Program Managers (PAPMs) prior to quarterly reviews and brief out the results and applicable mitigation strategies in accordance with the provided format and agenda.

5.1.1.19 The Contractor shall prepare project management analysis reports including status on current projects in response to external or internal data calls. Reports shall be prepared and submitted on an ad hoc basis as required.

5.1.1.20 The Contractor shall assist in implementing risk management within PMW 790. The Contractor shall assist the APMs and PAPMs in coordinating, identifying, managing, tracking and reporting of project risks through the use of the PEO risk management tool (RiskExchange). The Contractor shall also generate risk reports in the specified format and submit within the required timeframe.

5.1.1.21 The Contractor shall assist the APM in planning and tracking site installations from spend plan development to coordination of installation schedules with contract primes, Government oversight personnel, and Information Assurance (IA) testing teams. The Contractor shall track IA and Fleet Requirements Certification Board (FRCB) status for all sites. The Contractor shall work with the APMs to develop requirements and statements of work scope for program input into SPAWAR/PEO Integrated Data Environment and Repository (SPIDER). The Contractor shall track and monitor cost estimates for program approval and provide cost variance reports between reported installation costs estimates and actual costs. The Contractor shall coordinate and collect all installation documentation needed to support entry of all required documentation into SPIDER for FRCB approval. Cost variance reports and progress reports shall be prepared and submitted in the specified format and within the required timeframe.

5.1.1.22 The Contractor shall assist in the preparation of the Shore and Expeditionary Integration Program Office Program Objective Memorandum (POM) exhibits, including POM supporting documentation. POM briefing packages, POM Executive Summary and backup documentation shall be prepared in accordance with the POM/PR exhibit standard within the time required to support the PMW and PEO schedules. POM submissions include the gathering, consolidation, and validation of requirements from all organizations associated to support government preparation of out-year program budget requirements. These POM exhibits will be submitted within the timeframe assigned for POM/Program Review (PR) submission and in the prescribed format.

5.1.1.23 The Contractor shall compile and maintain POM data and track, maintain, and update POM/PR documentation and data through the budget cycle. All information compiled and maintained to support the POM process will be submitted within the timeframe assigned and in the prescribed format.

5.1.1.24 The Contractor shall assist in gathering of cost data for inclusion on program acquisition strategy, deliverables, schedule, and Operations and Support concepts. The data shall be submitted within the required timeframe and in the prescribed format.

## **5.1.2 Administrative Management Support (O&MN, OCF O&MN)**

5.1.2.1 The Contractor shall track all action item due dates, sending out tracker notices no later than two days before the actions are due. The Contractor shall follow-up on all tracker notices on the day the action is due to ensure due dates are met. The date the actionee provides action response shall be documented in the tracker file.

5.1.2.2 The Contractor shall investigate, conduct surveys and compile statistics necessary to prepare reports, correspondence, messages and memoranda. Background research shall be coordinated within PMW 790 in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

5.1.2.3 The Contractor shall be responsible for the collection, organization, filing and retrieval of all PMW 790 program office documentation, including reports, correspondence, command history data, civilian and military awards, messages, meeting minutes, memos and all other incidental documentation associated with official PMW 790 business. All documentation shall be promptly files in accordance with SECNAVINST 5210.11 or local procedures as appropriate.

5.1.2.4 The Contractor shall maintain up to date, accurate PMW 790 personnel work, office and conference room calendars as assigned.

5.1.2.5 The Contractor shall maintain and update work calendars for the PMW 790 Program Manager (PM), Deputy Program Manager (DPM), Assistant Program Managers (APM), Technical Director (TD), Assistant Program Manager- Logistics (APM-L), Assistant Program Manager-Engineering (APM-E), and Director of Operation (DirOPS) and show all pertinent commitments including travel, meetings, vacation, and action due dates as appropriate. Calendars shall be updated as required.

5.1.2.6 The Contractor shall maintain and update the PMW 790 event/meeting calendar/tracker as assigned. The Calendar/Tracker shall show responsible points-of-contact and location for all events, major program reviews, and other significant activities as directed. The office calendar/tracker shall be updated as required.

5.1.2.7 The Contractor shall maintain assigned PMW 790 conference room calendars, and shall serve as the single point of contact authorized to schedule and reserve assigned conference rooms. Conference room calendars shall be updated immediately upon receipt of an authorized request.

5.1.2.8 The Contractor shall maintain the PMW 790 Data Repository current and up to date. The data repository consists of the electronic Contract Data Requirements (CDRL) list, of all appropriate PMW 790 CDRLs and other program and project office files. Data files shall be updated before close of business, the same day the change is received.



5.1.2.9 The Contractor shall prepare the PMW 790 Dashboard in accordance with prescribed format. The Contractor shall deliver draft dashboard to the DPM or designated official not later than 1200 each Friday and prepare any required modifications within required time period. Once approved by DPM or designated official, the Contractor shall send the dashboard to the required distribution list, then print and post the dashboard in the designated area not later than COB each Friday.

5.1.2.10 The Contractor shall prepare and maintain the PMW 790 timekeeping sheets in accordance with the appropriate directive. The Contractor shall deliver timesheets to appropriate Government reviewing official for signature in sufficient time to permit formal submission of timesheets when due.

5.1.2.11 The Contractor shall support the PM/DPM in maintaining training list for all PMW 790 personnel. The Contractor shall prepare and maintain the PMW 790 training log in accordance with the prescribed format. The log shall consist of a tabular section for each PMW 790 Government employee showing training instruction completed, date, and quantity of training credits. The training log shall be updated weekly.

5.1.2.12 The Contractor shall maintain the PM and DPM notebooks. The notebooks shall include the Plan of the Week, Meeting calendar/tracker, action items, organization charts and weekly staff meeting minutes. Notebooks shall be updated weekly or whenever a significant revision is necessary.

5.1.2.13 The Contractor shall support PMW 790 with the preparation and development of graphics, briefings and multimedia presentations. Preparation shall include creating illustrations, diagrams, and charts, as directed by designated personnel. The deliverables shall be prepared in the prescribed formats, be free of errors, and submitted as required.

5.1.2.14 The Contractor shall draft, prepare, edit and coordinate various reports, briefs, papers, and other written documentation required for the proper functioning of the PMW 790 Program Office, using the Naval Correspondence Manual for guidance. Documents shall be free of spelling, grammar, and punctuation errors and in the proper format as required. Documents shall be finalized and submitted on schedule as required.

5.1.2.15 The Contractor shall coordinate the metrics management program. The metrics program shall address all areas of PMW 790 responsibility. The Contractor shall aid in the development and tracking of key metrics to link PMW 790's performance to the PMW 790 strategic plan and to the PEO C4I End-of-Year assessment process. These duties include use of the advanced features in the provided software to perform data and statistical analysis of information and the ability to transform this information into spreadsheets, graphs, pivot charts and other output as required.

5.1.2.16 The Contractor shall take meeting minutes as assigned by the meeting planner or supervisor. The meeting minutes shall be typed in the proper format and distributed to appropriate personnel as designated by PMW 790. Meeting minutes shall be accurate and free of errors in spelling, grammar, and punctuation and be completed within the required timeframe.

5.1.2.17 The Contractor shall provide technical and planning support for meetings and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of VTC equipment and other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as assigned within the required schedule. The contractor shall maintain a Virtual Program Office (VPO) with the most current and relevant information.

5.1.2.18 The Contractor shall receive, open, review and route PMW 790 mail. Mail shall be identified as action and non-action as appropriate, and routed to the appropriate individual no later than 0800 each working day.

5.1.2.19 The Contractor shall prepare outgoing correspondence and documents for mailing, including proper addressing and postage. The Contractor shall prepare the mailing container, as necessary, including proper packaging and marking classified material for mailing as directed, in accordance with current DoD and Navy requirements. Envelopes and mailing labels shall be prepared in accordance with postal regulations and the Standard Navy Distribution List (SNDL). The Contractor shall research and confirm the proper address before mailing. Addresses shall be 100% accurate and include the proper return address.

5.1.2.20 The Contractor shall prepare route slips for all action correspondence, annotate the correspondence control log and file the route slips by close of business on the day received.

5.1.2.21 The Contractor shall prepare an executive read file of outgoing correspondence in accordance with originator instructions, and provide this file to the reviewing official by 1600 on business days or as necessary.

5.1.2.22 The Contractor shall maintain a master list of serialized PMW 790 correspondence, including serial number, subject and date. The Contractor shall provide sequential serial numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access.

5.1.2.23 The Contractor shall maintain the PMW 790 correspondence file. The file shall be reviewed quarterly and purged of obsolete documents. When necessary, the Contractor shall prepare required destruction certificates and deliver the documents to the authorized destruction Contractor, or destroy and certify destruction as necessary.

5.1.2.24 The Contractor shall comply with all security regulations and instructions concerning handling and storage of classified material under their control. Classified material shall be inventoried annually by Government authority; with no inventory discrepancies allowed.

5.1.2.25 The Contractor shall process all security clearances for both personnel visiting PMW 790 and for all PMW 790 personnel visiting other activities. The Contractor shall inform appropriate Government point of contact (POC) when visiting clearances have been received.

5.1.2.26 The Contractor shall provide technical and planning support for meetings, conferences, official functions and working groups. This support shall include coordination of the meetings, drafting meeting agendas, setup and operation of Video Teleconferencing (VTC) equipment and

other audio-visual equipment, taking meeting minutes, and finalizing and distributing those minutes as required.

5.1.2.27 The Contractor shall coordinate special events, meetings, conferences, and work groups. The arrangements shall be made in accordance with the required procedures and schedule. The Contractor shall notify participants, provide agendas, directions, and arrange for appropriate equipment. The Contractor shall make the arrangements as required. The arrangements for the above events are to be made within the required timeframe. Event reports are due ten (10) working days after the event. These events shall be planned, coordinated and executed with 100% accuracy and within the specified time.

5.1.2.28 The Contractor shall schedule and coordinate PM and DPM Government PMW 790 travel plans, including arranging transportation, lodging, and rental car reservations as requested and within the assigned timeframe. Travel arrangements shall be accurate and conform to the current Joint Travel Regulation. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary as required. The Contractor shall provide guidance to other PMW 790 personnel as necessary to complete travel authorizations.

5.1.2.29 The Contractor shall prepare travel authorizations using the Defense Travel System for Local Travel, Temporary Duty Travel, Training Orders, and Travel Fund Authorizations as required. The Contractor shall coordinate Training Orders and Travel Fund Authorization Lines of Accounting processing with SPAWAR Code 1114 to ensure correct Lines of Accounting are being used. Travel coordination will include: arranging transportation, lodging, and rental car reservations as requested and within the required timeframe. Travel arrangements shall be accurate and conform to the current Joint Travel Regulation. When finalized, the Contractor shall furnish both a paper and electronic travel itinerary as required.

5.1.2.30 The Contractor shall prepare Visit Requests for PMW 790 personnel for domestic travel using OPNAV Form 5521/27. The Contractor shall prepare Theater Clearance and Ship Visit Requests for Government and Contractor personnel as required. The Contractor shall ensure all visit requests are received, and furnish the traveler with a hard copy of the approved request. The Contractor will use JPAS as the source of this security information and assist the Command in maintaining up-to-date personnel security information.

5.1.2.31 The Contractor shall assist the Defense Travel Administrator (DTA) to provide updates to Defense Travel System (DTS). The Contractor will provide DTS approving official list as authorized by PMW 790 PM and PEO, and to ensure appropriate training is completed for DTS approving and certifying officials in accordance with Certifying Officer's Legislation. The Contractor shall update the DTS in accordance with applicable policies and regulations.

5.1.2.32 The Contractor shall maintain a master list of serialized PMW 790 travel order numbers for invitational travel, including travel order number, tango number, traveler name/command, and inclusive date(s) of travel. The Contractor shall provide sequential travel order numbers as requested. This list shall be kept current at all times, with 100% accuracy, and available at a common location for easy access by authorized users.

5.1.2.33 The Contractor shall assist PMW 790 Government travelers in procedures and requirements for OCONUS travel. The Contractor shall assist with specific documentation as assigned.

5.1.2.34 The Contractor shall assist in preparation of DTS travel vouchers and hard-copy travel vouchers (for Defense Acquisition University (DAU) training or travel on other agency funds) for Government staff of PMW 790. This includes faxing receipts, reviewing and submitting travel vouchers and correcting errors if necessary. Errors are to be reported immediately to the appropriate staff as directed by PMW 790. Vouchers shall be prepared in accordance with the Joint Travel Regulation. The Contractor will maintain travel records when required for the required length of time and track statistics such as numbers of travel days, numbers of trips, weekly travel lists, etc.

5.1.2.35 The Contractor shall assist with maintaining an efficient clean working space. The described tasks listed below shall be accomplished as required.

5.1.2.35.1 The Contractor shall ensure the office printers; copier and facsimile machine are stocked with toner and paper as necessary, clear paper jams and empty the classified shredder as necessary. When required, Contractor staff shall call for office equipment repair and support services.

5.1.2.35.2 The Contractor shall monitor the PMW 790 workspaces and remove excess or discarded materials from the workspaces and place these materials in the proper trash or recycle container.

5.1.2.36 The Contractor shall ensure that administrative supplies are inventoried and maintained at adequate levels, issue supplies to the office personnel. The Contractor shall prepare and present the Government ordering person a required supplies list on a monthly basis, or sooner if necessary and assist in ordering and restocking of the supplies.

5.1.2.37 The Contractor shall perform duties as PMW 790 Emergency Management Coordinator (EMC). Duties include training PMW 790 personnel on emergency evacuation procedures, generating and maintaining muster logs, coordinating emergency evacuations in accordance with command direction, and reporting PMW 790 muster status to designated officials.

5.1.2.38 The Contractor shall maintain PMW 790 personnel files and support generation of civilian and military performance evaluation forms. Additionally, the Contractor shall maintain an accurate recall list, showing name, home address, home phone, and next-of-kin information. The recall list shall be updated quarterly or whenever a personnel change is effected.

5.1.2.39 The Contractor shall support the collection of data to investigate, track, and compile statistics necessary to prepare reports, correspondence, messages, civilian and military awards, and memoranda within the required timeframe. Background research shall be coordinated within PMW 790 in such a manner as to minimize disruption within the office, while ensuring the proper information is gathered and compiled in order to meet the required schedule.

5.1.2.40 The Contractor shall support the gathering of inputs for PMW 790 administrative data calls, drafting responses and revising data call responses reviewed by the Director of Operations, the DPM and/or PM in support of PMW 790. These data calls typically include requests for information related to the administrative operation of the PMW and related requests for information related to metrics, compliance with standards and/or personnel standards reporting related to administration of the PMW, including BRAC; civilian personnel end-strength; military onboard count; quarterly training (OPNAV); in-theater/overseas travel (Director of Security, SPAWAR 08F); and gifts of travel (OPNAVINST 4005.4D-31 U.S.C. Section 1353).

5.1.2.41 The Contractor shall assist and support the conversion of the office into an electronic office by scanning documents, electronic filing, storage and distribution. They will assist in the reduction of paper files including financial records, correspondence and documents. They will advise the Director of Operations, DPM or PM on processes and procedures to achieve an almost paperless organization with ready access to important acquisition documents. They will support the Acquisition Lead in ensuring that appropriate acquisition documents are stored in the PEO C4I designated document repository site.

5.1.2.42 The Contractor shall maintain files of civilian performance reviews and military fitness reports for the period required. The Contractor will support the employees in the generation of the appropriate paperwork and be familiar with special-purpose software such as NAVFIT 98. The Contractor will support the PM/DPM in meeting the Personnel Performance Review schedules established by the PEO.

5.1.2.43 The Contractor support shall maintain for the PM and DPM a list of Critical and Essential (CE) personnel. The Contractor shall compile and submit the designation CE list to the PEO C4I Administrative Officer (AO). The Contractor shall maintain the CE list, and review personnel qualifications to insure adequate training for CE responsibilities. Additionally, the Contractor shall maintain the Muster-tree call-back list for the PMW, and during periods of increased levels of security, the Contractor shall maintain daily Muster sign-in for all on-site personnel (Government and Contractor). The Contractor shall maintain the CE list in a current state. The list shall be reviewed monthly, and updated within one day of notification.

5.1.2.44 The Contractor shall manage PMW 790 cellular telephones and Blackberries. The Contractor shall arrange for cell phones and Blackberries as required for new PMW 790 Government personnel reporting on board. The Contractor shall track distribution and ensure return of cell phones and Blackberries when personnel transfer from PMW 790. As requested, the Contractor shall make arrangements with SSC San Diego 2828 for AUDIX changes and password resets. The Contractor shall maintain a custody log of all equipment transactions, which includes the signature of the person receiving the equipment. The Contractor shall make the custody log available to the Technical Point of Contact (TPOC) when requested, and summarize items of interest in the monthly report.

5.1.2.45 Contractor staff shall provide assistance as required during Government personnel check-in and check-out. The Contractor shall create and maintain a checkout list to provide Government personnel providing points of contact and telephone numbers for all required checkout steps.

5.1.2.46 The Contractor shall prepare facility request forms for submission to the PMW 790 Facility Representative for problematic facility issues and repair calls per SSC PAC FRF Rev 10/903. The Contractor shall coordinate and track all outstanding request forms to ensure prompt resolution as assigned.

5.1.2.47 The Contractor shall assist in preparation of restored or donated and family leave forms, coordinate submission with PM or PEO as requested, for submission to SPAWAR or HRO per Section 4.0 Directives. Contractor shall maintain copies of approved forms in a secured storage space. These copies shall be made available upon request by the employee, supervisor, and/or other authorized personnel at time of request.

5.1.2.48 The Contractor shall prepare implement and maintain administrative operating policies, process flow charts and procedures used to support administrative functions that support PMW 790. All administrative procedures and processes that support PMW 790 shall be documented including the management of official correspondence, messages, travel, training, and official presentations by PMW and individual program of record. The Contractor shall maintain a desk book of all operating procedures and processes used to support all administrative functions.

5.1.2.49 The Contractor shall organize the conduct of the annual Shore and Expeditionary Conference. This includes making arrangements for the conference location; setting up the agenda items, provide assistance in sending out the conference announcement; facilitating the conference and side meetings; and taking action items and conference minutes. The arrangements for the above event are to be made within the required timeframe. Event reports are due ten (10) working days after the event.

### **5.1.3 Facilities Management Support (O&MN, OCF O&MN)**

The Contractor shall perform as the PMW 790 facilities representative for all phones, computers, and physical space. The Contractor shall support required meetings with appropriate facilities representatives, prepare necessary paperwork to effect facility changes or report deficiencies.

5.1.3.1 The Contractor shall perform the duties of a certified Facility Working Group Representative (FWGR). The Contractor shall be the coordinator for all facility trouble calls, moves, and daily operations as follows:

- The Contractor shall interface with SPAWAR Facilities personnel for all related facility/phone issues
- Provide information to all personnel of general facility remainders and updates, as well as important guidance
- Inform personnel of alternatives to meet their requirements and track status of active requests
- Complete and document Earthquake Space Inspections with SPAWAR Facilities Team, when tasked
- Serve as liaison with Furniture Movers, Phone Technicians, Public Works and Operations
- Leverage a full range of products and services to meet customer requirements
- Provide all necessary documentation in a timely fashion
- Complete and file TSR/MTL/FRF/DD-200 Forms as required

- Interface with the Facility Planning Board regarding space plans, construction requests and office configurations
- Attend all FWGR meetings
- The Contractor shall document all FWGR actions

5.1.3.2 The Contractor shall assist in facilities management for the relocation of PMW 790 personnel. The Contractor shall assist with move support activities including public works and NMCI support desk for facilitating the movement of phones and computers. The Contractor shall assist in new facility layouts and scheduling to support the movement of computers, phones, support equipment and personnel. The Contractor shall maintain and update the integrated move schedule as required. All Contractor support shall be coordinated with appropriate PMW 790 managers, and summarized in the monthly facility report submitted to the TPOC.

#### **5.1.4 Assistant Customer Technical Representative (ACTR) Support/Naval Systems Engineering Resource Center (NSERC) Management Support (O&MN, OCF O&MN)**

The Contractor shall provide technical/site management of PMW 790's NSERC or other web portal collaboration sites as follows:

5.1.4.1 The Contractor shall review all electronic NSERC or other web portal collaboration sites application requests, coordinating recommendations with the appropriate Program Office before submitting the request to the Site Director. The Contractor shall maintain a log of all application requests and access approval or disapproval.

5.1.4.2 The Contractor shall conduct periodic assessments, none longer than every six months, for NSERC or other web portal collaboration sites, including security risks and verifying all user accounts have appropriate access restrictions. The Contractor shall report results and findings to the PMW 790 TPOC for forwarding to SPAWAR 8.0.

5.1.4.3 The Contractor shall coordinate with SPAWAR 8.0 to troubleshoot NSERC or other web portal collaboration sites access problems for applicants, including password resets and changing access privileges.

5.1.4.4 The Contractor shall maintain PMW 790 NSERC or other web portal collaboration sites and coordinate implementation of new web-portal collaboration sites as requested by Program Managers. The Contractor shall also assist the DPM/PM in removing or up-dating web portal collaboration sites. The Contractor shall copy and upload documents as needed and modify appearances of sites as requested/approved. The Contractor shall ensure all requests for assistance on NSERC or other web portal collaboration sites are coordinated through the TPOC.

5.1.4.5 The Contractor shall perform all Assistant Customer Technical Representative (ACTR) tasks, including assisting, resolving and tracking PMW 790 personnel hardware/software issues and reviewing, submitting and tracking all Mission Assurance Category (MAC) and Contract Line Item (CLIN) Requests associated with NMCI. The Contractor shall provide a weekly status of MAC requests to include the number of MAC requests and the status of each request and also track NMCI charges for labor and services. The Contractor shall provide maintenance guidance and coordination with the SSC San Diego Server Administration team. The Contractor shall

schedule all maintenance, security patches, fixes and upgrades to the web application during non-working hours to the maximum extent possible and as approved by the TPOC. The Contractor shall respond to all application outages within one hour of notification.

5.1.4.6 The Contractor shall participate in NSERC or other web portal collaboration sites associated meetings, forums and conferences as assigned. The Contractor shall summarize and submit a meeting report within four days of the meeting to the cognizant manager for NSERC or other web portal collaboration sites. The Contractor shall provide user assistance (password resets, account lockouts, training and overall support), registering and administrating new user accounts as authorized by PMW 790 Managers. The Contractor will assist in training and support of the technical refresh of the NMCI computers.

5.1.4.7 The Contractor shall assist Government and contractor personnel in the request for computer Common Access Cards (CAC's). The Contractor shall troubleshoot, load and manage PMW 790 CAC's providing accurate listing of all PMW 790 personnel who have active CAC's, and maintain copies of all approved CAC requests in a locked, secure file. The Contractor shall troubleshoot, load and assist in managing Public Key Infrastructure (PKI) certificates for PMW 790 personnel. The Contractor shall provide access to approved CAC card files to authorized PMW 790 individuals when requested.

### **5.1.5 Strategic Planning Support (O&MN, OCF O&MN)**

5.1.5.1 The Contractor shall perform duties supporting PMW 790 in the following areas; strategic planning, community meetings and steering groups. Additionally, the Contractor shall focus efforts addressing High Performance Organizations (HPO).

5.1.5.2 The Contractor shall provide skilled facilitators to support strategic planning, review activity and teambuilding. Strategic planning and review activities must be comprehensive and focus on PMW 790 mission objectives. The facilitator's team building approach must result in improvements in management team cohesion and interaction.

5.1.5.3 The Contractor shall prepare and maintain project data on PMW 790 web sites, intranets, servers, and other media. The Contractor shall prepare project data as required and upload/maintain the data on the various sites within one working day of receipt.

5.1.5.4 The Contractor shall prepare and maintain organizational metrics. Metrics shall be prepared and maintained in the required form or format. The Contractor shall be available for ad hoc data calls as necessary.

5.1.5.5 The Contractor shall provide organizational training to program personnel in the establishment of new processes and procedures necessary for successful implementation of new automated tool sets and enhance professional development. Training and mentoring of the program personnel shall occur informally whenever requested by the customer. All informal training and mentoring shall occur immediately as required. Formal training shall be scheduled and published 10 days prior to the new training month.



5.1.5.6 The Contractor shall evaluate program management tools and provide recommendations to increase efficiencies in program management. Recommendations shall be presented in briefings prepared and submitted in accordance with PMW 790 policy or as required.

5.1.5.7 The Contractor shall assist PMW 790 to prepare project plans and guidance documents, including strategic plans and roadmaps that address organizational approaches, and retention of maximum mission capabilities with reduced resources. Plans shall be created in the designated format and submitted as required to support PMW 790 decisions.

5.1.5.8 The Contractor shall prepare project management analysis reports including status on current projects in response to external or internal data calls. Reports shall be prepared and submitted during weekly meetings and on an ad hoc basis as required.

### **5.1.6 Enterprise Resource Planning (ERP) Support (O&MN, OCF O&MN)**

The Contractor shall provide assistance to the program office staff on the use of Navy Enterprise Resource Planning (N-ERP) program management tool.

5.1.6.1 The Contractor shall assist the APM in establishing and maintaining Direct Project structures within ERP to support execution of program requirements. This task includes collaboration between the APM, P-shop, and N-ERP ECH III activities, data collection, and data entry into the ERP Project Structure. The Direct Project information shall be current, complete, and meet the required schedule dates.

5.1.6.2 The Contractor shall populate, maintain and analyze “real time data” in N-ERP and other corporate databases. The Contractor shall assist the APM in populating and maintaining the Procurement Request (PR) package for non-Seaport-e contracts within ERP to support acquisition, contract planning and execution of the program requirements. This task includes collaboration between the APM, Business Financial Management Lead, Acquisition Lead, Procurement Contracting Officer (PCO), Contracts Specialist, Contracting Officer Representative (COR) and N-ERP ECH III points of contacts; data collection, and data entry into the ERP. The PR information shall be current, complete, and meet the required schedule dates.

5.1.6.3 The Contractor shall assist in the preparation of funding documents including reimbursable, direct cite and MIPR utilizing N-ERP software in accordance with the customer provided standards.

### **5.1.7 Acquisition Management Support (O&MN, OCF O&MN)**

The Contractor shall support the PMW 790 Acquisition Lead and provide assistance to Program Manager (PM), Deputy Program Manager (DPM), Principle Integration Program Manager (PIPM), Principle Acquisition Program Managers (PAPMs), and Assistant Program Managers (APMs) on acquisition related matters for program or projects under sustainment:

5.1.7.1 The Contractor shall provide assistance in preparing and updating acquisition documentation for all Acquisition Category (ACAT) programs. The Contractor shall ensure programs comply with acquisition statute, FAR and DFARS policies and the framework of the Defense Acquisition System. The Contractor will ensure that the content and format of

acquisition documents are in accordance with the guidance. Documentation preparation, analyses and reviews shall be created in the proper format, be proofed and submitted within the required timeframe. The Contractor shall ensure that the documentation includes the necessary routing and brief sheets required for document approval. Documentation submitted shall be filed in the appropriate PMW 790 share drive file and uploaded to the appropriate data base within two working days.

5.1.7.2 The Contractor shall provide support by participating in acquisition reviews, Acquisition Coordination Team meetings, IPTs, program decision reviews, Procurement Planning and Strategy Meetings (PPSM) and other contracts related meetings. The Contractor shall actively participate in acquisition-related internal and external working groups as assigned. The Contractor shall assist in coordinating and facilitating these meetings as required. The Contractor shall prepare all required documentation necessary for active participation in these meetings in accordance with Section 10.0 Best Practices.

5.1.7.3 The Contractor shall assist in preparing and tracking the status of acquisition documentation for all programs and projects within PMW 790. The Contractor shall assist in verifying the accuracy and completeness of 790 acquisition data in the NSERC/SE2 and ASN-RDA Digital Dashboard databases. The Contractor shall be responsible for uploading the data onto these databases.

5.1.7.4 The Contractor shall assist in responding to acquisition related data calls/drills. The Contractor shall prepare reports such as Probability of Program Success Report, Program Health and Risk Review (PHARR) Report, ASN-RDA Digital Dashboard Report, Quarterly Program Metrics/Program Listing, acquisition demand signal and other supporting documentation for all Acquisition Category (ACAT) programs. As necessary, the Contractor shall assist in providing training to the 790 personnel pertaining to the creation of these reports.

5.1.7.5 The Contractor shall prepare analyses to assist in the identification and reduction of program risks. The Contractor shall participate in preparing applicable risk management plans and risk reports. Contractor prepared analyses shall be submitted to the requesting authority as required to ensure proper program management by PMW 790.

5.1.7.6 The Contractor shall recommend or assist in preparing acquisition strategies and initiatives in response to changes in policies on acquisition, Test and Evaluation (T&E), and Logistics. The Contractor shall identify the effect of the policy changes in production and delivery schedule. The Contractor shall review requested documentation and draft and submit for approval recommended changes to policies, strategies and initiatives within the requested timeframe.

5.1.7.7 The Contractor shall assist in preparing Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) as required.

## **5.1.8 Contracts Management Support (O&MN, OCF O&MN)**

The Contractor shall provide overarching and direct program contracts management support including the overall coordination of contract related efforts for PMW 790 programs and projects. The Contractor shall provide coordination services as required.

5.1.8.1 The Contractor shall draft, revise and route inputs for PMW 790, PEO C4I and external contracts related data calls, metrics, point paper and status drills. The Contractor shall coordinate all program and project inputs, review and provide input to the PEO and SPAWAR Contracts Office as required.

5.1.8.2 The Contractor shall assist in the creation and review of contracts, impact assessments, point papers, briefings and/or contract related internal and external data calls. The Contractor shall assist in creating the requested documentation and submit within the required timeframe.

5.1.8.3 The Contractor shall support the review and analysis to the potential changes to existing contracts related policy, guidance and directives assessing their impact to PMW 790 programs and projects. The Contractor shall submit written recommendations for consideration within five (5) working days of receiving the potential change unless external/internal data calls require a more immediate response.

5.1.8.4 The Contractor shall attend Program/Project Acquisition Coordination Team (ACT) Meetings and Procurement Planning and Strategy Meeting (PPSM) including pre-PPSM and post PPSM meetings, monthly contracts meetings, working groups, and Integrated Product Team (IPT) meetings for active program/projects as required to support development of contracts related documentation. The Contractor shall submit meeting minutes, to include action items within five (5) days of the meeting. The Contractor shall identify common processes and best practices from other program offices.

5.1.8.5 The Contractor shall interact with the PCO, COR and Alternate COR to support contract administrative efforts for individual program or project contract efforts. The Contractor shall provide these services as required and shall summarize the action in the monthly report as requested. The Contractor shall provide support on AD HOC tasking as necessary in the execution of contract(s) as required.

5.1.8.6 The Contractor shall draft, prepare and coordinate the review of non-Seaport-e contract documents as required.

5.1.8.7 The Contractor shall assist in the resolution of discrepancies in contract documents. The Contractor shall support preparation of contract related information for reporting purposes related to cost, schedule and performance of contracts for internal PMW 790 data calls and/or external drills. The Contractor shall enter all awarded/approved contract data as appropriate in all systems and data systems within three (3) days of receipt and retrieve and provide requested information within the requested timeframe and in the requested format. The Contractor shall perform data collection/retrieval and electronic data entry into contracts and program management systems including: NSERC/SE2, program and/or project specific contract related databases and excel spreadsheets. The Contractor shall report all discrepancies with recommended solutions to the respective project point of contact for review and approval.

## **5.2 Research and Development Program Support (RDT&E, OCF RDT&E)**

The Contractor shall provide overarching and direct Program Management and technical support to the Shore and Expeditionary programs and projects in the research and development phase. The Contractor shall create the required documentation in accordance with appropriate program management directives and manuals in Section 4.0.

5.2.1 The Contractor shall provide programmatic and technical analyses necessary for attaining shore implementation objectives at assigned shore sites. The Contractor shall develop and submit the supporting analyses and documentation to the proper program authority in accordance with the required submission schedule.

5.2.2 The Contractor shall develop issue papers, white papers, policy position, reclamation, fielding plans, program schedules/POA&Ms, and problem statement analysis. The Contractor shall manage updates to existing documentation resulting from changes to Chairman of the Joint Chiefs of Staff Instruction (CJCSI), Office of the Secretary of Defense (OSD), DoD, DoN, SECNAVINST policies and instructions. The Contractor shall review all documents for accuracy and facilitate routing of documents and comment adjudication until final approvals are obtained. The contractor shall liaise with internal and external stakeholders and reviewers to support documentation through the approval cycle. The Contractor shall interface with outside agencies as necessary to obtain required document approvals. The Contractor shall ensure all documentation is accurate, free of errors and submitted within the required timeframe to allow for review and updates as needed.

5.2.3 The Contractor shall establish information databases/spreadsheets/ERP to support program requirements. This task includes data entry, problem resolution, use of formulas and other data/statistical analysis tools including graphs, pivot charts, and custom reports. The Contractor shall assist in the establishment of interfaces, client connectivity, and use of the supporting database. The information database shall be current, complete, and meet the required schedule dates.

5.2.4 The Contractor shall assist with the establishment of cost, technical, and schedule baselines. Baselines shall be developed and submitted in the required format and timeframe.

5.2.5 The Contractor shall provide assistance in developing acquisition and contract documentation in support of the research and design phase to ensure programs comply with acquisition statute, FAR and DFARS policies and the framework of the Defense Acquisition System. The Contractor will ensure that the content and format of acquisition documents are in accordance with the guidance. All documentation preparation, analyses and reviews shall be created in the proper format, be proofed and submitted as required. The Contractor shall ensure that the documentation includes the necessary routing and brief sheets required for document approval. Documentation submitted shall be filed in the appropriate PMW 790 share drive file as required.

5.2.6 The Contractor shall develop and track the schedules for all programs Prime Mission Development Contracts and Vendors; the Contractor must have no Organizational Conflict of Interest (OCI) issues with the vendor(s). The Contractor shall track program risks and milestones

in the schedule and keep the program schedule current, incorporating changes within two (2) days of receipt. The Contract shall incorporate the vendor schedule(s) into the program or project Integrated Master Schedule. The Contractor shall create and/or maintain Integrated Master Schedules for the program/project using MS Project. The Contractor shall be responsible for the tracking and reporting of project summary schedules based on the input from the various functional leads. The Contractor shall monitor the schedule by using critical path analysis and other scheduling techniques to track schedule progress and ensure schedules are achievable. The Contractor shall verify the feasibility of schedule additions and changes.

5.2.7 The Contractor shall analyze program documents and data to develop documents, briefs, informal and formal program reviews and white papers to support PEO C4I Program goals and objectives. The Contractor shall submit the documents within the required timeframe.

5.2.8 The Contractor shall provide program management support on PEO C4I prototype systems installed, or planned for installation. The Contractor shall assist with program documentation for planning, implementation, and inter-command coordination of shore and expeditionary prototype systems at assigned shore sites. The Contractor shall create the required documentation in accordance with appropriate directives and manuals in Section 4.0.

5.2.9 The Contractor shall develop program milestone documentation in accordance with the PEO C4I Acquisition Program Structure Guide and Program Manager's Handbook. The milestone documentation shall be kept current at all times and available within two hours of request.

5.2.10 The Contractor shall develop project management analysis reports including status on current projects in response to external or internal data calls. Reports shall be prepared and submitted on an ad hoc basis as necessary.

5.2.11 The Contractor shall provide program management support services to assist in the development, revision, and delivery of data inclusive of: (1) Global Work Breakdown Structures (GWBS), (2) project schedules, (3) progressive/special reports and supporting documentation, (4) Plans of Action and Milestones (POA&Ms), and (5) Navy ERP project schedules and reports. The Contractor shall process project management data as received, updating project files and ERP data as necessary for proper project management.

### **5.3 Program Production Management Support (OPN, OCF OPN)**

#### **5.3.1 Production Management Support (OPN, OCF OPN)**

The Contractor shall provide overarching and direct production management support for PMW 790 programs and projects in the production and deployment phase. The Contractor shall prepare programmatic documentation and information, including briefing materials, required to obtain approval for fielding of production systems. Documentation and information to be prepared includes technical documentation, programmatic documentation or information, and related production or fielding plans. The documentation will be provided within five (5) working days and will be 95% free of error.

5.3.1.1 The Contractor shall provide technical support in the acquisition of system hardware and software, integration planning and tracking, and production support updates to engineering documentation of the systems in the production phase. The Contractor shall assist on program activities that need to be coordinated to ensure production and delivery objectives are met.

5.3.1.2 The Contractor shall provide production support in the preparation of Enterprise Change Requests (ECRs) and Allowance Change Requests (ACR) to correct deficiencies in the production item and allow for the production and delivery of MESF Increment upgrades. The Contractor shall review and evaluate production design data and documentation. Documentation shall be created in the designated format and submitted as required to support PMW 790 decisions.

5.3.1.3 The Contractor shall provide production support in the product improvement of the shore and expeditionary C4I system currently in production. The Contractor shall analyze production design data and documentation of capabilities planned for integration into the procurement program to improve the system within the current performance envelope. The Contractor shall deliver technical reports within the required timeline.

5.3.1.4 The Contractor shall provide production support services necessary to support PMW 790 in performing analyses for the shore and expeditionary C4I programs/projects. These include:

- Establishing estimates for the production capability required;
- Assessing previous production and user experience on similar programs;
- Assessing production feasibility;
- Identifying potential risks;
- Defining tooling requirements; and
- Providing integrated product team (IPT) and other technical meeting support as required.

The result of the analyses and other work products shall be provided using the required format and submitted within the required timeframe.

5.3.1.5 The Contractor shall provide platform and product installation support including development of documentation required for product installation. The Contractor shall update the installation files within twenty-four (24) hours of receiving the new installation schedule.

5.3.1.6 The Contractor shall support the test and evaluation of production systems. The Contractor shall assist in the preparation of the test plan and analysis of test results.

### **5.3.2 Information Assurance (IA) Production Support (OPN, OCF OPN)**

The Contractor shall provide Information Assurance (IA) support services during the production and integration of shore and expeditionary C4I systems. All support shall be responded to within the required timeframe. Required development and submission of the IA documentation shall be in accordance with program milestones and in the required format. All IA support Contractor must meet the IA Workforce Level 1 certification requirements per DoD 8570.01-M Information Assurance Workforce (IAWF) Improvement Program Incorporating Change 3, January 24, 2012. All subordinate Contractors must meet the IAWF requirements for their intended support role.

5.3.2.1 The Contractor shall assist in IA production and integration efforts through report assessment, program milestone, independent verification and validation (IV&V) and security certification and accreditation testing.

5.3.2.2 The Contractor shall monitor the results of production IA activities to support PMW 790's implementation of the overall IA program. The Contractor shall recommend corrective action or technical options when planned accomplishments or production IA operational goals are not achieved.

5.3.2.3 The Contractor shall produce documentation necessary to obtain Information Assurance (IA) Certification/re-Certification and Accreditation (C&A) to support acceptance testing and evaluation of all 790 systems in production. These include the generation of technical documentation such as Interim Authority to Operate, Authority to Operate and System Security Authorization Agreement.

5.3.2.4 The Contractor shall provide security engineering support during the production testing of PMW 790 systems. The Contractor shall perform or monitor security testing of systems to ensure security features are functioning properly in support of certification and accreditation of production items.

5.3.2.5 The Contractor shall be knowledgeable of the TSABI/SABI Cross Domain Solutions (CDS) process and provide support on CDS approval process for production systems. The Contractor shall assist in producing Multiple Cross Domain Solution Appendixes (CDSAs) for production systems. The Contractor shall assist in producing a CDSA Phase I thru CDSA Phase III documentation in accordance with current Defense Information Systems Network (DISN) Connection Process Guide (CPG). The Contractor shall process Cross Domain Technical Advisory Board briefs and Defense Information Assurance Security Accreditation Working Group (DSAWG) briefs. The contractor shall attend meetings and coordinate with Navy Cross Domain Solutions Office (NCDSO) as required.

#### **5.4 Overarching Systems Engineering Management Support (O&MN, OCF O&MN)**

The Contractor shall provide the systems engineering services delineated in the subsequent sections in support of all PMW 790 programs. The necessary support for each PMW 790 program will be commensurate with the acquisition phase of the specific program. The identified tasks are to be completed and delivered in accordance with the requirements stated in each task. All documentation shall be prepared in the required format, be accurate, complete and free of grammatical, typographical and spelling errors, and delivered within the required delivery date 100% of the time. Documentation format and scope shall be specified and approved via the PMW 790 Systems Engineering (SE)/Configuration Management (CM) process.

##### **5.4.1 Requirements Analysis, Decomposition, and Management (O&MN, OCF O&MN)**

5.4.1.1 The Contractor shall provide systems engineering requirements analysis services by reviewing customer requirements/user needs and translating these high level statements of capability needs into detailed system specifications or appropriate technical requirements documents that can be used for identifying technical solutions.

5.4.1.2 The Contractor shall conduct technical reviews of specifications and requirements documents and provide detailed recommendations for improvements.

5.4.1.3 The Contractor shall provide subject matter experts in leading commercial requirements management software tools to manage all 790 program requirements. This task will include the input of 790 program requirements into the selected tools and the use of the tool to manage changes to the requirements.

#### **5.4.2 Configuration Management (CM) Processes and Maintenance Support (O&MN, OCF O&MN)**

5.4.2.1 The Contractor shall be responsible for performing the necessary CM functions for establishing and managing site and product CM baselines. The task includes coordination with stakeholders, documentation management and reviews, problem resolution, and tracking change requests to facilitate the processing of configuration changes. The Contractor shall support the PMW 790 Configuration Control Boards (CCBs) and program technical reviews, and update applicable configuration management documentation as necessary to meet program requirements.

5.4.2.2 The Contractor shall provide a team of configuration management specialists to execute the configuration management functions of each of the PMW 790 programs. This task includes writing or revising CM plans, standard operating procedures, and CCB charters; coordinating CCB meetings, establishing CCB agendas; writing and tracking engineering change requests; establishing system and platform baselines; inputting and maintaining CM data in applicable tools and databases; and reporting configuration status accounting and process metrics.

5.4.2.3 The Contractor shall review existing PMW 790 CM processes and recommend modifications, as required, to gain process efficiencies and alignment with SPAWAR and PEO-wide processes and policies. These recommendations, once approved, shall be incorporated into existing PMW 790 CM documents or, if necessary, prepare applicable documentation. The Contractor shall prepare training materials and provide CM training, as required, to PMW 790 personnel and Team SPAWAR staff supporting PMW 790.

#### **5.4.3 Interface Management and Integration Support (O&MN, OCF O&MN)**

5.4.3.1 The Contractor shall provide network engineering subject matter expert (SME) services to review and evaluate network specifications, designs, architectures, and concepts necessary to integrate shore tactical infrastructure to afloat networks such as Automated Digital Network System (ADNS) and the Consolidated Afloat Network and Enterprise Services (CANES) or terrestrial networks such as DISN Core, NIPRNet, SIPRNet, JWICS/SCI, non-government networks (internet), and DoD Teleports. The output of these reviews may be specific recommendations articulated in white papers, technical reports, PowerPoint briefs, or in the format requested by the originator. The Contractor shall prepare appropriate documents to connect to these networks.



5.4.3.2 The Contractor shall provide systems engineering expertise in the C4I field to assess shore site integration impacts for installations planned by Product PMWs and other C4I stakeholders, to include joint service, defense agency and Non-DoD.

5.4.3.3 The Contractor shall provide systems engineering and integration support services to 790 TD and APME in support of platform interface management. The Contractor shall provide engineering expertise to support the technical review of FRCB packages, Navy Modernization Plan (NMP) documentation, Platform Technical Review Board (PTRB) Enterprise Change Requests (ECRs) and the review of engineering documentation.

#### **5.4.4 Preparation of Engineering Documents in Support of Acquisition Process (O&MN, OCF O&MN)**

The Contractor shall prepare all applicable engineering documents in support of all PMW 790 programs acquisition milestones. These documents include the Information Support Plan (ISP), Systems Engineering Plan (SEP), and Test and Evaluation Master Plan (TEMP). Personnel assigned to this task shall have DAWIA level II certification in Systems Planning, Research, Development, and Engineering (SPRDE) or equivalent expertise.

#### **5.4.5 Systems Engineering Process Support (O&MN, OCF O&MN)**

The Contractor shall provide general systems engineering support to PMW 790 TD/PAPM/APM-E/APM in establishing systems engineering guidance to program lead systems engineers. The Contractor shall develop a PMW 790 Systems Engineering Management Guide/Plan that provides overall guidance for the systems engineering activities.

#### **5.4.6 System Engineering Technical Reviews (SETRs) (O&MN, OCF O&MN)**

5.4.6.1 The Contractor shall provide systems engineering support services to all PMW 790 programs to properly plan, coordinate, host, and execute necessary SETR events.

5.4.6.2 The Contractor shall assist PMW 790 in participating in key milestone reviews and design reviews, held by Product PMWs and other external organizations, to assess the impact of their proposed designs to the shore infrastructure.

#### **5.4.7 Integrated Architecture Development (O&MN, OCF O&MN)**

The Contractor shall prepare integrated architecture artifacts, as required, to support milestone reviews of applicable PMW 790 programs. These efforts shall be coordinated with SPAWAR 5.0 to ensure alignment with enterprise architecture initiatives.

#### **5.4.8 Integrated Master Schedule and Systems Engineering Management Support (O&MN, OCF O&MN)**

5.4.8.1 The Contractor shall assist with the establishment of cost, technical, and schedule baselines.

5.4.8.2 The Contractor shall attend working group meetings, IPT meetings, in-process reviews, and other program meetings, analyze the information and provide the programmatic and technical recommendations.

5.4.8.3 The Contractor shall create and/or maintain Integrated Master Schedules for each of the PMW 790 programs/projects using MS Project and will be responsible for the tracking and reporting of project summary schedules and production schedules based on the input from the various functional leads. The Contractor shall monitor the schedule by using critical path analysis and other scheduling techniques to track schedule progress and ensure schedules are achievable. The Contractor shall verify the feasibility of schedule additions and changes.

#### **5.4.9 Portfolio Roadmap Management and PEO C4I Master Plan Support (O&MN, OCF O&MN)**

5.4.9.1 The Contractor shall provide C4I expertise to prepare and manage PMW 790 portfolio/system roadmaps and support PEO-wide roadmap initiatives.

5.4.9.2 The Contractor shall provide C4I and technical writer expertise to prepare and maintain the PMW 790 portion of the PEO C4I Master Plan. This task will require extensive coordination with PMW 790 programs, Product PMWs, and other stakeholders.

#### **5.4.10 Risk Management Process (O&MN, OCF O&MN)**

The Contractor shall provide risk management subject matter expertise (SME) services to all PMW 790 programs/projects. These services include risk management planning, early identification and analysis of risks, continuous risk tracking and reassessment, and implementation of corrective actions, communication, documentation, and coordination. Knowledge of the PEO C4I risk management tool RiskExchange is required.

#### **5.4.11 Information Assurance (IA) Support (O&MN, OCF O&MN)**

The Contractor shall provide Information Assurance (IA) support services for shore and expeditionary fielded systems. All support shall be responded to within the required timeframe. Required development and submission of the IA documentation shall be in accordance with program milestones and in the required format. All IA support Contractor must meet the IA Workforce Level 1 certification requirements per DoD 8570.01-M Information Assurance Workforce (IAWF) Improvement Program Incorporating Change 3, January 24, 2012. All subordinate Contractors must meet the IAWF requirements for their intended support role.

5.4.11.1 The Contractor shall provide information system security engineer (ISSE) support services to all PMW 790 programs. These ISSEs shall provide the necessary subject matter expertise to enable PMW 790 programs to take into account IA principles and “build in” security to system designs early on in the life cycle of the programs. The Contractor shall engage with the program IPTs and provide IA design assessments during program reviews, IPT meetings, and appropriate SETR events.

5.4.11.2 The Contractor shall prepare Information Assurance Strategy for Shore and Expeditionary Integration programs/projects as directed. The Contractor shall prepare documentation necessary to obtain IA Certification/re-Certification and Accreditation (C&A) for shore sites and other Shore Integration Programs as directed. These include the generation or update of documentation such as Interim Authority to Operate, Authority to Operate and System Security Authorization Agreement. The Contractor shall also provide support in generating or updating the Program Protection Plan required to support program milestones.

5.4.11.3 The Contractor shall assist the programs/projects requiring generation of documentation required to obtain Clinger-Cohen Act compliance.

5.4.11.4 The Contractor shall provide support in responding to data calls associated with Information Assurance Vulnerability Alert (IAVA), Information Assurance Vulnerability Bulletin (IAVB), and Information Assurance Vulnerability Management (IAVM) . The Contractor shall advise the Government IA Manager as to the impact of IAVA alerts and bulletins on the affected programs/projects.

5.4.11.5 The Contractor shall be knowledgeable of the Enterprise Mission Assurance Support Service (eMASS) system and Federal Information Security Management Act (FISMA) process.

5.4.11.6 The Contractor shall conduct IA validation testing events to evaluate threat, vulnerability, and conduct risk analysis of deployed systems. The analysis results, corrective actions, contingencies and other issues will be documented and provided to the system owner.

5.4.11.7 The Contractor shall provide security engineering support to deployed systems. This includes providing security inputs into system architectures and investigating system operational requirements and assisting in the development of security functional and performance requirements for new and existing systems. The Contractor also shall perform security testing of systems as required during development, installation and operations to ensure security features are functioning properly or to provide evidence needed to support system authorization decisions by senior executives.

5.4.11.8 The Contractor shall support maintenance of IA system software, system specifications, system tools and products, and prepare updates in the form of engineering change proposals, software change proposals or errata that incorporate comments and changes. The Contractor shall ensure that software changes are well documented for traceability and audit purposes.

5.4.11.9 The Contractor shall provide IA support on test events and test related working groups, meetings, and demonstrations.

5.4.11.10 The Contractor shall provide technical input while attending program reviews, briefings, working groups, acceptance testing, Integrated Product Team (IPT) meetings and other meetings. The Contractor shall provide trip reports, point papers and meeting minutes as required.

5.4.11.11 The Contractor shall be knowledgeable of the Top Secret and Below Interoperability (TSABI)/ Secret and Below Interoperability (SABI) Cross Domain Solutions (CDS) process and

provide support on CDS approval process for fielded systems. The Contractor shall attend meetings and coordinate with Navy Cross Domain Solutions Office (NCDSO) as requested. The Contractor shall assist in preparing Multiple Cross Domain Solution Appendixes (CDSAs), Cross Domain Technical Advisory Board briefs and Defense Information Assurance Security Accreditation Working Group (DSAWG) briefs. The Contractor shall assist in preparing a CDSA Phase I thru CDSA Phase III documentation in accordance with current Defense Information Systems Network (DISN) Connection Process Guide (CPG).

## **5.5 Research and Development Systems Engineering Support (RDT&E, OCF RDT&E)**

### **5.5.1 Systems Engineering Support (RDT&E, OCF RDT&E)**

The Contractor shall provide general systems engineering support to the Shore and Expeditionary programs and projects in the research and development phase. The Contractor shall create the required documentation in accordance with appropriate system engineering directives and manuals in Section 4.0.

5.5.1.1 The Contractor shall provide system engineering support in the conduct of Analysis of Alternatives to assess potential materiel solutions to capability need, identify key technologies and estimate life cycle costs. The Contractor shall create technical documentation, including program briefings, and issue papers to support the PMW790's position on Analysis of Alternatives. The Contractor shall ensure all documentation is accurate, free of errors and submitted within the required timeframe to allow for review and updates as needed.

5.5.1.2 The Contractor shall develop documentation in support of system design implementation. The documents shall include drawings, Cost Analysis Requirements Document, life cycle cost estimates, Clinger Cohen Act Compliance, Program Protection Plan, Information Support Plan (ISP), Programmatic Environmental, Safety, and Health Evaluation (PESHE), Contract Strategy, technical papers, program briefings, Integrated Master Schedule and other documentation that support implementation of design goals and objectives. The Contractor shall create the documents per the required format and submit within the required timeline.

5.5.1.3 The Contractor shall provide engineering evaluation, analysis and recommendation of project technical design data, system drawings, test reports, requirement traceability matrices, reports and analyses to ensure technical requirements are met. Engineering evaluation reports shall be provided in writing, identifying requirement shortfalls if any, and including suggested remedies and submitted within the required timeframe.

5.5.1.4 The Contractor shall provide systems engineering requirements analysis services by reviewing customer requirements/user needs and translating these high level statements of capability needs into detailed system specifications or appropriate technical requirements documents that can be used for identifying technical solutions, including architecture design.

5.5.1.5 The Contractor shall support technical reviews of specifications and requirements documents and provide detailed recommendations for design improvements.

5.5.1.6 The Contractor shall provide test engineering expertise in support of test and evaluation. Anticipated test events include developmental and operational testing, joint interoperability testing, and other end-to-end test initiatives. The Contractor shall create and submit the required test strategies, test plans, test and evaluation master plans (TEMPs), and test reports. Additionally, the Contractor shall assist in test preparation activities such as test readiness reviews (TRRs), test coordination, and test execution.

5.5.1.7 The Contractor shall assist in coordinating with Joint Interoperability Test Command (JITC) to define requirements for interoperability certification testing of the shore and expeditionary systems as required.

5.5.1.8 The Contractor shall provide evaluation of design data, system drawings, test reports, requirement traceability matrices, reports and analyses to ensure system requirements are met. Evaluation reports shall be prepared in writing, identifying requirement shortfalls if any, and including suggested remedies and submitted within the required timeframe.

## **5.5.2 Science and Technology (S&T), Experimentation, and Trident Warrior Support (RDT&E, OCF RDT&E)**

5.5.2.1 The Contractor shall provide engineering support services to PMW 790 programs to establish S&T plans and seek sponsorship/partnerships with S&T community.

5.5.2.2 The Contractor shall provide engineering support services to PMW 790 APMs, TD, and APM-Es to identify, scope, coordinate, plan and execute demonstrations/exercises such as Trident Warrior. Collaboration with Team SPAWAR, Office of Naval Research (ONR), and other stakeholders within the S&T community will be required.

## **5.5.3 Modeling and Simulation (M&S) (RDT&E, OCF RDT&E)**

The Contractor shall provide expertise to support PMW 790 modeling and simulation initiatives. Knowledge of industry leading M&S tools such as OPNET and extensive knowledge of shore and expeditionary C4I systems is required.

## **5.5.4 Test and Evaluation (T&E) Support (RDT&E, OCF RDT&E)**

5.5.4.1 The Contractor shall provide test engineering services to review for technical adequacy test strategies, test plans, test procedures, and test reports submitted by PMW 790 program teams or product PMWs.

5.5.4.2 The Contractor shall provide test engineering expertise in support of PMW 790 programs in order to obtain program milestone approvals. Anticipated test events include developmental and operational testing, joint interoperability testing, and other end-to-end test initiatives. The Contractor shall develop and submit the required test strategies, test plans, test and evaluation master plans (TEMPs), and test reports. Additionally, the Contractor shall assist in test preparation activities such as test readiness reviews (TRRs), test coordination, and test execution.

5.5.4.3 The Contractor shall assist the TD/PAPM/APM-E/APM in coordinating with Joint Interoperability Test Command (JITC) to define requirements for interoperability certification testing of PMW 790 programs and projects as required.

### **5.5.5 Research and Development Information Assurance Support (RDT&E, OCF RDT&E)**

5.5.5.1 The Contractor shall develop Information Assurance Strategy for Shore and Expeditionary Integration programs/projects in the research and development phase. The Contractor shall develop documentation necessary to obtain IA Certification and Accreditation (C&A) for shore sites and other Shore Integration Programs as directed. These include the generation of documentation such as Interim Authority to Operate, Authority to Operate and System Security Authorization Agreement. The Contractor shall also provide support in developing the Program Protection Plan required to support program milestones.

5.5.5.2 The Contractor shall conduct IA validation testing to evaluate threat, vulnerability, and conduct risk analysis of the prototype systems. The analysis results, corrective actions, contingencies and other issues shall be documented and provided to the system owner.

5.5.5.3 The Contractor shall provide security engineering support to prototype systems. This includes providing security inputs into system architectures and investigating system operational requirements and assisting in the development of security functional and performance requirements for new systems. The Contractor also shall perform security testing of systems as required during development to ensure security features are functioning properly or to provide evidence needed to support system authorization decisions by senior executives.

5.5.5.4 The Contractor shall provide IA support on developmental test events and test related working groups, meetings, and demonstrations.

5.5.5.5 The Contractor shall be knowledgeable of the TSABI/SABI Cross Domain Solutions (CDS) process and provide support on CDS approval process for prototype systems. The Contractor shall assist in developing Multiple Cross Domain Solution Appendixes (CDSAs) for prototype systems. The Contractor shall assist in developing a CDSA Phase I thru CDSA Phase III documentation in accordance with current Defense Information Systems Network (DISN) Connection Process Guide (CPG). The Contractor shall assist in developing Cross Domain Technical Advisory Board briefs and Defense Information Assurance Security Accreditation Working Group (DSAWG) briefs. The Contractor shall attend meetings and coordinate with Navy Cross Domain Solutions Office (NCDSO) as requested.

### **5.6 Production Systems Engineering Support (OPN, OCF OPN)**

#### **5.6.1 Production Systems Engineering Support (OPN, OCF OPN)**

5.6.1.1 The Contractor shall review and evaluate production design data and documentation with the intent of meeting PEO and Joint initiatives and conduct analyses of producibility and production operations, processes, and systems to correct deficiencies in the PMW 790 production items. The Contractor will work closely with NNWC to ensure operational requirements are compatible with production capabilities. The review and evaluation work undertaken by the

Contractor herein shall demonstrate mastery of subject matter being reviewed as well of the analytical techniques utilized by the Contractor. The Contractor shall complete and submit assigned work products/reports/documentation within the required timeframe and in accordance with the prescribed specifications, format and accuracy standards.

5.6.1.2 The Contractor shall perform acceptance testing and evaluation of both hardware and software production equipment and systems to ensure operational effectiveness as well as compliance with Joint goals. The acceptance testing shall be compatible with OPTEVFOR (and joint testing/certification agents as applicable) requirements and as a minimum include the following:

- Assess critical issues and specification requirements
- Compatibility and interoperability with existing and planned equipment and/or systems
- Survivability, vulnerability and supportability of the proposed equipment / systems
- Verification of the completeness of the technical documentation

Results of acceptance testing and evaluation shall be provided within five workdays of completion or as required.

5.6.1.3 The Contractor shall evaluate proposed hardware, software and network implementation solutions for technical compliance, compatibility with Joint initiatives, consistency with the available state-of-the-art technology, assessment of technical deficiencies and the associated corrective actions, spectrum compliance with stated requirements and adherence to the performance specifications stipulated in the procurement contract. These evaluations will include as a minimum the following requirements:

- Consistency and compatibility with other PMW functional requirements (i.e., Teleport, SATCOM, CANES, ADNS, DMS, NREM, EHF TIP, VTC, and FSM)
- The ability to effectively monitor and control hardware and software functionality remotely
- Alternative shore infrastructure architectures based upon several Joint program initiatives that may change over time

Results of these multiple evaluations shall be provided within ten workdays of completion or as required.

## **5.7 Ship Construction, Navy Program Support (SCN)**

The Contractor shall provide programmatic and technical support in the oversight of the acquisition of integrated C4ISR solutions for the C2OIX afloat program. The Contractor shall provide interface support on all C4ISR related issues with the Design Agent integrators, PMWs and with the NAVSEA sponsors and customers. This includes high-level programmatic analysis of technical and engineering documentation to ensure compliance with current doctrine relative to the integration of C4ISR solutions.

### **5.7.1 Acquisition and Program Management Support (SCN)**

5.7.1.1 The Contractor shall create technical documentation, including program briefings and issue papers to support the PMW790's position for C4ISR installations and equipment. The Contractor shall ensure all documentation is accurate, free of errors and submitted within the required timeframe to allow for review and corrections as assigned.

5.7.1.2 The Contractor shall draft responses to assigned inquiries/requests regarding C4ISR Integrated products and services. The Contractor shall ensure draft responses are fully coordinated with all cognizant, program offices, representing PEO C4I's approach to C4ISR integration. The Contractor shall submit draft responses for review at least one business day before the required response date.

5.7.1.3 The Contractor shall assist in developing document outlines/formats and reviewing documents for content, and assist with drafting PEO C4I official command responses and positions. All documents shall be submitted in the approved format, checked for accuracy and content.

5.7.1.4 The Contractor shall analyze program documents and data to create C4ISR documents, briefs, informal and formal program reviews and white papers to support PEO C4I Program goals and objectives. The Contractor shall create and submit the documents as required.

5.7.1.5 The Contractor shall coordinate and participate in intra-agency Integrated Product Team (IPT) meetings, audits, conferences, working groups, program reviews and other meetings as required. The Contractor shall prepare and obtain approval for materials and briefs/documents to be used when assigned as an active participant or in a supporting role. The Contractor shall take meeting minutes and notes when attending as an observer and submit a meeting summary within two business days of the meeting.

5.7.1.6 The Contractor shall provide programmatic and technical analyses necessary for attaining C4ISR implementation objectives on assigned ships. The Contractor shall submit the supporting analyses and documentation to the proper program authority in accordance with the submission schedule.

5.7.1.7 The Contractor shall provide high-level technical liaison support with Program Office, respective PMW (SCN) coordinators, PEO C4I and Naval Warfare System Center integrators. The Contractor shall represent PEO C4I's position, supporting inclusion of advanced C4ISR and IO systems into platforms as required. The Contractor shall summarize all liaison support provided in the monthly report.

5.7.1.8 The Contractor shall provide program management support to the Platform Integration Manager on PEO C4I C4ISR systems installed, or planned for installation. The Contractor shall assist the Platform Manager as assigned with program documentation for planning, implementation, and inter-command coordination of C4ISR systems aboard assigned ships. The Contractor shall create the required documentation in accordance with appropriate installation directives and manuals in Section 4.0.

5.7.1.9 The Contractor shall review system documentation for completeness, accuracy and compliance with C4ISR program goals and objectives, including: Government Furnished Information such as Technical Manuals; Installation Control Drawings; and developer Interface Control Documents; and Functional Interface Diagram (FIDs). The Contractor shall submit written recommendations and comments from the review within five business days of the request.



5.7.1.10 The Contractor shall assist the Platform Manager in obtaining and providing all pertinent Installation Control Drawings to Design Integration Teams (DITs) for incorporation into the Developmental Baseline Documentation. The Contractor shall create and maintain a record of all Installation Control Drawings and make the record available for review as required.

5.7.1.11 The Contractor shall provide the following configuration management support for C4ISR systems installed, or planned for installation, on assigned platforms. The Contractor shall maintain and update the C4ISR systems configurations for all Platforms. The Contractor shall update C4ISR platform system configuration information within one business day of receiving the information. The Contractor shall provide configuration files to authorized individuals within four hours of receiving a request. The Contractor shall perform planning and inter-command coordination of PEO C4I C4ISR systems aboard all assigned Platforms to ensure interface and physical compatibility with combat system design, integration, and configuration in addition to interoperability with other platforms. The Contractor shall submit a summary of all planning and coordination issues with suggested resolutions on a weekly basis. The Contractor shall develop, provide input to, and review C4ISR systems, subsystems, Technical Data Packages (TDPs), Engineering Changes (ECs), Engineering Change Proposals (ECPs), FIDs, Change Forms (CFs), Initial Change Proposals (ICPs) and other associated documentation for submission to the cognizant SPAWAR, PEO C4I, and Ship Program Manager (SPM) Change Board(s). The Contractor shall compile/draft/review documents and provide; recommendations for Program Manager approval prior to submission to Change Boards. Comments shall be provided within 10 workdays of the review or within the assigned timeframe.

5.7.1.12 The Contractor shall maintain Schedules A and C, NAVSEA 7300 forms, SPD part IIIs and other GFE in databases for all PEO C4I C4ISR and IO systems and equipments. The Contractor shall update the databases within five business days when a change is received 95% of the time.

5.7.1.13 The Contractor shall assist with Cost, Schedule, Programmatic, and Technical Risk Assessments for each platform. In addition, the Contractor shall assist in the development and monitoring of Risk Mitigation Plans for each assessed risk. The Contractor shall maintain the Risk Assessment and Risk Mitigation Plans for each platform and update the plans within five business days of receiving information. The Contractor shall provide the plans to authorized individuals when requested.

5.7.1.14 The Contractor shall review shipyard generated Requests for Clarification, Interpretation or Assistance (RCIAs), Engineering Assistance Requests (EARs) and Government Furnished Information Deficiencies (GFIDs), Liaison Action Request (LAR) Design Liaison Action Request (DLAR) for PEO C4I cognizant C4ISR and IO systems. The Contractor shall coordinate the response for these requests, including design review for all assigned Platforms Ship Support Systems (Hull, Mechanical and Electrical) interface compatibility through Program Management in such a manner as to minimize schedule disruption.

5.7.1.15 The Contractor shall develop and review all applicable documentation to support Turnkey/Cabinet/Distributed System Turnkey Design Changes for C4ISR Systems. The

Contractor shall recommend changes accompanying justification for the improvement within fifteen days of completing the review.

5.7.1.16 The Contractor shall draft, prepare, edit and coordinate various reports, briefs, papers, letters and other written documentation required for the proper functioning of the PMW 790 Program Office, using the Naval Correspondence Manual for guidance. Documents shall be free of errors in spelling, grammar, and punctuation and in the proper format as required. Documents shall be finalized and submitted on schedule as required.

5.7.1.17 The Contractor shall coordinate the metrics management program. The metrics program shall address current shipbuilding and acquisition. These duties include use of the advanced features in the provided software to perform data and statistical analysis of information and the ability to transform this information into spreadsheets, graphs, pivot charts and other output as required.

**5.7.2 C4I Baseline Planning (SCN)**

The Contractor shall perform duties supporting PMW 790 in the following areas; C4I baseline planning for Tactical Messaging ship classes, IPT facilitation and support, document management, and baseline implementation management. This tasking shall include support for requirements analysis, concept of operations, baseline definition, baseline design, integration planning, test planning, and certification planning.

**6.0 DELIVERABLES**

The Contractor shall provide deliverables in accordance with the timeframe specified. Deliverable formats are described in the DD 1423s.

<b>CDRL #</b>	<b>Products/Deliverables</b>	<b>Frequency</b>
A001	Monthly Status Report	15 <sup>th</sup> of each month
A002	Trip Reports	7 working days after event
A003	Agendas/Presentation Materials/Minutes/Reports	As Required

**Transition Plan**

(Incoming) Transition Strategy Brief & Execution Plan (i.e., how the Contractor will work with the incumbent to understand current/open issues in order to ensure a seamless transition to support PMW790, how the Contractor intends to manage personnel placement through the organization and by when, etc.)	30 days prior to transition & updates as required.
(Outgoing) Transition Strategy Brief & Execution Plan (i.e., how the Contractor, as the incumbent when the contract period of performance ends, will work with the new incoming contractor to minimize disruption to PMW 790, how personnel will be tasked to provide transitional support, etc.)	90 days prior to the end of period of performance for the contract and updates/revisions as required.

**Transition Period** - It is the desire of the government that we maintain continuity during the transition periods between prime contractors. The incumbent contractor shall provide a transition strategy that addresses these and other specific concerns and present their execution strategy 90-days prior to the execution of the transition which will typically be 60-days in length (30-days before termination of current prime contractor service support contract to 30-days after new prime contractor is in place).

## **7.0 GOVERNMENT FURNISHED PROPERTY (GFP)**

No GFP will be provided on this task order.

## **8.0 NAVY/MARINE CORPS INTRANET (NMCI) SEATS AND COMMON ACCESS CARDS (CACs)**

The Government will provide access to PMW 790 information, databases, metrics and files as required for proper task performance. The Government will provide desk space and NMCI desktop computer(s) for the on-site Contractor support personnel. The Contractor will have to procure NMCI seats for personnel working at the Contractor site, and the Contractor is authorized to recover the cost of the NMCI seat as an ODC. The Government will provide approximately 40 NMCI seats in PMW 790 spaces. In addition, the Government will provide NMCI CACs for the performance of this Task Order. The Contractor PM is responsible for notifying the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC plans to leave the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the employee shall turn his/her CAC over to the TA before the employee's departure as part of the normal Company check-out process. In the case of an employee still retained by the Company transferring to another Program/Project within SPAWAR, the Company will notify the COR and the TA within 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

## **9.0 SECURITY**

The work performed by the Contractor under PWS paragraphs 5.1.1, 5.1.5, 5.1.7, 5.1.8, & 5.2 – 5.6 will include access to Secret and Top Secret/Sensitive Compartmented Information (TS/SCI) data, information, and spaces. The Contractor will be required to attend meetings classified at Secret and Top Secret/Sensitive Compartmented Information (TS/SCI) level. The following Contractor support requires TS/SCI security clearance: (2) mid-level System Engineers. Additional information can be found in the Contract Security Classification Specification (DD-254).

If foreign travel is required, all outgoing Country/Theater clearance message requests shall be submitted to the SSC SD foreign travel team, OTC2, Rm 1656 for action. A Request for Foreign Travel form shall be submitted for each traveler, in advance of the travel to initiate the release of a clearance message at least thirty-five (35) calendar days in advance of departure. Each Traveler must also submit a Personal Protection Plan and have a Level 1 Anti-Terrorism/Force Protection briefing within one year of departure and a country specific briefing within ninety (90) calendar days of departure.

Operations Security Requirements:

All work is to be performed in accordance with DOD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254.

## **10.0 BEST PRACTICES**

Work performed by the Contractor shall provide support and adhere to the PMW 790 and SPAWAR command-level “Best Practices” principles and policies incorporated in the SPAWAR Program Manager’s Toolkit Acquisition Support Office Guides: (1) Acquisition Program Structure Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager’s Manual; (4) Program Manager’s Handbook; (5) Scheduling Guide; (6) Systems Engineering Guide; and (7) Technology Alignment Guide. Contractor personnel may also be asked to participate in a Lean Six Sigma activity with regard to improving Administrative or Program Management processes.

## **11.0 TRAVEL**

Domestic and International Travel may be required to support and participate in the prescribed tasking. Foreign travel is announced well in advance to facilitate country clearances. All travel requests must be submitted to the Contracting Officer’s Representative (COR) no later than five working days in advance of travel date for approval. The request for all travel will be made by any hard or soft copy correspondence. The Travel Request shall include the following:

- Travelers Name
- Name of specific Government Sponsor requesting the travel
- Program/Project Name travel is required for
- Applicable Performance Work Statement (PWS) Para #
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel spent to date
- Balance of authorized travel funding

When travel is complete, the traveler shall perform travel voucher claim closeout procedures; furnishing travel itinerary to the requestor and COR per prescribed format in CDRL A002 within 7-days.