

2. AMENDMENT/MODIFICATION NO. 02	3. EFFECTIVE DATE 04-Jan-2016	4. REQUISITION/PURCHASE REQ. NO. 1300615237	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY SPAWAR HQ	CODE N00039	7. ADMINISTERED BY (If other than Item 6) DCMA HAMPTON	CODE S5111A

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San Diego CA 92110  
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2000 Enterprise Parkway, Suite 200  
Hampton VA 23666

SCD: C

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-NS03 10B. DATED (SEE ITEM 13) 15-Nov-2016
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.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.232-22 Limitation of Funds (APR 1984)

E. IMPORTANT: Contractor  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) Kimberly A Reidy, Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 04-Jan-2017
(Signature of person authorized to sign)	BY /s/Kimberly A Reidy (Signature of Contracting Officer)

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## GENERAL INFORMATION

The purpose of this modification is to incrementally fund \$1,509,748. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,868,392.00 by \$1,509,748.00 to \$3,378,140.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700116	O&MN,N	0.00	27,389.00	27,389.00
700117	O&MN,N	0.00	7,556.00	7,556.00
700118	O&MN,N	0.00	12,423.00	12,423.00
700119	O&MN,N	0.00	32,118.00	32,118.00
700120	O&MN,N	0.00	73,900.00	73,900.00
700121	RDT&E	0.00	48,000.00	48,000.00
700122	OPN	0.00	55,000.00	55,000.00
700123	OPN	0.00	814,362.00	814,362.00
700124	OPN	0.00	55,000.00	55,000.00
700125	OPN	0.00	190,000.00	190,000.00
700126	OPN	0.00	16,000.00	16,000.00
700127	OPN	0.00	122,000.00	122,000.00
900104	O&MN,N	0.00	50,000.00	50,000.00
900105	OPN	0.00	6,000.00	6,000.00

The total value of the order is hereby increased from \$10,904,963.15 by \$0.00 to \$10,904,963.15.

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	R408	Base Year - 133,120 Hours (Fund Type - TBD)	1.0	LO	\$10,160,106.10		\$10,710,118.15
700101	R408	ACRN-AA (SCN)					
700102	R408	ACRN-AB (SCN)					
700103	R408	ACRN-AC (SCN)					
700104	R408	ACRN-AD (O&MN,N)					
700105	R408	ACRN-AE (O&MN,N)					
700106	R408	ACRN-AF (RDT&E)					
700107	R408	ACRN-AG (RDT&E)					
700108	R408	ACRN-AH (OPN)					
700109	R408	ACRN-AJ (OPN)					
700110	R408	ACRN-AK (OPN)					
700111	R408	ACRN-AL (OPN)					
700112	R408	ACRN-AM (OPN)					
700113	R408	ACRN-AN (OPN)					
700114	R408	ACRN-AP (OPN)					
700115	R408	ACRN-AQ (OPN)					
700116	R408	ACRN-AS (O&MN,N)					
700117	R408	ACRN-BA (O&MN,N)					
700118	R408	ACRN-BB (O&MN,N)					
700119	R408	ACRN-BC (O&MN,N)					
700120	R408	ACRN-BD (O&MN,N)					
700121	R408	ACRN-AR (RDT&E)					
700122	R408	ACRN-AS (OPN)					
700123	R408	ACRN-AT (OPN)					
700124	R408	ACRN-AW (OPN)					
700125	R408	ACRN-AX (OPN)					
700126	R408	ACRN-AY (OPN)					
700127	R408	ACRN-AZ (OPN)					

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	R408	Option Year 1 - 133,120 Hours (Fund Type - OTHER) Option	1.0	LO	\$10,360,685.55		\$10,921,570.28
7201	R408	Option Year 2 - 133,120 Hours (Fund Type - TBD) Option	1.0	LO	\$10,567,470.38		\$11,139,551.30
7301	R408	Option Year 3 - 133,120 Hours (Fund Type - TBD) Option	1.0	LO	\$10,778,350.29		\$11,361,850.52

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R408	ODC In Support of CLIN 7001 (Fund Type - TBD)	1.0	LO	\$194,845.00
900101	R408	ACRN-AD (O&MN,N)			
900102	R408	ACRN-AG (RDT&E)			
900103	R408	ACRN-AQ (OPN)			
900104	R408	ACRN-BE (O&MN,N)			
900105	R408	ACRN-AT (OPN)			
9101	R408	ODC In Support of CLIN 7101 (Fund Type - TBD) Option	1.0	LO	\$194,845.00
9201	R408	ODC In Support of CLIN 7201 (Fund Type - TBD) Option	1.0	LO	\$194,845.00
9301	R408	ODC In Support of CLIN 7301 (Fund Type - TBD) Option	1.0	LO	\$194,845.00

## SECTION B SUPPLIES SERVICES AND PRICES

### B-1 ADDITIONAL SLINS

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

### B-2 OTHER DIRECT COSTS

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

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

(a) Total Estimated Hours.

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The total number of hours of direct labor (including overtime and subcontract hours), but excluding holiday, sick leave, vacation and other excused absence hours) estimated to be expended under this task order is SEE TABLE BELOW hours. The SEE TABLE BELOW direct labor hours include 0 uncompensated overtime labor hours.

(b) Computation of Fee.

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

(c) Modifications.

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

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

(d) Payment of Fee.

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

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

<u>TABLE</u>	<u>CLIN</u>	<u>FIXED FEE</u>	<u>HOURS</u>	<u>FEE PER DIRECT LABOR HOUR</u>
<b>BASE YEAR</b>	<b>7001</b>		<b>133,120</b>	
<b>OPTION I</b>	<b>7101</b>		<b>133,120</b>	
<b>OPTION II</b>	<b>7201</b>		<b>133,120</b>	
<b>OPTION III</b>	<b>7301</b>		<b>133,120</b>	

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

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

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

(b) The amounts presently available and allotted to this contract for payment of fee, as provided in the Section I clause of this contract entitled "Fixed Fee", are as follows:

ITEM(S)      ALLOTTED TO FIXED FEE

7001

(c) The amounts presently available and allotted to this contract for payment of cost, subject to the Section I "Limitation of Funds" clause, the items covered thereby and the period of performance which it is estimated the allotted amount will cover are as follows:

<u>ITEM(S)</u>	<u>ALLOTTED TO COST</u>	<u>PERIOD OF PERFORMANCE</u>
7001	\$ 3,120,228	31 March 2017

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9001            \$    89,000

(d) The parties contemplate that the Government will allot additional amounts to this contract from time to time by unilateral contract modification, and any such modification shall state separately the amounts allotted for cost and for fee, the items covered thereby, and the period of performance the amounts are expected to cover.

**B-5 OPTION EXTENSION COSTS**

In the event the Government exercises its rights to extend the final option period of the order by up to six additional months pursuant to clause at FAR 52.217-8, Option to Extend Services, such extension will be considered to have been evaluated as part of the initial award, as the costs for the extended period shall be at the same rates as the final option period being extended.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

Work under this contract shall be performed in accordance with Attachment No. 1 Performance Work Statement (PWS) and Exhibit A Contract Data Requirements List (CDRL).

### **C-1 SECURITY REQUIREMENTS (DEC 1999) (5252.204-9200)**

The work to be performed under this contract as delineated in the DD Form 254, Attachment No. 3, involves access to and handling of classified material up to and including Secret.

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

### **C-2 CONTRACTOR PICTURE BADGE (JULY 2013) (5252.204-9202)**

(a) A contractor picture badge (Common Access Card) may be issued to contractor personnel by: SPAWARSSCOM Security Office (<http://www.public.navy.mil3spawar/Pacific/Pages/VisitorInformation.aspx>) upon receipt of a valid visit request from the Contractor and a badge request from the COR.

(b) The contractor assumes full responsibility for the proper use of the identification badge (CAC) and shall be responsible for the return of the badge upon termination of personnel or expiration of current contract/task order.

(c) At the completion of the contract, the contractor shall forward to SPAWARSSCOM Security Office (<http://www.public.navy.mil3spawar/Pacific/Pages/VisitorInformation.aspx>) a list of and a written explanation for all missing badges.

*The following are suggestion fill-ins for the above issuing office:*

*SSC Pacific Security Office:*

<HTTP://www.public.navy.mil/spawar/Pacific/Pages/Visitorinformation.aspx>

*SSC Atlantic Security office:*

<HTTP://www.public.navy.mil/spawar/Atlantic/Pages/Visitors.aspx>

### **C-3 OPTION TO EXTEND SERVICES (NOV 1999) (52.217-8)**

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.

### **C-4 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) (52.217-9)**

(a) The Government may extend the term of this contract by written notice to the Contractor within the period of performance of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend anytime before the contract expires. The preliminary notice does not commit the Government to an extension.

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(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 54 months.

**C-5 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (SEP 2015) (252.204-7012)**

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

“Adequate security” means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

“Compromise” means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

“Contractor attributional/proprietary information” means information that identifies the contractor(s), whether directly or indirectly, by the grouping of information that can be traced back to the contractor(s) (e.g., program description, facility locations), personally identifiable information, as well as trade secrets, commercial or financial information, or other commercially sensitive information that is not customarily shared outside of the company.

“Contractor information system” means an information system belonging to, or operated by or for, the Contractor.

“Controlled technical information” means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information would meet the criteria, if disseminated, for distribution statements B through F using the criteria set forth in DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

“Covered contractor information system” means an information system that is owned, or operated by or for, a contractor and that processes, stores, or transmits covered defense information.

“Covered defense information” means unclassified information that—

(i) Is—

(A) Provided to the contractor by or on behalf of DoD in connection with the performance of the contract; or

(B) Collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance of the contract; and

(ii) Falls in any of the following categories:

(A) *Controlled technical information.*

(B) *Critical information (operations security).* Specific facts identified through the Operations Security process about friendly intentions, capabilities, and activities vitally needed by adversaries for them to plan and act effectively so as to guarantee failure or unacceptable consequences for friendly mission accomplishment (part of Operations Security process).

(C) *Export control.* Unclassified information concerning certain items, commodities, technology, software, or other information whose export could reasonably be expected to adversely affect the United States national security and nonproliferation objectives. To include dual use items; items identified in export administration regulations, international traffic in arms regulations and munitions list; license applications; and sensitive nuclear technology information.

(D) Any other information, marked or otherwise identified in the contract, that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Governmentwide policies (e.g., privacy, proprietary business information).



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“Cyber incident” means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

“Forensic analysis” means the practice of gathering, retaining, and analyzing computer-related data for investigative purposes in a manner that maintains the integrity of the data.

“Malicious software” means computer software or firmware intended to perform an unauthorized process that will have adverse impact on the confidentiality, integrity, or availability of an information system. This definition includes a virus, worm, Trojan horse, or other code-based entity that infects a host, as well as spyware and some forms of adware.

“Media” means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

“Operationally critical support” means supplies or services designated by the Government as critical for airlift, sealift, intermodal transportation services, or logistical support that is essential to the mobilization, deployment, or sustainment of the Armed Forces in a contingency operation.

“Rapid(ly) report(ing)” means within 72 hours of discovery of any cyber incident.

“Technical information” means technical data or computer software, as those terms are defined in the clause at DFARS [252.227-7013](#), Rights in Technical Data-Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) *Adequate security.* The Contractor shall provide adequate security for all covered defense information on all covered contractor information systems that support the performance of work under this contract. To provide adequate security, the Contractor shall—

(1) Implement information systems security protections on all covered contractor information systems including, at a minimum—

(i) For covered contractor information systems that are part of an Information Technology (IT) service or system operated on behalf of the Government—

(A) Cloud computing services shall be subject to the security requirements specified in the clause [252.239-7010](#), Cloud Computing Services, of this contract; and

(B) Any other such IT service or system (i.e., other than cloud computing) shall be subject to the security requirements specified elsewhere in this contract; or

(ii) For covered contractor information systems that are not part of an IT service or system operated on behalf of the Government and therefore are not subject to the security requirement specified at paragraph (b)(1)(i) of this clause—

(A) The security requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations,” <http://dx.doi.org/10.6028/NIST.SP.800-171> that is in effect at the time the solicitation is issued or as authorized by the Contracting Officer; or

(B) Alternative but equally effective security measures used to compensate for the inability to satisfy a particular requirement and achieve equivalent protection approved in writing by an authorized representative of the DoD CIO prior to contract award; and

(2) Apply other information systems security measures when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

(c) *Cyber incident reporting requirement.*

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(1) When the Contractor discovers a cyber incident that affects a covered contractor information system or the covered defense information residing therein, or that affects the contractor's ability to perform the requirements of the contract that are designated as operationally critical support, the Contractor shall—

(i) Conduct a review for evidence of compromise of covered defense information, including, but not limited to, identifying compromised computers, servers, specific data, and user accounts. This review shall also include analyzing covered contractor information system(s) that were part of the cyber incident, as well as other information systems on the Contractor's network(s), that may have been accessed as a result of the incident in order to identify compromised covered defense information, or that affect the Contractor's ability to provide operationally critical support; and

(ii) Rapidly report cyber incidents to DoD at <http://dibnet.dod.mil>.

(2) *Cyber incident report.* The cyber incident report shall be treated as information created by or for DoD and shall include, at a minimum, the required elements at <http://dibnet.dod.mil>.

(3) *Medium assurance certificate requirement.* In order to report cyber incidents in accordance with this clause, the Contractor or subcontractor shall have or acquire a DoD-approved medium assurance certificate to report cyber incidents. For information on obtaining a DoD-approved medium assurance certificate, see <http://iase.disa.mil/pki/eca/Pages/index.aspx>.

(d) *Malicious software.* The Contractor or subcontractors that discover and isolate malicious software in connection with a reported cyber incident shall submit the malicious software in accordance with instructions provided by the Contracting Officer.

(e) *Media preservation and protection.* When a Contractor discovers a cyber incident has occurred, the Contractor shall preserve and protect images of all known affected information systems identified in paragraph (c)(1)(i) of this clause and all relevant monitoring/packet capture data for at least 90 days from the submission of the cyber incident report to allow DoD to request the media or decline interest.

(f) *Access to additional information or equipment necessary for forensic analysis.* Upon request by DoD, the Contractor shall provide DoD with access to additional information or equipment that is necessary to conduct a forensic analysis.

(g) *Cyber incident damage assessment activities.* If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor provide all of the damage assessment information gathered in accordance with paragraph (e) of this clause.

(h) *DoD safeguarding and use of contractor attributional/proprietary information.* The Government shall protect against the unauthorized use or release of information obtained from the contractor (or derived from information obtained from the contractor) under this clause that includes contractor attributional/proprietary information, including such information submitted in accordance with paragraph (c). To the maximum extent practicable, the Contractor shall identify and mark attributional/proprietary information. In making an authorized release of such information, the Government will implement appropriate procedures to minimize the contractor attributional/proprietary information that is included in such authorized release, seeking to include only that information that is necessary for the authorized purpose(s) for which the information is being released.

(i) *Use and release of contractor attributional/proprietary information not created by or for DoD.* Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is not created by or for DoD is authorized to be released outside of DoD—

(1) To entities with missions that may be affected by such information;

(2) To entities that may be called upon to assist in the diagnosis, detection, or mitigation of cyber incidents;

(3) To Government entities that conduct counterintelligence or law enforcement investigations;

(4) For national security purposes, including cyber situational awareness and defense purposes (including with Defense Industrial Base (DIB) participants in the program at 32 CFR part 236); or

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(5) To a support services contractor (“recipient”) that is directly supporting Government activities under a contract that includes the clause at [252.204-7009](#), Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.

(j) *Use and release of contractor attributional/proprietary information created by or for DoD.* Information that is obtained from the contractor (or derived from information obtained from the contractor) under this clause that is created by or for DoD (including the information submitted pursuant to paragraph (c) of this clause) is authorized to be used and released outside of DoD for purposes and activities authorized by paragraph (i) of this clause, and for any other lawful Government purpose or activity, subject to all applicable statutory, regulatory, and policy based restrictions on the Government’s use and release of such information.

(k) The Contractor shall conduct activities under this clause in accordance with applicable laws and regulations on the interception, monitoring, access, use, and disclosure of electronic communications and data.

(l) *Other safeguarding or reporting requirements.* The safeguarding and cyber incident reporting required by this clause in no way abrogates the Contractor’s responsibility for other safeguarding or cyber incident reporting pertaining to its unclassified information systems as required by other applicable clauses of this contract, or as a result of other applicable U.S. Government statutory or regulatory requirements.

(m) *Subcontracts.* The Contractor shall—

(1) Include the substance of this clause, including this paragraph (m), in all subcontracts, including subcontracts for commercial items; and

(2) Require subcontractors to rapidly report cyber incidents directly to DoD at <http://dibnet.dod.mil> and the prime Contractor. This includes providing the incident report number, automatically assigned by DoD, to the prime Contractor (or next higher-tier subcontractor) as soon as practicable.

**C-6 WORKWEEK (APR 2012) Alternate I (DEC 2013) (5252.222-9200)**

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

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

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Christmas Day

25 December

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

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

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

(e) NOTICE: All Contractor employees who make repeated deliveries to military installations shall obtain the required employee pass via the Navy Commercial Access Control System (NCACS) in order to gain access to the facility. Information about NCACS may be found at the following website: [http://www.cnic.navy.mil/navycni/groups/public/@hq/@cacpmo/documents/document/cnicp\\_a230767.ppt](http://www.cnic.navy.mil/navycni/groups/public/@hq/@cacpmo/documents/document/cnicp_a230767.ppt).

Contractor employees must be able to obtain a NCACS in accordance with base security requirements. Each employee shall wear the Government issued NCACS badge over the front of the outer clothing. When an employee leaves the Contractor's employ, the employee's NCACS pass shall be returned to the Contracting Officer's Representative or the base Badge and Pass Office within five (5) calendar days.

Contractors who do not have a NCACS or Common Access Card (CAC) must be issued a one-day pass daily at the Badge and Pass Office. Issuance of a CAC requires the need for physical access to the installation and logical access to government owned computer systems.

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

**C-7 KEY PERSONNEL (DEC 1999) (5252.237-9601)**

(a) The Offeror agrees to assign to this contract those key personnel listed in paragraph (d) below. No substitutions shall be made except in accordance with this clause.

(b) The Offeror agrees that during the first 180 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 180 days period, all proposed substitutions must be submitted in writing, at

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least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the Contracting Officer. These substitution requests shall provide the information required by paragraph (c) below.

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

(d) List of Key Personnel

*[Contracting Officer insert personnel determined at time of contract award to be key personnel]*

NAME	CONTRACT LABOR CATEGORY
_____	Sr. Financial/Cost Specialist
_____	Sr. Financial/Cost Specialist
_____	Mid PM Specialist
_____	Mid PM Specialist
_____	Sr. PM Specialist
_____	Sr. PM Specialist
_____	Sr. PM Specialist
_____	Sr. PM Specialist
_____	Sr. PM Specialist

(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

(f) If the Offeror wishes to add personnel to be used in a labor category then the procedures outlined in paragraph (c) above shall be employed. Adding personnel will only be permitted in the event of an indefinite quantity contract, where the Government has issued a delivery order for labor hours that would exceed a normal forty hour week if performed only by the number of employees originally proposed.

**C-8 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992) (5252.237-9600)**

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

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

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

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

**(1) SENIOR FINANCIAL/COST SPECIALIST – Business Financial Management (BFM) Tableau Support (1 Total)**

Education and Certifications

- Bachelor's degree from an accredited university or college is required. Degree in Finance, Accounting, or Business Administration is desirable. MBA preferred

Specialized Experience

- Minimum five (5) years financial management experience in Defense industry/Department of the Navy or comparable Government Agencies
- Tableau Software certified
- Minimum five (5) years ERP experience using the Financial Management Module

**(2) SENIOR FINANCIAL/COST SPECIALIST – ADNS Support (1 Total)**

Education and Certifications

- Bachelor's degree from an accredited university or college is required. Degree in Finance, Accounting, or Business Administration is desirable. MBA preferred

Specialized Experience

- Minimum five (5) years financial management experience in Defense industry/Department of the Navy or comparable Government Agencies
- Minimum five (5) years ERP experience using the Financial Management Module

**(3, 4) MID. PROGRAM MANAGEMENT SPECIALIST – Principle Assistant Program Manager (PAPM) Support (2 Total)**

Education and Certifications

- Bachelor's degree from an accredited university or college is required. Degree in Engineering, Systems Management, Information Technology Systems or Business Administration is desirable. MS or MBA preferred

Specialized Experience

- Minimum of six (6) years Program Management experience in defense industry/Department of the Navy or comparable Government Agencies, and experience managing \$25M per year or larger programs for three (3) of the six (6) years is required.

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- Minimum four (4) years of program management experience with Navy C4I System
- Minimum two (2) years of experience with a Navy Afloat Network Program (such as ADNS, CANES, or SubLAN)
- PMP and/or DAWIA Level III in program management

**(5, 6) SENIOR PROGRAM MANAGEMENT SPECIALIST** – – Program Manager (1); Executive PM/Deputy PM Support (1); (2 Total)

Education and Certifications

- Bachelor's degree from an accredited university or college is required. Degree in Engineering, Systems Management, Information Technology Systems or Business Administration is desirable. MS or MBA preferred

Specialized Experience

- Minimum of 10 years Program Management experience in Defense industry/Department of the Navy or comparable Government Agencies, and experience managing \$25M per year or larger programs for five (5) of the ten (10) years is required
- Minimum six (6) years of program management experience with Navy C4I System
- Minimum four (4) years of experience with a Navy Afloat Network Program (such as ADNS, CANES, or SubLAN)
- Minimum three (3) years in direct support to a program office (PMW) or similar organization
- PMP and/or DAWIA Level III in program management

**(7, 8, 9) SENIOR PROGRAM MANAGEMENT SPECIALIST** – CANES Support (1) - ADNS Support (1) – Acquisition Support (1) (3 Total)

Education and Certifications

- Bachelor's degree from an accredited university or college is required. Degree in Engineering, Systems Management, Information Technology Systems or Business Administration is desirable. MS or MBA preferred

Specialized Experience

- Minimum of 10 years Program Management experience in Defense industry/Department of the Navy or comparable Government Agencies, and experience managing \$25M per year or larger programs for five (5) of the ten years is required
- Minimum of four (4) years with Department of the Defense Acquisition Activities spanning from ACAT I / II to ACAT III / IV and AAP's, Rapid Deployment Capability and Project Management
- Minimum six (6) years of program management experience with Navy C4I System
- Minimum four (4) years of experience with a Navy Afloat Network Program (such as ADNS, CANES, or SubLAN)
- Minimum of three (3) years of this experience in direct support to a program office (PMW) or similar organization
- PMP and/or DAWIA Level III in program management

**C-9 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (DEC 1999) (5252.209-9206)**

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.

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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-1SECTION E- INSPECTION AND ACCEPTANCE--DESTINATION (JAN 2002) (5252.246-9200)**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Task Order Manager or his/her duly authorized representative. The task Order manager shall use the Quality Assurance Surveillance Plan to determine the services being provided under the task order are acceptable.

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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

7001	11/15/2016 - 11/14/2017
9001	11/15/2016 - 11/14/2017

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

The Period of Performance for the following firm items are estimated at:

BASE PERIOD:

7001 15 November 2016 - 14 November 2017

9001 15 November 2016 - 14 November 2017

#### **OPTION 1:**

The Period of Performance for the following option items are estimated at:

7101 15 November 2017 - 14 November 2018

9101 15 November 2017 - 14 November 2018

#### **OPTION 2:**

The Period of Performance for the following option items are estimated at:

7201 15 November 2018 - 14 November 2019

9201 15 November 2018 - 14 November 2019

#### **OPTION 3:**

The Period of Performance for the following option items are estimated at:

7301 15 November 2019 - 14 November 2020

9301 15 November 2019 - 14 November 2020

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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.

**F-1 PERIODS OF PERFORMANCE (NAVAIR)(MAR 1999)(5252.211.9507)**

(a) The contract shall commence on date of award and shall continue for a period of 12 months. However, the period of performance may be extended in accordance with the option provisions contained herein.

(b) If FAR Clause 52.216-18, "Ordering", is incorporated into this contract, then the period in which the Government can issue orders under the contract will be extended at the exercise of an option, and extended to the end of that option period.

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## SECTION G CONTRACT ADMINISTRATION DATA

### G-1 PAYMENT INSTRUCTIONS (252.204-0012, Other)

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

Note: This Task Order has multiple sources of funding. DFAS Special Payment instructions (1) - (11) uses a first-in/ first-out format that is not compatible with this multiple source funded Task order. Special Payment Instruction (12) must be used to facilitate the multiple source funding structure of this Task Order for which invoicing will be made by ACRN from each CLIN/SLIN/ACRN as referenced on the contractor's invoices.

### G-2 TYPE OF CONTRACT (DEC 1999) (5252.216-9200)

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

### G-3 LIABILITY INSURANCE--COST TYPE CONTRACTS (OCT 2001) (5252.228-9201)

(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.**

### G-4 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 Work Flow (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

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requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

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

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

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

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

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

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

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

Cost Voucher

(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

Routing Data Table

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	DD1155 = Block 15
Issued By DoDAAC	N00039
Admin DoDAAC	DD1155 = Block 7
Inspect By DoDAAC	N00039
Ship to Code	See G-1
Ship From Code	DD1155 = Block 9
Mark For Code	See G-1
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N00039
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HQ0338
Other DoDAAC(s)	N/A

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

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

  N/A  

(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-5 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) (NAVAIR) (FEB 2009) (5252.242-9518)**

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-O0018). The frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at: <https://www.cpars.gov/cparsfiles/pdfs/CPARS-Guidance.pdf>.

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

(c) 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) Report 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.

**G-6 SEGREGATION OF COSTS (DEC 2003) (5252.232-9206)**

(a) The Contractor agrees to segregate costs incurred under this contract at the lowest level of performance, either task or subtask, rather than on a total contract 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:

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(1) to the Contracting Officer's Representative or the Technical Representative of the Contracting Officer, and

(2) to the Procuring Contracting Officer.

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

The SPAWAR COR for this Task Order is:

Name: Jeffrey L. Olson

Code: PMW 160

Address: OT-1, Room 1076, 4301 Pacific Highway, San Diego, CA 92110

Phone: (858) 537-0643

Email: [Jeffrey.olson@navy.mil](mailto:Jeffrey.olson@navy.mil)

Accounting Data

SLINID	PR Number	Amount
700101	130060688000001	41000.00
LLA :		
AA 1791811 1317 252 3ZWTL 0 068342 2D 000000 23182400001G		
700102	130060688000003	5000.00
LLA :		
AB 1791811 1317 252 3ZWTL 0 068342 2D 000000 23182400001C		
700103	130060688000003	10000.00
LLA :		
AC 1701811 1224 252 3ZWML 0 068342 2D 000000 200104TS4012		
700104	130060674400001	207000.00
LLA :		
AD 1771804 5B2B 251 00039 0 050120 2D 000000 A00003700060		
700105	130060674400003	62500.00
LLA :		
AE 1771804 5B2B 251 00039 0 050120 2D 000000 A10003700060		
700106	130060674400004	123767.00
LLA :		
AF 1761319 X7AH 255 00039 0 050120 2D 000000 A20003700060		
700107	130060674400005	290130.00
LLA :		
AG 1761319 X7AH 255 00039 0 050120 2D 000000 A30003700060		
700108	130060674400007	104471.00
LLA :		
AH 1761810 M25F 251 00039 0 050120 2D 000000 G70003700060		
700109	130060674400008	386568.00
LLA :		
AJ 1761810 M25F 251 00039 0 050120 2D 000000 G90003700060		
700110	130060674400009	86611.00
LLA :		
AK 1761810 M25F 251 00039 0 050120 2D 000000 H70003700060		
700111	130060674400010	146250.00
LLA :		
AL 1761810 M25F 251 00039 0 050120 2D 000000 H90003700060		
700112	130060674400011	62966.00
LLA :		
AM 1761810 M25F 251 00039 0 050120 2D 000000 I10003700060		

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700113	130060674400012	96254.00
LLA :		
AN 1761810 M25F 251 00039 0 050120 2D 000000 I70003700060		
700114	130060674400013	100000.00
LLA :		
AP 1761810 M25F 251 00039 0 050120 2D 000000 I80003700060		
700115	130060674400014	112875.00
LLA :		
AQ 1761810 M2L0 251 00039 0 050120 2D 000000 E00003700060		
900101	130060674400002	3000.00
LLA :		
AD 1771804 5B2B 251 00039 0 050120 2D 000000 A00003700060		
900102	130060674400006	15000.00
LLA :		
AG 1761319 X7AH 255 00039 0 050120 2D 000000 A30003700060		
900103	130060674400015	15000.00
LLA :		
AQ 1761810 M2L0 251 00039 0 050120 2D 000000 E00003700060		
BASE Funding 1868392.00		
Cumulative Funding 1868392.00		
MOD 01 Funding 0.00		
Cumulative Funding 1868392.00		
MOD 02		
700116	130061523700002	27389.00
LLA :		
AS 1771804 5B2B 251 00039 0 050120 2D 000000 A10003766209		
700117	130061523700003	7556.00
LLA :		
BA 1771804 5B2B 251 00039 0 050120 2D 000000 A20003766209		
700118	130061523700004	12423.00
LLA :		
BB 1771804 5B2B 251 00039 0 050120 2D 000000 A30003766209		
700119	130061523700005	32118.00
LLA :		
BC 1771804 5B2B 251 00039 0 050120 2D 000000 A40003766209		
700120	130061523700001	73900.00
LLA :		
BD 1771804 5B2B 251 00039 0 050120 2D 000000 A00003766209		
700121	130061523700007	48000.00
LLA :		
AR 1771319 X7HX 251 00039 0 050120 2D 000000 A50003766209		
700122	130061523700008	55000.00
LLA :		
AV 1771319 X7AH 251 00039 0 050120 2D 000000 A60003766209		
700123	130061523700009	814362.00
LLA :		
AT 1761810 M2PQ 251 00039 0 050120 2D 000000 A70003766209		
700124	130061523700011	55000.00
LLA :		
AW 1771810 M25F 251 00039 0 050120 2D 000000 A80003766209		
700125	130061523700012	190000.00
LLA :		



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AX 1771810 M25F 251 00039 0 050120 2D 000000 A90003766209

700126 130061523700013 16000.00

LLA :

AY 1771810 M25F 251 00039 0 050120 2D 000000 B00003766209

700127 130061523700013 122000.00

LLA :

AZ 1771810 M25F 251 00039 0 050120 2D 000000 B10003766209

900104 130061523700006 50000.00

LLA :

BE 1771804 5B2B 251 00039 0 050120 2D 000000 A40003766209

900105 130061523700010 6000.00

LLA :

AT 1761810 M2PQ 251 00039 0 050120 2D 000000 A70003766209

MOD 02 Funding 1509748.00

Cumulative Funding 3378140.00

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-1 DATA RIGHTS**

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

### **H-2 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.
- (c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

### **H-3 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (APRIL 2010)(5252.227-9207)**

- (a) Definition.

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

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

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

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

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

(a) Definition.

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

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors Information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Information that would ordinarily be entitled to confidential treatment may be included in the Information released to these individuals.

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

#### **H-4 LIABILITY INSURANCE--COST TYPE CONTRACTS (OCT 2001)(5252.228-9201)**

(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

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(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.

#### **H-5 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-6 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

(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

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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).

(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

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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.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip

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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-7 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011) (5252.237-9603)**

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

(i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;

(ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);

(iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive,"



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“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 9), 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 11);

(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-8 INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION (JAN 2008)  
(252.239-7001)**

(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-9 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (5252.209-9206)(DEC 1999)**

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-10 SUBCONTRACTS - ALTERNATE I (OCT 2010) (52.244-2)**

(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.

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(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) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before 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 and before placing the following subcontracts:

(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.

(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 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 not accurate, complete, or current; the action taken by the Contractor and the subcontractor 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

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quantify each principal 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 allow ability 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:

CONTRACT NO. N00178-14-D-7955	DELIVERY ORDER NO. N00178-14-D-7955-NS03	AMENDMENT/MODIFICATION NO. 02	PAGE 35 of 37	FINAL
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## SECTION I CONTRACT CLAUSES

### SECTION I- CONTRACT CLAUSES

#### **I-1 RESTRICTIONS ON THE USE OF MANDATORY ARBITRATION AGREEMENTS (DEC 2010) (252.222-7006)**

(a) Definitions. As used in this clause—

“Covered subcontractor” means any entity that has a subcontract valued in excess of \$1 million, except a 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-2 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

CONTRACT NO. N00178-14-D-7955	DELIVERY ORDER NO. N00178-14-D-7955-NS03	AMENDMENT/MODIFICATION NO. 02	PAGE 36 of 37	FINAL
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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)  
52.204-7 SYSTEM FOR AWARD MANAGEMENT (JUL 2013)  
52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JUL 2013)  
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)  
52.219-6 NOTICE OF SMALL BUSINESS SET-ASIDE (JUN 2003)52.219-14 LIMITATIONS OF SUBCONTRACTING (DEC 1996) 52.222-38 COMPLIANCE WITH VETERANS EMPLOYMENT REPORTING REQUIREMENTS (SEPT 2010)  
52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATIONS (JUL 2012)  
52.223-18 CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)  
52.249-6 TERMINATION (COST-REIMBURSEMENT)  
252.203-7000 REQUIREMENTS RELATING TO COMPENSATION OF FORMER DOD OFFICIALS (SEP 2011)  
252.242-7005 CONTRACTOR BUSINESS SYSTEMS (FEB 2012)  
252.242-7006 ACCOUNTING SYSTEM ADMINISTRATION (FEB 2012)

CONTRACT NO. N00178-14-D-7955	DELIVERY ORDER NO. N00178-14-D-7955-NS03	AMENDMENT/MODIFICATION NO. 02	PAGE 37 of 37	FINAL
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## **SECTION J LIST OF ATTACHMENTS**

Attachment No 01 - Performance Work Statement (PWS)

Attachment No 02 - Quality Assurance Surveillance Plan (QASP)

Attachment No 03 - DD254

Attachment No 04 - Information Access Agreement - Contractor Company

Attachment No 05 - Information Access Agreement - Contractor Employee

Attachment No 06 - Staffing plan

Attachment No 07 - Labor Category Qualifications Rev 1

Exhibit A - CDRLs A001 - A003

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**TACTICAL NETWORKS PROGRAM OFFICE (PMW-160)**  
**Professional Support Services (PSS)**  
**(Program, Acquisition, Contracts, Business and Financial Management Support)**

**DRAFT**

**PERFORMANCE WORK STATEMENT (PWS) FOR SEAPORT-E**

**1 April 2016**

Department of the Navy (DoN)  
Program Executive Office (PEO)  
For Command, Control, Communications, Computers and Intelligence (C4I)

Program Manager, Warfare  
Tactical Networks (PMW 160)

4301 Pacific Highway  
San Diego, CA 92110-3127

**DISTRIBUTION STATEMENT (A)**  
**Approved for public release. Distribution is unlimited.**



34 **1.0 INTRODUCTION**

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36 The Tactical Networks Program Office (PMW 160) of the Program Executive Office  
37 Command, Control, Communications, Computers and Intelligence (PEO C4I) is the  
38 Navy's acquisition and technical authority for tactical networks and is responsible for  
39 providing affordable, interoperable, and secure net-centric enterprise capabilities to the  
40 Navy, Joint, and coalition warfighters. PMW 160 will obtain the following services to  
41 meet program goals and objectives:

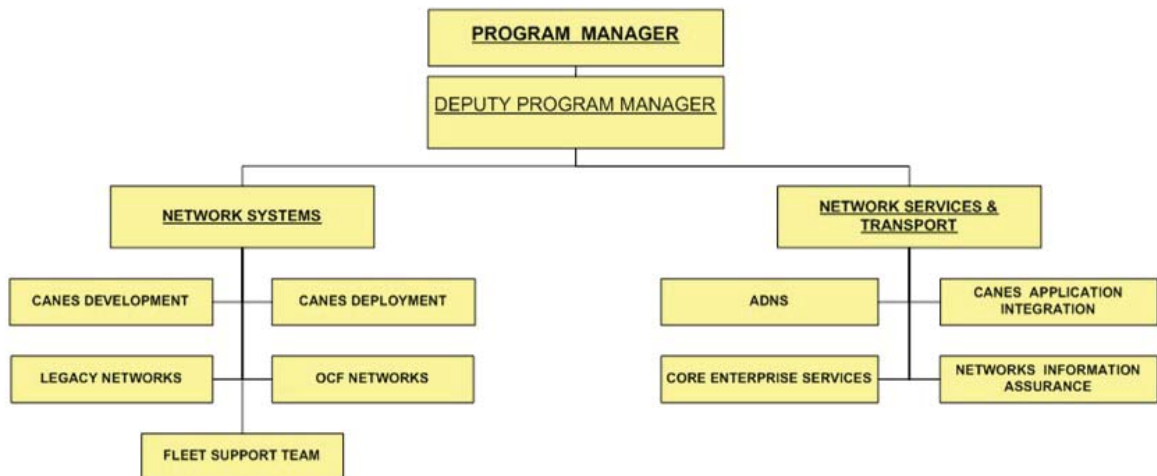
- 42 • Program Management Support
- 43 • Production Management Support
- 44 • Contract Management Support
- 45 • Business Management Support
- 46 • Administrative Support
- 47 • Financial Management Support

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49 **2.0 BACKGROUND**

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51 PMW 160's organization is centered on two major divisions, each focused on developing,  
52 procuring and fielding their products, which include Network Systems, Network Services  
53 & Transport capabilities and the associated Science and Technology enhancements. The  
54 Organizational Chart is a limited view organizational chart which demonstrates the  
55 program office's divisions and main activities.  
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62 The Tactical Networks Program Office manages several programs of record and  
63 complementary services to ensure delivery of a capable product line that meets fleet  
64 requirements and current technological and cyber security standards. The programs and  
65 service managed by PMW 160 are:

66 **2.1 CONSOLIDATED AFLOAT NETWORKS and ENTERPRISE SERVICES**  
67 **(CANES) (ACAT IAM)**

68 Consolidated Afloat Networks and Enterprise Services (CANES) is the Navy's only  
69 Program of Record (POR) to replace existing afloat networks and provide the necessary  
70 infrastructure for applications, systems, and services required for the Navy to dominate  
71 the Cyber Warfare domain. CANES is the technical and infrastructure consolidation of  
72 existing, separately managed afloat networks including Integrated Shipboard Network  
73 Systems (ISNS), Combined Enterprise Regional Information Exchange System -  
74 Maritime (CENTRIXS-M), Sensitive Compartmented Information (SCI) Networks, and  
75 Submarine Local Area Network (SubLAN). These legacy afloat network designs are  
76 currently End of Life and CANES will replace these unaffordable and obsolete networks.  
77

78 The fundamental goal of CANES is to bring Infrastructure as a Service (IaaS) and  
79 Platform as a Service (PaaS), within which current and future iterations of Navy Tactical  
80 Network computing and storage capabilities will reside. CANES provides complete  
81 infrastructure inclusive of hardware, software, processing, storage, and end user devices  
82 for Unclassified, Coalition, Secret and SCI for all basic network services (email, web,  
83 chat, collaboration) to a wide variety of Navy surface combatants, submarines, Maritime  
84 Operations Centers, Regional Network Operations and Security Centers (RNOSC) and  
85 Aircraft.  
86

87 CANES hosts and connects to critical Command and Control (C2), Intelligence,  
88 Surveillance and Reconnaissance (ISR), Information Operations (IO), Logistics,  
89 Business, Meteorology, and Medical applications and systems. To ensure PMW 160  
90 fields integrated and interoperable systems, all applications hosted on CANES or  
91 connected to CANES are managed through the Application Integration (AI) process,  
92 which includes rigorous end-to-end lab testing and ensures logistic and administrative  
93 support.  
94

95 CANES will develop updates on a rolling four year hardware cycle and a two year  
96 software cycle. CANES is based on the overarching concept of reducing the number of  
97 afloat network baselines and providing enhanced efficiency through a single engineering  
98 focus on integrated technical solutions. This will allow for streamlined acquisition,  
99 contracting test events, and significant lifecycle efficiencies through consolidation of  
100 multiple current configuration management baselines, logistics, and training efforts into a  
101 unified support structure.

102 **2.2 OTHER CUSTOMER FUNDED (OCF) NETWORKS**

103 Other customer funds (OCF) include network design and execution/sustainment support  
104 for Military Sealift Command (MSC), United States Coast Guard (USCG) and Ballistic

105 Missile Defense (BMD) Agency and others. The goals of these projects are to provide  
106 cost effective, technically mature, Cyber secure, POR "like" network solutions to  
107 customers that are not resourced via OPNAV N2/N6 or within CANES Target Inventory  
108 Objective (TIO) (ACAT I scope). Ship Construction, Navy (SCN), Small Footprint  
109 Networks and CANES Future as subsets of OCF. PMW 160 works closely with the PEO  
110 C4I integration program offices (PMW 750 and PMW 760) as the platform managers and  
111 with customers to ensure cost, schedule, and performance requirements are met and that  
112 the network solutions align with POR solutions (e.g., CANES) to the maximum extent  
113 practicable leveraging POR engineering processes, economies of scales, and sustainment  
114 service.

115

### 116 **2.2.1 SHIP CONSTRUCTION, NAVY (SCN)**

117 SCN projects provide cost effective POR network solutions during new ship construction  
118 availabilities as resourced by NAVSEA to include CVN RCOH installations. PMW 160  
119 interfaces with PMW 750/760/770 as the platform managers to ensure cost, schedule, and  
120 performance requirements are met.

121

### 122 **2.2.2 SMALL FOOTPRINT NETWORKS (SF)**

123 Small Footprint Networks is the Navy's effort to scale existing POR designs and  
124 integrate them into a footprint meeting the Space, Weight, and Power (SWAP)  
125 constraints of the customer while meeting the functionality requirements. An example of  
126 this was the development of the Patrol Coastal Network (PCN) which integrated the  
127 ISNS, CENTRIXS, and ADNS systems into two racks which were shorter than PoR  
128 racks so that they could fit into the limited space available on Patrol Coastal (PC) vessels.

129

### 130 **2.2.3 CANES FUTURE (CF)**

131 CANES Future will build on the initial CANES baseline design, implementation, and  
132 sustainment activities. Lessons learned from the legacy POR networks (i.e., ISNS,  
133 CENTRIXS-M, and SCI Networks) as well as CANES will be applied. CANES Future  
134 will modify CANES capabilities as defined by requirements, resource prioritization and  
135 emerging technologies. CANES Future will field with a System of Systems (SoS)  
136 approach that will allow CANES to support non-C4I and Combat Systems capability  
137 requirements. PMW 160 is working with NAVSEA, NAVAIR and other organizations to  
138 determine the optimal architecture for CANES Future. Subject to resources, technology,  
139 and fielding constraints, CANES will better support and collapse capabilities that exist  
140 on separate infrastructures such as the Combat Systems LAN, Ship Control networks, and  
141 voice/video systems.

142 In addition, CANES will benefit from DoD IT Efficiencies and initiatives such as Task  
143 Force Cloud, subject to implementing frameworks to support the tactical edge and  
144 Disconnected, Intermittent and Limited (DIL) connectivity environments.

## 145 **2.3 LEGACY NETWORKS CYBER RESILIENCY/OPERATION ROLLING** 146 **TIDE (ORT)**

147 As CANES continues to deploy, legacy networks will be phased out. However,  
148 Integrated Shipboard Network Systems (ISNS), Combined Enterprise Regional  
149 Information Exchange System – Maritime (CENTRIXS-M), Sensitive

150 Compartmentalized Information (SCI) and Submarine Local Area Network (SubLAN)  
151 remain in the fleet and are subject to End of Life and End of Support security  
152 vulnerabilities. Operation Rolling Tide (ORT) focuses on improving network defense  
153 and security wholeness, to thwart intruders and attacks aimed at disrupting tactical  
154 networking and communications.

155

### 156 **2.3.1 INTEGRATED SHIPBOARD NETWORK SYSTEMS (ISNS)**

157 ISNS integrates network equipment, servers, client workstations, printers and computer  
158 software into an open, scalable, network centric architecture. Using a Local Area  
159 Network (LAN) infrastructure, Network Management Services, and Basic Network  
160 Information Distribution Services (BNIDS), ISNS provides networking capability for all  
161 existing C4I and business applications. ISNS SLEP (Service Life Extension Program) is a  
162 sustainment measure to modernize A(V) and B(V) Networks while awaiting future CANES  
163 installations. SLEP provides a robust upgrade to end of life equipment and mitigates  
164 Category I security findings. SLEP includes Server, Switch, and PC refreshes, along with  
165 Tape Drive Replacement. These improvements are focused on DDG's, FFG's and some  
166 LHD class ships.

167

### 168 **2.3.2 COMBINED ENTERPRISE REGIONAL INFORMATIONAL EXCHANGE 169 SYSTEM - MARITIME (CENTRIXS-M)**

170 CENTRIXS-M provides allied and coalition forces with information services such as  
171 email, web services, collaboration, enabling products such as Global Command &  
172 Control System Integrated Imagery and Intelligence (GCCS-I3) components for the  
173 Common Operational Picture (COP), Common Intelligence Picture (CIP), near real-time  
174 intelligence, and integrated imagery. The primary role is a secure coalition network  
175 enabling coalition partners to utilize command & control for Overseas Contingency  
176 Operations (OCO), coalition operations and exercises, and humanitarian relief operations.

177

### 178 **2.3.3 SENSITIVE COMPARTMENTALIZED INFORMATION (SCI)**

179 The SCI program provides Network Enterprise Services for the afloat SCI Enclave,  
180 secure WAN IP access to ship and shore national web sites, and SIGINT and intelligence  
181 data bases, allowing seamless interaction between shore, surface, submarine and airborne  
182 Special Intelligence (SI) LANs. The primary role is the processing, analysis and  
183 dissemination of SI tactical information as well as the real-time exchange of time  
184 sensitive intelligence and tactical cryptologic sensor data, voice, video and SCI record  
185 message traffic, ship-to-ship and ship-to-shore.

186

### 187 **2.3.4 SUBMARINE LOCAL AREA NETWORK (SUBLAN)**

188 The SubLAN program provides submarines with Mission Essential Sensitive But  
189 Unclassified (SBU) and Top Secret (TS) LANs and a Mission Critical SECRET LAN.  
190 The network infrastructure includes SBU Wireless LAN, servers, PCs, and the Common  
191 Personal Computer Operating System Environment (COMPOSE) software build. When  
192 combined with other subsystems (e.g., ADNS, GCCS-M) it delivers an end-to-end  
193 network-centric warfare capability.

194

### 195 **2.3.5 OPERATION ROLLING TIDE (ORT)**

196 Operation Rolling Tide (ORT) Cyber Remediation Technical is an initiative to achieve  
197 improved legacy network defense and security wholeness, and thwart intruders and  
198 attacks aimed at disrupting tactical communications at the afloat gateways and shore  
199 commands. ORT will accelerate the Department of the Navy's ability to prevent,  
200 constrain and mitigate cyber-attacks and critical vulnerabilities that have been identified  
201 and prioritized by Fleet Cyber Command (FCC) and Program Executive Officer,  
202 Command, Control, Communications, Computers and Intelligence (PEO C4I) in support  
203 the Fleet Commanders' operational needs.

#### 204 **2.4 FLEET SUPPORT TEAM (FST)/FLEET INTRODUCTION TEAM (FIT)**

205 The PMW 160 Fleet Support Team serves as the primary PMW 160 POC for the Fleet for  
206 system performance and support deficiencies. FST assists SPAWAR's Fleet Readiness  
207 Directorate (FRD) in addressing and resolving afloat/ashore Fleet customer technical  
208 performance issues. Primary focus areas for FST are PMW 160 fielded system  
209 performance monitoring and reporting, readiness metrics collection and analysis,  
210 sustainment phase performance and support corrective action tracking, and quantification  
211 of corrective action cost savings.

212  
213 The PMW Fleet Introduction Team provides guidance, oversight and support in the  
214 development of information delivered for first installation of new capabilities to the Fleet.  
215 The two primary functions of the FIT are to represent the program office to external  
216 stakeholders with particular emphasis at the point of installation on the ship, and to  
217 identify and resolve issues that have the potential to affect the quality of deliverables  
218 associated with the installation process. This includes hardware, software, supporting  
219 documentation delivery and training evolutions. In addition, the FIT aligns and supports  
220 efforts between the procurement, engineering, test, logistics, training, and installation  
221 teams by monitoring the progress of design, development, and installation related efforts.

#### 222 **2.5 AUTOMATED DIGITAL NETWORK SYSTEM (ADNS) (ACAT II)**

223 Automated Digital Networking System (ADNS) serves as the Navy's tactical Wide Area  
224 Network (WAN) Gateway for Internet Protocol (IP) network operations providing  
225 surface ship, submarine, aircraft and tactical shore units WAN gateway services  
226 management.

227 ADNS has evolved through multiple increments since its initial deployment in 1997.

228 ADNS was implemented as a means to prioritize and dynamically share the bandwidth  
229 between all network traffic of different security levels ("enclaves") for ship-to-shore  
230 communications, ensuring an efficient use of bandwidth and infrastructure.

231 ADNS Increment I (ADNS INC I) combined IP traffic from different security enclaves  
232 for transmission across a single communications link. ADNS INC II added the ability to  
233 accommodate two links, support static load distribution across the two links, and  
234 provided automatic link failover and restoration. ADNS INC II also added the capability  
235 to identify and prioritize traffic to better meet Quality of Service (QoS) requirements with  
236 the introduction of packet marking and shaping. ADNS INC IIa and IIb increased data  
237 throughput by eliminating the use of Time Domain Multiplexer (TDM) baseband  
238 infrastructure which increased bandwidth utilization efficiency to nearly 100%. It also  
239 added data compression and acceleration of IP data to boost data throughput rates.



240 ADNS INC III increases data throughput capacity by increasing the number of  
241 simultaneously serviced communications links and increasing data backbone capacity to  
242 50 Mbps. Additional ADNS INC III features include an IPv4/IPv6 dual stack routing,  
243 enhanced quality of service and increased level of security with Cipher Text core routing.

244 ADNS INC III is a principal enabler in the Navy's implementation of DoD-mandated  
245 net-centric capabilities. Key characteristics and attributes:

- 246 • Supports IP and web services delivery to the warfighter through the  
247 communication of data packets routed across the networks
- 248 • Enables network security capabilities, including assured delivery
- 249 • Provides capabilities that support warfighter collaboration and common  
250 understanding on the edge
- 251 • Provides trusted access to network resources
- 252 • Enables distribution to make data visible, available, and usable to enable  
253 accelerated decision-making by warfighters on the edge
- 254 • Improves quality of networking through implementation of network management  
255 and Quality of Service functionality
- 256 • Supports enhanced networking capabilities to effectively utilize limited satellite  
257 communication resources, to include utilization of IP compression, Transmission  
258 Control Protocol (TCP) acceleration, and load distribution functionalities. These  
259 functions leverage the latest available technologies to optimize IP  
260 communications on platforms.

261  
262 ADNS INC III is fielding on surface ships, submarines, tactical shore units and the  
263 corresponding shore infrastructure sites. Support for ADNS INC I/II/IIa/IIb will be  
264 phased out at ADNS INC III Final Operational Capability (FOC).

## 265 **2.6 APPLICATION INTEGRATION (AI)**

266 The PEO C4I Application Integration (AI) process is the Network Interoperability  
267 Certification Process for PEO C4I Tactical Networks. AI integrates applications and  
268 systems into a common Information Technology (IT) infrastructure using a Common  
269 Computing Environment (CCE) and Agile Core Services (ACS) provided by  
270 CANES. Additionally, AI supports limited integration of applications with legacy  
271 networks. As described in the PEO C4I Concept of Operations (CONOPS) for AI, the  
272 process identifies, assesses, integrates and tests all systems and applications that request use  
273 of network services provided by CANES, ISNS, SCI Networks, and SubLAN. The AI  
274 process implements a coordinated integration approach to ensure an effective utilization  
275 of the CCE resources, to facilitate and document a consistent integration approach for all  
276 application, and to implement consolidated technical and security solutions.

## 277 **2.7 CORE ENTERPRISE SERVICES (CES)**

278 CES is responsible for the engineering, integration and sustainment of PMW 160  
279 software. Within CES, there are four units: ACS, Operating Environment (OE), Software  
280 Asset Management (SAM), and Systems Management (SM). These units collaborate to  
281 establish commonality between PMW 160 software baselines and support services for  
282 Common PC Operating System Environment (COMPOSE) Legacy networks, and  
283 software builds for CANES.

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## **2.8 AGILE CORE SERVICES (ACS)**

ACS is a Service Oriented Architecture (SOA) component of CANES that provides the foundation for software services onboard ships. The system is characterized as a GFE solution. It provides a set of enterprise services (i.e. frameworks) that simplifies integration of applications, services, and data. ACS helps standardize common integration solutions and patterns for complex issues, as well as streamlines adoption of supported open-source products and standard architecture.

## **2.9 OPERATING ENVIRONMENT (OE)**

OE is responsible for the development of common software products for PMW 160 COMPOSE Legacy Networks and CANES. Software toolkits are provided for ISNS, SubLAN, SCI Networks, CENTRIXS-M, and CANES. The Afloat Networks Software Support Activity (SSA), under the OE APM, provides software support to PMW 160 programs and services. OE is also responsible for Mako Chat; an OE-sponsored application with COMPOSE Legacy Networks and CANES.

## **2.10 SOFTWARE ASSET MANAGEMENT (SAM)**

SAM is responsible for the procurement, collection, management, and maintenance of all PMW 160 software licenses for Afloat Naval Networks. Government Enterprise Agreements are reviewed for opportunities to save on software procurement, and make future recommendations on ways to reduce sustainment costs. All software licenses are procured in accordance with CIDB documents that ensure a fully deployable system toolkit is purchased for installation.

## **2.11 SYSTEM MANAGEMENT (SM)**

SM identifies and integrates various products and processes to ensure CANES has a stable and responsive IT environment. SM is responsible for the development of SOPs for software suits aboard ships deployed with CANES, and ensures these SOPs and other configuration documents are updated on the SAILOR web portal and made available to the fleet. SM also creates SQL database to store data reported off the ships as a resource for Information Assurance (IA) and SAM.

## **2.12 NETWORK CYBERSECURITY**

The Cybersecurity Activity provides the following services: Certification and Accreditation support for CANES GENSER and SCI networks, cybersecurity engineering and architecture, system integration support, patching and risk management, Cross Domain Guards and Trusted Thin Client certification. Certification and Accreditation (including Cross Domain) is performed both in San Diego workspaces and aboard Navy platforms in the US and in Japan. System integration support requires network administration and familiarity with DoD Cyber tools including ACAS, HBSS and S-CAP scanners.

## **3.0 SCOPE**

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The objective of this effort is to provide Professional Support Services (PSS) unique to the PMW 160 program office and its programs and projects. The support required under this Task Order will focus on assisting in the preparation and maintenance of program planning, production support, acquisition and guidance documents, contract documentation and other program documentation and data management service as required as well as financial management, business, and administrative support.

**4.0 APPLICABLE DIRECTIVES/DOCUMENTS**

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

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
Appropriations Law	3rd Edition, Volume 1	Principles of Federal Appropriations Law	Current
DoDFMR	7000.14-R, Vol 9, Chap 3	Government Travel Charge Card Program	Current
Code of Federal Regulation	Title 48 Vol 1,2,3	Federal Acquisition Regulations	Current
DoD Directive	5000.1	The Defense Acquisition System	Current
DoD Directive	8500.1	Information Assurance (IA)	Current
DoD Instruction	5000.02	Operation of the Defense Acquisition System	Current
DoD Instruction	5200.4	DoD Information Technology Security Certification and Accreditation Process (DITSCAP)	Current
DoD Instruction	8500.2	Information Assurance Implementation	Current
DoD Regulation	7000.14-R	DoD Financial Management Regulations	Current
DON Guidance		Information Assurance Strategy Template for Submission by Acquisition Program Managers, DoN CIO Guidance	Current
DON Guidance		DoN Budget Guidance Manual	Current
DON Guidance	(NAVSO P-1000 Rev	DoN Financial Management Policy Manual	Current
Federal Regulation	Title 48 CFR, Chapter 2	Defense Federal Acquisition Regulation Supplement	Current
Joint Regulation	JTFR Vol 1	DoD Uniformed Service Travel	Current
Joint Regulation	JTFR Vol 2	DoD Civilian Personnel Travel	Current
Manual	NTP-3 (J)	Naval Telecommunications Procedures Telecommunications Users Manual	Current
Manual	NTP-3 SUPP-1	U.S. Navy Address Indicating Group (AIG) and Collective Address Designator (CAD) Handbook	
Navy Manual		DoN Budget Guidance Manual	Current
Navy Regulation	NAVSO P-	DoN Financial Management Policy Manual	Current



Document Type	No./Version	Title	Date
	1000		
OMB Circular	A-11	Preparation, Submission and Execution of the Budget	Current
OPNAVINST	5218.7C	Navy Official Mail Management Program	Current
OPNAVNOTE	5215	DON Directives Consolidated Subject Index	Current
SECNAVINST	5000.2E	Defense Acquisition Systems	Current
SECNAVINST	5210.16	DON Forms Management and Information Requirements (Reports) Management Programs	Current
SECNAV	M5216.5	Department of the Navy Correspondence Manual	Current
SPAWAR	Manual	SPAWAR Business Financial Manager's Manual	Current
SPAWAR	Guide	SPAWAR Global Work Breakdown Structure	Current
SPAWAR	7000	SPAWAR Standard Reports Policy Related Business Processes	Current
SPAWARINST	5721.1B	SPAWAR Section 508 Implementation Policy	Current
SPAWARINST	4350.1B	Implementation of the SPAWAR Business Framework and Enterprise Cost Management Framework	Current
SPAWARINST	7720.4D	Policy and Responsibilities for SPAWAR Cost Estimating & Analysis	Current
PMW 160 SOP		PMW 160 Front Office Admin Standard Operating Procedure (SOP)	Current
PEO Policy		Various PEO C4I Policy and Guidance Memorandums	Current
SPAWAR Policy	3.0	Contracts Management Process Guide (CMPG)	Current
SPAWARINST	4130.5	Handbook for Field Changes and Engineering Changes	Current
NAVSEA	N/A	Fleet Modernization Program (FMP) Management and Operations Manual	Current
SPAWARINST	5721.1B	Electronic and Information Technology (EIT) Section 508 Accessibility Standards	Current
SPAWARINST	4650.1A	Government Travel Charge Card Program	Current
NTP-22		Defense Message System Local Management Policies and Procedures	Current
User Guide		Material ZSPS PR User Guide	Current
User Guide		Services ZSPS PR User Guide	Current
User Guide		ZFD PR User Guide	Current

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344

## 5.0 PERFORMANCE REQUIREMENTS

The identified tasks are to be funded with the following appropriations: Research, Development, Test and Evaluation (RDT&E), Other Procurement, Navy (OPN),

345 Operation and Maintenance, Navy (OMN), or Shipbuilding and Conversion, Navy  
346 (SCN). The Contractor shall, within one month of contract award, develop a Draft Plan  
347 of Action and Milestones (POA&M) to show the contractor staffing plan for each  
348 program listed in Paragraph 2.0 as well as required financial management, business, and  
349 administrative support.

350

351 The Contractor shall provide the necessary timely assistance to meeting program  
352 emergent requirements as requested by the Program Manager or other properly  
353 designated authority.

354

355 All required written documentation, reports, briefing materials, viewgraphs, studies,  
356 meeting minutes, contracts, budgets, obligation/expenditure reports, and other materials  
357 as described below shall be submitted in the requested format, without spelling,  
358 grammatical, calculation, or technical or calculation errors. Deliverables shall be in  
359 accordance with the directives identified in Section 4.0 Applicable Directives/Documents  
360 and Section 7.0 Best Practices as appropriate. In addition, materials shall be delivered  
361 within the requestor's schedule.

362

363 The Contractor shall develop deliverables in tools that are compatible with NMCI and be  
364 proficient in the use of Tableau and Microsoft office (Excel, Word, Access, PowerPoint,  
365 and Microsoft Project). The Contractor shall be proficient in the usage of the Navy's  
366 Enterprise Resource Planning (N-ERP) tool, Intranet Resource Allocation Planning  
367 System (iRAPS), Data Warehousing and Business Intelligence System (DWBIS),  
368 Standard Accounting and Reporting System (STARS), Program Budget Information  
369 System (PBIS), SPAWAR PEO Integrated Data Environment and Repository (SPIDER),  
370 PRISM (SCN), Research, Development, Test and Evaluation, Navy (RDTEN) Budget  
371 Justification (RDOCs), Procurement Budget Justification (PDOCs), Tri-Annual Review  
372 Claimancy Tool, and Information Warfare (IW) to accomplish tasking as required. All  
373 deliverables shall be completed and delivered to the Government Client, or alternate, by  
374 the assigned due date 95% of the time.

375

## 376 **5.1 PROGRAM, ACQUISITION, CONTRACT, BUSINESS and FINANCIAL** 377 **MANAGEMENT (OMN)**

378 The Contractor shall provide the support in the following paragraphs for programs in  
379 Operations and Sustainment phase of the Acquisition Lifecycle.

380

### 381 **5.1.1 Program Management Support**

382 The Contractor shall be responsible for preparing and assisting in reviews, analyses,  
383 presentations, evaluations, reports, recommendations, and documentation to support  
384 program cost, schedule, and performance requirements. These responsibilities shall  
385 include assisting the Government with monitoring and/or review of prime contractor  
386 products or work efforts, but not the performance of normal prime contractor functions  
387 such as equipment/system development, software development, integration, or test and  
388 evaluation.

389

#### 390 **5.1.1.1 Program Planning Documentation**

391 The Contractor shall provide program planning documentation, program guidance  
392 documentation and other program management assistance as assigned.

393

394 **5.1.1.2 Program Management Data**

395 The Contractor shall assist in the preparation and maintenance of management data such  
396 as work breakdown structures, program schedules and briefings, and management  
397 reviews and progress reports.

398

399 **5.1.1.3 Program Baseline Preparation**

400 The Contractor shall assist and provide inputs for the establishment of cost, technical  
401 (performance), and schedule baselines as assigned. The Contractor shall: coordinate and  
402 integrate each program's schedule and milestones; create documentation that depicts the  
403 milestones, schedules, and inter-dependencies on a composite, functional area, and on an  
404 individual program basis; and record the achievement of each milestone and determine  
405 new schedules for missed milestones.

406

407 **5.1.1.4 Program Plans and Guidance Documents**

408 The Contractor shall assist in preparing program plans and guidance documents,  
409 including strategic plans and roadmaps that address organizational approaches.

410

411 **5.1.1.5 Program Management Analysis**

412 The Contractor shall review proposals, studies, and reports and analyze the feasibility of  
413 accomplishing stated objectives and the impact to on-going and planned programs. The  
414 Contractor shall develop a summary of all such reports and studies for management  
415 review and assess accomplishment and performance objectives.

416

417 **5.1.1.6 Meetings and Conference Services**

418 The Contractor shall coordinate meetings, conferences and work groups, and provide  
419 rooms for program meetings. The Contractor shall notify participants, provide agendas,  
420 directions and arrange for appropriate equipment. The arrangements shall be made in  
421 accordance with the procedures and schedule set by the requestor, and all  
422 changes/modifications approved by the requestor before implementation. The Contractor  
423 shall submit a summary event report to include minutes and actions.

424

425 **5.1.1.7 Meeting Participation**

426 The Contractor shall participate in meetings. The Contractor shall be responsible for  
427 creating all supporting documentation necessary to conduct the meeting as well as  
428 meeting minutes as required.

429

430 **5.1.1.8 Program Documentation**

431 The Contractor shall prepare and maintain program documentation on PMW 160  
432 collaboration site, the PEO C4I Data Management System, in hard copy binders, and  
433 other media. The Contractor shall prepare program documentation as directed and  
434 upload/maintain the data on the various sites.

435

436 **5.1.1.9 Research and Associated Documentation**

437 The Contractor shall investigate, conduct surveys and compile statistics necessary to  
438 prepare reports, correspondence, messages and memoranda.

439

#### 440 **5.1.1.10 Graphics Support**

441 The Contractor shall support PMW 160 with the preparation and development of  
442 graphics, briefings, web pages and multimedia presentations. Preparation shall include  
443 creating illustrations, diagrams, and charts, as directed by designated personnel. Material  
444 shall be prepared in accordance with PEO C4I and PMW 160 formats.

445

#### 446 **5.1.1.11 Program Cost Assistance**

447 The Contractor shall assist the SPAWAR cost estimating and analysis organizations with  
448 efforts necessary to conduct short and long range cost estimating and analyses for all  
449 acquisition, non-acquisition, Rapid Deployment Capability, and special interest programs  
450 within PMW 160. This support will include assisting in the preparation of Program Life  
451 Cycle Cost estimates and Section C of the Program's Acquisition Program Baselines  
452 (APBs). Other efforts will include independent cost evaluations and assessments,  
453 risk/uncertainty analyses, trend analyses, variance analyses, and sensitivity analyses. Use  
454 of the current SPAWAR Global Work Breakdown Structure is required. Other GWBS  
455 structures also may be used for cost estimating purposes. The Contractor shall assist in  
456 Objective Memorandums/Program Reviews budget submissions, support to a program  
457 milestone decision or decision reviews and gate reviews from a cost perspective.

458 Contractor shall assist in determining programs costs required to develop acquisition  
459 strategies and other acquisition-related documentation normally required for major  
460 decision-making events. They shall also assist in the development of cost databases, cost  
461 estimating relationships, cost factors, affordability analysis, Cost as an Independent  
462 Variable Plans, and Should Cost Analysis.

463

#### 464 **5.1.2 Acquisition Support**

465 The Contractor shall assist PMW 160 programs to ensure compliance with Federal, DoD,  
466 DoN, and PEO C4I Acquisition Policy, Regulation and Statutory requirements. The  
467 Contractor shall provide reference material to ensure compliance.

468

##### 469 **5.1.2.1 Acquisition Documentation**

470 The Contractor shall support the development, coordination, analysis, review,  
471 maintenance, and tracking of appropriate acquisition documents for PMW 160 programs.  
472 Documentation shall be provided in accordance with DoD, DoN, and PEO C4I  
473 acquisition requirements, as listed in Section 4.0 above, or as specified by the Milestone  
474 Decision Authority (MDA) in an Acquisition Decision Memorandum.

475

##### 476 **5.1.2.2 Supporting Documentation**

477 The Contractor shall provide acquisition subject matter expertise to prepare supporting  
478 documentation for program planning and milestone decisions/major acquisition events or  
479 to meet actions from the MDA, PEO C4I Acquisition Management Office, and/or  
480 auditing agencies.

481

##### 482 **5.1.2.3 Organizational Metrics and Required Reports**

483 The Contractor shall prepare and maintain organizational metrics and required DoD,  
484 DoN, PEO C4I, and PMW 160 reports (e.g., Probability of Program Success, Program  
485 Health and Risk Report).

486

#### 487 **5.1.2.4 Risk Management Coordination and Administration**

488 The Contractor shall serve as the PMW 160 Risk Management Coordinator (RMC). The  
489 RMC shall be responsible for implementing and maintaining the PMW 160 Risk  
490 Management Program. Specific duties of the RMC are: maintain and improve the Risk  
491 Management process in PMW 160; establish a risk review schedule that complements the  
492 submission of required reports; support portfolio and program Risk Review Boards;  
493 develop the PMW 160 Risk Watch List and the monthly PMW 160 Top 5 Risks; assist in  
494 the identification of cross-program/enterprise-level risks; and schedule and conduct Risk  
495 Management training. The RMC shall also participate in the PMW 160 Risk Review  
496 Council, PEO C4I Risk Review Executive Council, Risk Management Working Group,  
497 and Risk Management User Group.

498 The Contractor shall also serve as the Risk Management Administrator (RMA). The  
499 RMA shall be responsible for day to day Risk Exchange management efforts, including  
500 registration of new users.

501

#### 502 **5.1.3 Contract Management Support**

503 The Contractor shall provide the below support for PMW 160 procurements.

504

##### 505 **5.1.3.1 Contract Documentation Planning and Preparation**

506 The Contractor shall support preparation of contract documentation. Contract  
507 documentation includes Procurement Requests (PRs), Modification Requests (MR),  
508 Request For Quote (RFQ), Request for Information (RFI), Statement of Objectives  
509 (SOOs), Performance Work Statements (PWS), Statements of Work (SOWs), Service  
510 Level Agreements (SLAs), Acquisition Plans, and Procurement Planning and Strategy  
511 Management (PPSM) materials, as required by PMW160. The Contractor shall support  
512 contracts information analysis, such as responses to RFIs.

513

##### 514 **5.1.3.2 Contract Strategy**

515 The Contractor shall assist PMW 160 in developing contracting strategies as required for  
516 contracts not related to this task order. The Contractor shall provide advice and  
517 recommendations for contract approaches, options, strategies, risks, contracting methods,  
518 competition, sources, cost and milestone schedules, etc. The Contractor shall conduct  
519 market research and market surveys to identify potential sources and contract vehicles for  
520 PMW 160 programs. The Contractor shall submit written documentation of market  
521 research results and assist in documenting small business capability analysis within the  
522 assigned timeframe.

523

##### 524 **5.1.3.3 Contractual Data**

525 The Contractor shall enter data and maintain PMW 160 contractual data to include  
526 Delivery Order, Amendments, Modification Requests, CDRLs, (etc.) as required. The  
527 Contractor shall provide contractual information to PMW 160 Government personnel for  
528 Program Status Reviews, ASN Dashboard entry, NSERC Database entry, and other



529 Government databases. PMW160 databases shall be updated the same business day the  
530 information is available for input.

531

#### 532 **5.1.3.4 DoD, Navy, IT and PEO Policy Tracking**

533 The Contractor shall track all DoD, Navy, IT, and PEO policy pertaining to contracts, and  
534 ensure that all contract solicitations, direction, and management support adheres to  
535 current DoD, Navy, IT, and PEO policy.

536

#### 537 **5.1.3.5 General Contracting Support**

538 The Contractor shall track contract actions and schedules and provide a bi-weekly status  
539 report for all PMW 160 procurement actions. The Contractor shall provide contracts  
540 support as needed including assisting in contract tool development, creating and  
541 maintaining contract libraries, creating and maintaining a contract portal site, assisting in  
542 contract related formal and informal LSS events, developing and documenting contract  
543 related processes and procedures, creating briefs and PMW training materials.

544

#### 545 **5.1.4 Installation Management**

546 The Contractor shall provide installation management support for software-only tasks,  
547 equipment removals, or labor-only tasks. The Contractor shall analyze and review the  
548 fielding plan, installation/modernization/planning documentation, and provide procedural  
549 interface and liaison between the Platform PMWs, PMW-160, PEO C4I, FRD, SPAWAR  
550 and other System Commands as necessary, and provide progress status reports on  
551 significant technical or programmatic issues or concerns related to installation resource  
552 planning, execution and integration for all PMW-160 Systems.

553

#### 554 **5.1.5 Business Management**

555

##### 556 **5.1.5.1 Technical Writer/Copy Editor**

557 The Contractor shall provide technical writing and/or copy editing services as requested.  
558 The Contractor shall design, write, organize, and edit documents to deliver clear and  
559 consistent information. Correctness of content, format, grammar, spelling, punctuation,  
560 and consistency are very important to the Government. Contractor shall provide technical  
561 writer and/or copy editor personnel trained in presenting detailed technical information in  
562 a user-friendly fashion aimed at an audience with widely varied organizational and  
563 educational backgrounds.

564

##### 565 **5.1.5.2 Personnel Resource Support**

566 The Contractor shall assist in the preparation of functional statements and organizational  
567 charts which documents specific functions assigned to PMW 160 organizational  
568 elements, and illustrate the structure and interrelationships of various offices. The  
569 Contractor shall develop and/or manage a system for maintaining staffing plans. Prepare  
570 instructions and manuals to document characteristics of and requirements for training  
571 programs, and develop and/or maintain a system for tracking and assigning office space.

572

##### 573 **5.1.5.3 Strategic Planning**

574 The Contractor shall assist in developing and updating the PMW 160's Strategic Plan.  
575 The Contractor shall assist in developing mission and vision statements, and identifying,  
576 updating and implementing strategic goals. The Contractor shall develop agendas and  
577 provide any related documentation in preparation for the strategic planning sessions. The  
578 Contractor shall facilitate strategic planning sessions and document the results. The  
579 Contractor shall provide assistance in the development and maintenance of a Strategic  
580 Communication Plan, coordinate engagements with stakeholders, record results of  
581 engagements, analyze, and provide metrics of strategic plan progress.

582

#### 583 **5.1.5.4 Process Improvement**

584 The Contractor shall assist in the identification, development, implementation, and  
585 sustainment of continuous process improvements efforts such as Lean Six Sigma  
586 projects. In addition, the Contractor shall assist in the continued development of program  
587 office Standard Operating Procedures.

588

#### 589 **5.1.5.5 Other Business Management Support**

590 The Contractor shall provide support to the PMW 160 collaboration site, SE2, to assist in  
591 establishing and upkeep of the site and developing site capabilities. The Contractor shall  
592 provide a public affairs coordinator with the responsibility of creating and disseminating  
593 program office information to customers and stakeholders. The Contractor shall assist in  
594 the day-to-day operations of the PMW. Additionally, the Contractor shall provide  
595 assistance in team building, organizational development training, and data gathering  
596 methods and techniques.

597

#### 598 **5.1.6 Fleet Liaison Support**

599 The Contractor shall provide Fleet liaison support via the FST and FIT. This support  
600 includes assisting in the resolution of fleet issues and concerns, coordinating with APMs,  
601 PMWs, other Navy commands and organizations as necessary, providing PMW 160  
602 system information to Fleet personnel as approved by the PMW 160 Fleet Liaison officer,  
603 (includes program and installation schedules, NCR and CASREP information, and other  
604 information of Fleet interest), coordinating and preparing for the Systems Administrator  
605 Forums, collecting Fleet feedback for PMW 160 programs and providing  
606 recommendations for issues.

607

#### 608 **5.1.6.1 Casualty Reports (CASREP) Tracking**

609 The Contractor shall track and report all PMW 160 related Casualty Reports (CASREPs)  
610 and Casualty Correction (CASCOR) messages and maintain the CASREP message file.  
611 Contractor shall maintain the CASREP key statistics file on open and closed PMW 160  
612 CASREPs/CASCORs in the Customer Assistance and Release Tracking System  
613 (CARTS), used to generate PMW 160 metrics reports.

614

615 **5.1.6.2 CASREP Action Message Board**

616 The Contractor shall maintain current the PMW 160 CASREP action message board,  
617 containing all current CASREP action items. Contractor shall insure PMW 160 related  
618 CASREPs are added to the action message board.

619

620 **5.1.7 Financial Management Support (O&M,N)**

621 General tasking for financial management support are described below.

622

623 **5.1.7.1 Acquisition Management Support**

624 The Contractor shall provide support to SPAWAR HQ and PEO Government Clients including  
625 the APMs, PAPMs, BFM, program/project functional leads and various contractor teams.

626

627 **5.1.7.1.1** The Contractor shall prepare financial reports and/or coordinate responses on  
628 all requests for program budgetary information for acquisition documentation updates  
629 such as the Probability of Program Success report, Program Health Assessment and Risk  
630 Report (PHARR), ASN-RDA Digital Dashboard report, Major Acquisition Information  
631 Systems (MAIS) report, PEO Quarterly Program Listing update, and other acquisition  
632 related data calls. The Contractor shall submit the information in accordance with the  
633 deadline specified by the Government Client.

634

635 **5.1.7.1.2** The Contractor shall provide assistance in managing and administering existing  
636 contracts for the assigned program and projects. The Contractor shall prepare contract  
637 modification requests (MRs) and all necessary documentation required to process the  
638 contract modification. The Contractor shall submit the deliverables in accordance with  
639 the guidance listed in Section 4.0.

640

641 **5.1.7.2 Performance Metrics Support**

642 The Contractor shall provide financial management and cost management support  
643 services for HQ and PEO programs and projects. The Contractor shall utilize financial  
644 tools to monitor execution performance, and track, control, manage and report program  
645 resources. Final work products shall be free of errors.

646

647 **5.1.7.3 Program Objective Memorandum (POM)/Program Review (PR)**

648 The Contractor shall assist in the preparation and maintenance of the POM/PR exhibits  
649 and briefing packages. The Contractor shall prepare POM/PR initial, drafts, and final  
650 exhibits. POM/PR packages and updates shall be provided to the requester within the  
651 timeframe assigned. The Contractor shall compile and maintain POM/PR data and track,  
652 maintain, and update POM/PR documentation and data through the budget cycle.

653 POM/PR briefing packages and backup documentation shall be prepared annually and in  
654 accordance with the POM/PR exhibit guidance within the time required to support the  
655 submission schedules.

656

657 The Contractor shall support the Department of the Navy POM/PR process, including  
658 Sponsor Program Proposals (SPP) preparation and “what-if” scenarios for all  
659 appropriations. POM/PR submissions include the gathering, consolidation, and  
660 validation of funding requirements to support government preparation of out-year



661 program budget requirements. All information compiled to support the POM/PR process  
662 will be provided to the requestor within the timeframe assigned for POM/PR submission  
663 in the format prescribed by the customer. POM/PR Briefing packages and backup will  
664 occur annually and updated as needed.

665

#### 666 **5.1.7.4 Budget Formulation and Justification**

667 The Contractor shall assist in providing initial budgetary products and updates to draft  
668 President's/Office of the Secretary of Defense (OSD)/Financial Management & Budget  
669 (FMB) budget exhibits for all applicable appropriations. Prepare President's/OSD/FMB,  
670 and IT budget exhibits in initial, draft, and final formats, within the time required to  
671 support program of record, PMWs, and PEO schedules. Budget exhibits include all  
672 applicable special exhibits (PB-15); including Budget Object Classifications (BOCS), IT  
673 Budget and associated briefs, and the IT exhibit 300. The Contractor shall meet  
674 accuracy, timeliness and quality requirements of the customer. Documentation shall be  
675 prepared in accordance with the FMB, OSD, PEO, SPAWAR, and Program Office  
676 budget guidance.

677

678 **5.1.7.4.1** The Contractor shall update budget controls tracks and Executive Controls  
679 Summary at each budget submission (FMB, OSD, and PB). Products must be prepared  
680 in accordance with standard format provided by requestor. The Contractor must be  
681 accurate and follow PEO and Program Office guidance within time required to support  
682 budget submissions.

683

684 **5.1.7.4.2** The Contractor shall assist in generating, updating, and drafting budgetary  
685 reclamation and impact statements, as needed per budget cycle. The Contractor shall  
686 prepare budget reclamation, initial, draft, and final, in accordance with FMB, OSD, PEO,  
687 SPAWAR, and Program Office budget guidance within the time required to support the  
688 program of record, PMWs, and PEO schedules.

689

690 **5.1.7.4.3** The Contractor shall prepare initial, revision, and final issue papers upon  
691 request of the PMO. The Contractor shall prepare up to five issue papers annually in  
692 accordance with FMB, OSD, PEO, SPAWAR, and Program Office guidance within the  
693 time required to support the program of record, PMWs and PEO schedules.

694 Documentation shall be prepared in accordance with format and quality standards  
695 provided by the customer.

696

697 **5.1.7.4.4** The Contractor shall support initial preparation and updates to budget data calls  
698 as required by PEO, Resource Sponsors, SPAWAR Comptroller, SPAWAR Business  
699 Resource Manager (BRM), SPAWAR Business Analytics Office (BAO), Congress,  
700 OSD, and FMB. The Contractor shall prepare responses to budgetary data calls, initial,  
701 revisions, and final, within the time requested to support schedule deadlines.

702 Documentation shall be prepared in accordance with the customer requested data call  
703 standard.

704

705 **5.1.7.4.5** The Contractor shall support the Program Office in the following activities:  
706 respond to budget review questions in response to the FMB, OSD, and PB budget

707 submissions; what-if drills up to ten times monthly, Congressional Plus-Up release papers  
708 up to two times annually, respond to Congressional Requests for Information (RFI) as  
709 needed annually; and prepare program status briefings to higher authority up to two times  
710 monthly. Budget support must be completed within the assigned timeframe and meet the  
711 technical and quality requirements assigned by the requestor. Documentation shall be  
712 prepared in accordance with the customer requested data call standard.

713

#### 714 **5.1.7.5 Budget Execution**

715 The Contractor shall provide initial execution data, analysis and updates in support of  
716 mid-year execution and program reviews. The Contractor shall annually prepare midyear  
717 exhibits and justification and perform related program review analysis and  
718 documentation, within the time required to support scheduled deadline and in accordance  
719 with the midyear execution and program reviews standards. The Contractor shall prepare  
720 ad hoc financial reports on an as required basis. Ad hoc reports shall be provided to the  
721 Government Client within the timeframe assigned and in the format required by the  
722 customer.

723

724 **5.1.7.5.1** The Contractor shall support initial preparation and updates to execution data  
725 calls as required by the Program Office, PEO , Resource Sponsors, SPAWAR  
726 Comptroller, SPAWAR BRM, SPAWAR BAO, Congress, OSD, FMB and Freedom of  
727 Information Act Requests (FOIA). The Contractor shall submit HQ, PEO Monthly Status  
728 Briefs, weekly HQ/PMW Execution Status Reports, weekly HQ/PMW Travel Status  
729 Reports, Overseas Contingency Operations (OCO) Execution Status Reports as needed,  
730 annual obligation phasing plans, weekly funding document log updates, and annual cost  
731 plans. Prepare responses to execution data calls, initial, revisions, and finally within the  
732 time requested to support schedule deadlines and in accordance with the customer  
733 requested data call standard.

734

735 **5.1.7.5.2** The Contractor shall provide support for program reviews and data calls,  
736 including Obligation Phasing Plans (OPP), Execution Reviews, SCN Participating  
737 Manager (PARM) reviews, and POM/PR coordination. Support provided shall result in  
738 completion and submission of required information by the assigned date. The Contractor  
739 shall compile, track and analyze performance metrics and provide detailed reports, charts  
740 and graphs in the format and timeframe prescribed by the customer.

741

742 **5.1.7.5.3** The Contractor shall prepare and provide updates to Tri-annual reviews and  
743 outstanding commitments data calls, to include initial, revisions and final, within the time  
744 required to support scheduled deadline and in accordance with standards as prescribed by  
745 the customer.

746

747 **5.1.7.5.4** The Contractor shall track and analyze execution data, prepare initiations,  
748 commitments, obligations, and expenditures reports; initial and revisions, within the time  
749 required to meet program schedule deadlines and in accordance with customer standards.

750

751 **5.1.7.5.5** The Contractor shall assist in the planning, preparation and organization of  
752 Budget Structures and Cost Plans, in accordance with business process. The Contractor

753 shall prepare and maintain current execution spend plans, both initial and revisions, as  
754 prescribed by the customer's reporting requirements, for prior year, execution year and  
755 future years. The Contractor shall maintain up-to-date spend plans for all programs that  
756 reflect the most recent information reviewed and approved by the Program Manager or  
757 designated representative. Spend plans shall be maintained in accordance with time and  
758 format requirements prescribed by the customer.

759  
760 **5.1.7.5.6** The Contractor shall provide corporate spend plans and roll up summaries and  
761 reports at a consolidated HQ/PMW level in the format prescribed by the customer  
762 reporting requirements.

763  
764 **5.1.7.5.7** The Contractor shall evaluate financial management tools and provide  
765 recommendations to increase efficiencies in program management. Recommendations  
766 shall be presented in briefings prepared and submitted in accordance with policy per  
767 direction from the requestor.

768  
769 **5.1.7.5.8** The Contractor shall support the Program Manager, Lead Business Financial  
770 Manager and Assistant Program Managers in financial representation towards on-going  
771 acquisition, production, and integration efforts at working group meetings, Integrated  
772 Product Teams (IPT) sessions, in-process reviews, and other meetings. Attend working  
773 group meetings, IPT sessions, in-process reviews, and other meetings, analyze the  
774 information and provide the programmatic impacts within the agreed-upon time schedule  
775 and in accordance with the requirements of the requestor.

776  
777 **5.1.7.5.9** The Contractor shall prepare initial and amendment funding documents  
778 utilizing Navy ERP software in accordance with FMB, SPAWAR and DoD standards  
779 listed in Sections 4.0. In addition, the Contractor shall support execution of contracts to  
780 include preparation of procurement packages, and contract modification requests.

781  
782 **5.1.7.5.10** The Contractor shall track and file all prepared documents in accordance with  
783 program office standards. File all documents within one day of receipt/creation and  
784 provide requested documents within requestor specified timeframe.

785  
786 **5.1.7.5.11** The Contractor shall track all execution year unfunded requirements in  
787 accordance with program office standards. The unfunded requirements shall be presented  
788 in HQ and/or PEO and submitted in accordance with business process for respective  
789 organization.

790  
791 **5.1.7.5.12** The contractor shall maintain and update financial databases/spreadsheets to  
792 support program requirements. This task includes data entry, problem resolution when  
793 necessary, and use of algorithms and other data analysis tools including graphs, pivot  
794 charts, macros, custom reports, and PowerPoint briefs. Information shall be kept current,  
795 and adjustments and data entry shall be completed within 24 hours of receipt, or as  
796 assigned by the client.

797

798 **5.1.7.5.13** The contractor shall generate financial inputs to acquisition documentation as  
 799 necessary to support program milestone decisions. Documentation requirements shall be  
 800 provided per applicable DOD and SPAWAR guiding documents, as listed in Section 4.0  
 801 above, and may be tailored by PEO. Acquisition document updates shall be completed  
 802 and submitted for review within five days of receipt, unless otherwise assigned by the  
 803 client.

804  
 805 **5.1.7.5.14** The contractor shall assist the PMW Installation Manager and program APMs  
 806 in the management and funding execution of installations and DSA. The contractor will  
 807 coordinate with PMW Install managers and program APMs on initial funding  
 808 requirements, documents and related fielding plans by Program of Record/Project and at  
 809 a summary PMW level to support fielding plans in accordance with budget. The  
 810 contractor shall assist the PMW install manager to manage the funding for the installation  
 811 process as assigned and approved by the Program APM. The contractor shall update  
 812 installation funding as a result of any changes in installation estimates/costs, budget  
 813 changes, or fielding plans which occur during the execution of funding year. The  
 814 contractor shall evaluate consistency of APM fielding plans to the budgets. The  
 815 contractor shall provide feedback to the APM for funding realignment to support  
 816 installations, provide a funding impact on each requested revision to the fielding plan and  
 817 identify funding impacts required by the PMW prior to granting approval. The contractor  
 818 shall assist the PMW install manager to ensure SPIDER estimates and revisions  
 819 accurately reflect the most current estimate. The contractor shall assist the APMs and  
 820 BFM with adjustments for installation cost overrun/under-runs and provide installation  
 821 cost inputs in response to SPIDER and SHIPMAIN drills and other ad hoc drills.

822  
 823 **5.1.7.5.15** The Contractor shall populate and maintain “real time data” in corporate  
 824 financial databases, e.g., NERP, and iRAPS, within the time required to support program  
 825 of record schedules. Data shall be maintained to be accessible by a user or requester  
 826 within requestor specified timeframe.

827  
 828 **5.1.7.5.16** The Contractor shall identify and correct financial problems in the products  
 829 listed below, and make recommendations to prevent and correct financial and accounting  
 830 errors. Recommendations shall be provided within the designated timelines.

831  
 832

<b>Execution Work Products</b>	<b>Frequency</b>
HQ/PEO Execution Status Report	As needed
HQ/PMW Execution Status Reports	Weekly
PMW Executive Financial Summary Report	Weekly
HQ/PMW Travel Execution Status Reports	Weekly
Overseas Contingency Operations (OCO) Execution Status Reports	As needed
Tri-Annual Review	Three times per year
FMB Monthly Obligation Variance Drill	Monthly
SCN 7300 Submissions	As required based on data call
Action Item Tracking Report	Weekly

Congressional Briefs	Annually
Issue Papers	Up to 5 times per year
Budget Exhibits (OPN, OMN, RDT&E, SCN)	Three times per year
Budget Questions and Answers	As required
Contract Modifications	As required
Congressional Add Release Papers	Two per year
Unfunded Requirement List	Monthly
Funding Document Log	Daily
OCO Execution Status Reports	Monthly (if required)
Executive Report of Budget Changes (from Previous Budget cycle)	Three times per year
IT Budgets (NC33, NC36, and Exhibit 300)	Three times per year
Executive Controls Summary	Three times per year
Midyear Exhibits and Justifications	Annually
National Science Foundation Requests	Annually
POM-PR Briefing Packages/Backup Data	Annually plus 3 possible updates
Reclamas/Impact Statements	As needed
Reconciliation Reports (N-ERP)	Weekly
Shipbuilding (SCN) Execution Reviews (SER)	Annually as required
Ship Project Directives Markups	As required
Ship Project Directives Reviews	Annual plus one potential update per SPD
SCN Execution Review (SER) Package	As required
Budget Work Products Per Hull	Annual
Spend Plans	Annually plus 3 possible updates
Program Status Brief	Biannual
Obligation Phasing Plan	Annual plus one potential update per ship
Metric Review	As required
FFRDC Datacall	Annual
Program Status Briefs	As required

833

834 **5.1.7.6 Cost Analysis Support**

835 The Contractor shall provide assistance as needed to SPAWAR 1.6 Cost Estimating and  
836 Analysis Division in developing program life cycle cost estimates for program and  
837 projects in sustainment or post Milestone C. Work shall be completed on schedule and in  
838 accordance with the instructions issued by the requestor.

839

840 **5.1.7.6.1** The Contractor shall provide assistance as needed to SPAWAR 1.6 Cost  
841 Estimating and Analysis Division in preparing trade-studies in support of Acquisition  
842 Category (ACAT) reporting including Program Life Cycle Cost Estimate (PLCCE)  
843 analysis, and Program Milestones Reviews for all phases of the DoD acquisition cycle,  
844 technical evaluation services, trade-off assessments, and other cost estimates and  
845 analyses. Work shall be completed on schedule and in accordance with the instructions  
846 issued by the requestor.



847

848 **5.1.7.6.2** The Contractor shall assist with financial documentation in accordance with  
849 DoD, DoN, SPAWAR/PEO and PMW policies and instructions, including those issued  
850 by the SPAWAR 1.6 Cost Estimating and Analysis Division. All analyses prepared shall  
851 be delivered to the customer within the timeframe assigned and meet the quality and  
852 technical requirements of the customer.

853

854 **5.1.7.6.3** The Contractor shall perform trend analysis, variance analysis, risk  
855 management assessment reports, and business modeling to identify issues and provide  
856 guidance and recommendations to customers and management. Analyses and  
857 recommendations shall be provided to the Government Client within the timeframe  
858 assigned and shall be accurate and complete.

859

### 860 **5.1.8 Administrative Support**

861 The Contractor shall provide administrative support services to the PMW 160 front office  
862 and all PMW 160 Program/Project offices as defined in the PMW 160 Front Office  
863 Admin Standard Operating Procedure.

864

#### 865 **5.1.8.1 Administrative Operating Policies and Procedures**

866 The Contractor shall develop, implement and maintain administrative operating policies,  
867 process flow charts and procedures used to support administrative functions that support  
868 PMW 160. All administrative procedures and processes that support PMW 160 shall be  
869 documented including the management of official correspondence, messages, travel, and  
870 official presentations by PMW and individual program of record. The Contractor shall  
871 maintain a desk book of all operating procedures and processes used to support all  
872 administrative functions. The Contractor shall review and validate/update procedures  
873 semi-annually, in January and June of each year.

874

#### 875 **5.1.8.2 Document Tracking**

876 The Contractor shall track all document due dates, sending out tickler notices no later  
877 than two days before the documents are due. The Contractor shall follow-up on all  
878 tickler notices on the day the document is due to ensure due dates are met. The date the  
879 document is received by the Contractor shall be documented in the tickler file.

880

#### 881 **5.1.8.3 Program Office Documentation**

882 The Contractor shall be responsible for the collection, organization, filing and retrieval of  
883 all PMW 160 program office documentation, including reports, correspondence,  
884 messages, meeting minutes, memos and all other incidental documentation associated  
885 with official PMW 160 business. All documentation shall be promptly filed in  
886 accordance with SECNAVINST 5210.11 or local procedures as appropriate.

887

888 **5.1.8.4 Calendar**

889 The Contractor shall maintain up to date, accurate PMW 160 appointment, office, and  
890 conference calendars as required.

891

892 **5.1.8.4.1 Appointment Calendars**

893 The Contractor shall maintain and update appointment calendars for the PMW 160  
894 Program Manager (PM), Deputy Program Manager (DPM), PAPMs, and APMs showing  
895 all pertinent commitments including travel, meetings, vacation, and action due dates as  
896 appropriate. Calendars shall be updated within 30 minutes of notification of an event as  
897 directed by the authorized individual.

898

899 **5.1.8.4.2 Event Calendar**

900 The Contractor shall maintain and update the PMW 160 event calendar as assigned. The  
901 calendar shall show all events, major program and project due dates, and other significant  
902 activities as directed. The office calendar shall be updated within 30 minutes of  
903 notification as directed by authorized authority.

904

905 **5.1.8.4.3 Conference Rooms**

906 The Contractor shall maintain assigned PMW 160 conference room calendars, and shall  
907 serve as the single point of contact authorized to schedule and reserve assigned  
908 conference rooms. When necessary, Contractor shall assist with the location of non-  
909 PMW 160 conference rooms for authorized requestors. Conference room calendars shall  
910 be updated immediately upon receipt of an authorized request.

911

912 **5.1.8.5 Administrative Data Calls**

913 The Contractor shall support the gathering of inputs for PMW 160 administrative data  
914 calls, drafting responses and revising data call responses reviewed by the DPM and/or  
915 PM in support of PMW 160, or PAPMs/APMs in support of their areas of responsibility.  
916 These data calls typically include requests for information related to the administrative  
917 operation of the PMW and related requests for information related to metrics, compliance  
918 with standards and/or personnel standards reporting related to administration of the  
919 PMW. The Contractor shall gather and collate the requested data as assigned.

920

921 **5.1.8.6 Clerical Support**

922 The Contractor shall perform a variety of advanced clerical duties to assist with the  
923 proper management of PMW 160 business. These duties include use of the advanced  
924 features in the provided software to perform data and statistical analysis of information  
925 and the ability to transform this information into spreadsheets, graphs, pivot charts and  
926 other output within the time constraints specified by the requestor.

927

928 **5.1.8.7 Meeting Minutes**

929 The Contractor shall take meeting minutes as assigned by the meeting planner. The  
930 meeting minutes shall be typed in the proper format and distributed to appropriate

931 personnel as designated by PMW 160. Meeting minutes shall be 99% accurate and  
932 submitted within the required time.

933

#### 934 **5.1.8.8 Mail and FAX**

935 The Contractor shall receive, open, review and route PMW 160 mail. Mail shall be  
936 identified as action and non-action as appropriate, and routed to the appropriate  
937 individual no later than 0800 each working day. The Contractor shall check the PMW  
938 160 FAX machines periodically during the day, and deliver to the appropriate individuals  
939 in a timely manner.

940

#### 941 **5.1.8.9 Shipping**

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

950

#### 951 **5.1.8.10 Route Slips**

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

955

#### 956 **5.1.8.11 Suspense Files**

957 The Contractor shall monitor correspondence suspense files, updating them as  
958 correspondence is processed, and notify the appropriate program office of overdue action  
959 items, and prepare a weekly tickler for routing to the appropriate offices on Thursday at  
960 1300.

961

#### 962 **5.1.8.12 Serialized Correspondence**

963 The Contractor shall maintain a master list of serialized PMW 160 correspondence,  
964 including serial number, subject and date. The Contractor shall provide sequential serial  
965 numbers as requested. This list shall be kept current at all times, with 100% accuracy,  
966 and available at a common location for easy access.

967

#### 968 **5.1.8.13 Correspondence Processing and Tracking**

969 The Contractor shall create a method that supports document tracking that monitors  
970 progress through the routing chain manually. A document shall be located within 15  
971 minutes of the current signatory. The Contractor shall manage document routing



972 electronically through the use of System Engineering Environment (SE2) and Total  
973 Records and Information Management (TRIM).

974

975 **5.1.8.14 Correspondence File**

976 The Contractor shall maintain the PMW 160 correspondence file. The file shall be  
977 reviewed quarterly and purged of obsolete documents. When necessary the Contractor  
978 shall prepare required destruction certificates and deliver the documents to the authorized  
979 destruction Contractor, or destroy and certify destruction as necessary.

980

981 **5.1.8.15 Classified Material Security Related Measures and Controls**

982 The Contractor shall provide administrative support for managing all PMW 160  
983 classified materials implementing security related measures and controls in accordance  
984 with PEO and SPAWARSYSCOM policies and procedures for managing classified  
985 material. The Contractor shall login/logout all classified materials, inventory and  
986 maintain the files of classified material. The Contractor shall route classified material  
987 within PMW 160 or to other activities as requested. The Contractor shall monitor the use  
988 of classified material, ensure that any classified material is properly handled and stored  
989 within authorized spaces, ensure that at the end of the business day any classified  
990 material is properly secured within authorized spaces or disposed of via authorized  
991 means. The Contractor shall comply with all security regulations and instructions  
992 concerning handling and storage of classified material under their control.

993

994 **5.1.8.16 Classified E-mail and Material Receipt and Transmission via SIPRNET**

995 The Contractor shall provide administrative support to PMW 160 users with SIPRNET e-  
996 mail addresses. The Contractor shall support classified materials transmission, receipt and  
997 access to SIPRNET cites in support of PMW 160 as requested. The Contractor shall  
998 access and monitor the SIPRNET/NIPRNET e-mail account at a minimum of three times  
999 daily, on normal business days. These times shall be prior to 0800, between 1100 and  
1000 1400 and between 1600 and 1730. E-mail traffic for PMW 160 shall be received, copied,  
1001 summarized and routed to the appropriate personnel within one hour. The Contractor  
1002 shall route classified material within PMW 160 or to other activities as requested. The  
1003 Contractor shall comply with all security regulations and instructions concerning  
1004 handling and storage of classified material under their control.

1005

1006 **5.1.8.17 Information Assurance Compliance**

1007 The Contractor shall track and manage PMW 160's Information Systems (IS) Information  
1008 Assurance (IA) compliance with the Department of the Navy (DON), Department of  
1009 Defense (DoD), and Federal IA polices and requirements, such as the Department of  
1010 Defense Information Assurance Certification and Accreditation Process (DIACAP) and  
1011 the Federal Information Systems Management Act (FISMA). The Contractor shall collect  
1012 data on PMW 160's Information Systems from the Information Assurance Tracking  
1013 System (IATS), DON Application and Database Management System (DADMS),  
1014 Department of Defense Information Technology Portfolio Repository - Department of  
1015 Navy (DITPR DON), and Information Security and Online Compliance Reporting  
1016 System (OCRS).

1017

1018 **5.1.8.18 Travel Planning**

1019 The Contractor shall schedule and coordinate government PMW 160 travel plans,  
1020 including arranging transportation, lodging, and rental car reservations as requested and  
1021 within the assigned timeframe required by the Program Manager or Deputy Program  
1022 Manager. The Contractor shall assist other PMW 160 personnel with travel planning as  
1023 needed. Travel arrangements shall be accurate and conform to the current Joint Travel  
1024 Regulation. When finalized, the Contractor shall furnish both a paper and electronic  
1025 travel itinerary to the requestor.

1026

1027 **5.1.8.19 Travel Vouchers**

1028 The Contractor shall prepare travel vouchers for the Program Manager and Deputy  
1029 Program Manager of PMW 160 and assist other PMW 160 personnel as needed. This  
1030 includes reviewing travel vouchers and identifying errors to the traveler, if necessary.  
1031 Errors are to be reported immediately to the appropriate staff as directed by PMW 160.  
1032 Vouchers shall be prepared in accordance with the current Joint Travel Regulation.

1033

1034 **5.1.8.20 Message Reception/Routing**

1035 The Contractor shall access and monitor the SIPRNET/NIPRNET site at a minimum of  
1036 three times daily, on normal business days. These times shall be prior to 0800, between  
1037 1100 and 1400, and between 1600 and 1730. Message traffic for PMW 160 shall be  
1038 received, copied, summarized and routed to the appropriate personnel within one hour. If  
1039 requested, the Contractor shall monitor the SIPRNET/NIPRNET for urgent message  
1040 traffic, and receive and route such traffic to the recipient within 15 minutes.

1041 The Contractor shall provide message reception and routing support after normal working  
1042 hours (1730) if directed by proper authority.

1043

1044 **5.1.8.21 Message Drafting**

1045 The Contractor shall draft messages based on verbal or written input, into proper Navy  
1046 message format for release. The draft message shall be free of spelling, grammatical and  
1047 syntax errors, and checked for appropriate Plain Language Addresses (PLADs) and  
1048 returned to the requestor for authorized release. If necessary, the Contractor shall revise  
1049 the message as indicated from verbal or written comments, and release the message when  
1050 authorized. Routine messages shall be prepared for release within a half-day of the  
1051 request. Revisions shall be made within one hour. Priority message traffic and above  
1052 shall be prepared and released within the shortest practical time, not to exceed 30  
1053 minutes. The Contractor shall provide message-drafting support after normal working  
1054 hours (1730) if directed by proper authority.

1055

1056 **5.1.8.22 AIG List**

1057 The Contractor shall maintain a current Address Indicating Group (AIG) listing for PMW  
1058 160, and a current list of personnel authorized to pick up and release messages. The  
1059 Contractor shall make requested changes to the listing within one hour of request.

1060

1061 **5.1.8.23 Message File**

1062 The Contractor shall file a copy of all outgoing and incoming messages in date time  
1063 group order. Messages shall be properly filed on the day of receipt.

1064

1065 **5.1.8.24 Maintain Assigned Equipment**

1066 The Contractor staff shall ensure the office printers, copier(s), and facsimile machine(s)  
1067 are stocked with toner and paper as necessary, clear paper jams and empty the classified  
1068 shredder as necessary. When required, the Contractor staff shall call for office equipment  
1069 repair and support services.

1070

1071 **5.1.8.25 Maintain a Safe Working Environment**

1072 The Contractor staff shall monitor the PMW 160 workspaces and remove excess or  
1073 discarded materials from the workspaces and place these materials in the proper trash or  
1074 recycling container.

1075

1076 **5.1.8.26 Administrative Supplies**

1077 The Contractor staff shall ensure that administrative supplies are inventoried and  
1078 maintained at adequate levels, and issue supplies to office personnel. The Contractor  
1079 shall prepare and present the government authorizing official a supplies list on a monthly  
1080 basis, or sooner if required, and assist in ordering and restocking of the supplies.

1081

1082 **5.1.8.27 Timekeeping**

1083 The Contractor shall assist in the timekeeping of government officials' work time using  
1084 Navy Enterprise Resource Planning system (N-ERP). The Contractor shall generate  
1085 reports from N-ERP as required.

1086

1087 **5.1.8.28 Intranet/Internet Services**

1088 The Contractor shall provide intranet/internet service provider, currently NMCI, support  
1089 to PMW 160 by performing ACTR duties. This includes tracking and managing IT  
1090 assets, ordering equipment, software and services, communicating IT Service provider  
1091 guidance from the Contract Technical Representative (CTR), assisting in IT equipment  
1092 technical refreshment, and providing IT equipment and service assistance to PMW 160  
1093 personnel as needed. The Contractor shall coordinate all PMW 160 IT equipment,  
1094 software, and service cost-incurring activities through the Technical Point of Contact  
1095 (TPOC) before ordering.

1096

1097 **5.1.8.29 Navy Enterprise Resource Planning (N-ERP)**

1098 The Contractor shall provide a N-ERP User Management Delegate (UMD) support to  
1099 PMW 160. Duties include N-ERP user account creation and termination, and user  
1100 account management. The contractor shall monitor status of N-ERP requests for new  
1101 accounts and track all N-ERP account profile change requests to completion.

1102

#### 1103 **5.1.8.30 Sharepoint (NSERC/SE2)**

1104 The Contractor shall provide a PMW 160 Sharepoint (NSERC/SE2) account manager.  
1105 The contractor shall monitor the number of user licenses issued, coordinate the creation  
1106 and termination of accounts with service provider, manage configuration changes, and  
1107 conduct periodic site maintenance.

1108

#### 1109 **5.1.8.31 Joint Personnel Adjudication System (JPAS)**

1110 The contractor shall manage JPAS on behalf of PMW 160. The Contractor shall process  
1111 and submit visit requests to controlled access locations around the globe for all PMW 160  
1112 Government civilian and military personnel scheduled to attend. The Contractor shall  
1113 process access requests and check clearances for all personnel requesting access to PMW  
1114 160 spaces.

1115

#### 1116 **5.1.8.32 Facilities**

1117 The contractor shall perform the duties of the PMW 160 Facilities Work Group  
1118 Representative (FWGR). This includes assisting personnel with work space assignment  
1119 and relocation, ordering phone service, coordinating base support with facilities related  
1120 issues affecting PMW 160 personnel and spaces. The Contractor shall coordinate all  
1121 facility requests through the TPOC for approval before ordering services.

1122

### 1123 **5.2 PRODUCTION SUPPORT-- HARDWARE ENGINEERING SUPPORT, 1124 ACQUISITION MANAGEMENT SUPPORT (OPN PS/OPN P/OPN I)**

1125 The Contractor shall provide production services to support PMW 160 programs. The  
1126 Contractor shall be capable of providing methods, processes, and tools that strive for cost,  
1127 schedule, and performance efficiencies. The Contractor shall identify and provide  
1128 corrective recommendations/options as they relate to acquisition/production management  
1129 areas of responsibility. Final work products shall have no programmatic errors spelling or  
1130 grammatical errors, and no technical errors in the final work product submission.

1131

#### 1132 **5.2.1 Analyses of Production Operations, Processes, and Systems**

1133 The Contractor shall assist in preparing analyses of production operations, processes and  
1134 systems to include reviewing and assisting in the reduction of program risk per applicable  
1135 risk management plans, reviewing production during periods of start-up through  
1136 production completion, and reviewing and analyzing contractor production related status  
1137 reports. The analyses shall be submitted to the requesting authority as required in order  
1138 to assist the PMW 160 Management Team in the identification and corrective action  
1139 required to resolve Production related issues.

1140

#### 1141 **5.2.2 Production Acceptance Test and Analyses**

1142 The Contractor shall support production acceptance test and analyses – to analyze the  
1143 CDRL data associated with the delivery of production hardware to include: reviewing

1144 requests for Deviations and Waivers, technical reports, first article test procedures and  
1145 related reports. These efforts shall facilitate the government acceptance of the Production  
1146 contractor delivered hardware via form DD250 by documenting the deviations compared  
1147 to the applicable performance specifications. The Contractor shall provide supporting  
1148 documentation to PMW 160 personnel in sufficient time to allow them to meet the  
1149 acceptance schedule deadline.

1150

### 1151 **5.2.3 Acquisition and Supporting Documentation**

1152 The Contractor shall generate the documentation necessary to support the Production  
1153 Acquisition related planning phases, as required by the JCIDS process for new  
1154 production procurements, and the related required documentation. This support includes  
1155 Milestone planning, procurement planning, baseline identification, change control and  
1156 contract strategy planning, at the PEO/PMW 160 enterprise level and at the individual  
1157 specific Program level.

1158

1159 The Contractor shall generate documentation as necessary to support Engineering Change  
1160 Proposals (ECP's) resulting from Engineering Change Requests (ECR's), Production  
1161 System deficiencies, safety related issues, procurement of non-developmental items  
1162 (NDI), or commercial-off-the-shelf systems (COTS).

1163

1164 Documentation requirements shall be per applicable DoD and SPAWAR guiding  
1165 documents, as listed in Section 4.0 above, and may be tailored by PEO C4I as annotated  
1166 in an Acquisition Decision Memorandum (ADM).

1167

### 1168 **5.2.4 Analyses of Production Quality Assurance Data**

1169 The Contractor shall conduct analyses of production quality assurance data and provide  
1170 recommendations and corrective solutions relating to the production of PMW 160  
1171 Programs of Record. Information shall include data received from the Production  
1172 Contractor in the form of quality control program plans, procedures and reports. The  
1173 Contractor shall generate and submit the requested analyses and recommendations by the  
1174 required due date as assigned by the requestor.

1175

### 1176 **5.2.5 Network Integration Support**

1177 The Contractor shall provide timely assistance to PMW 160 management and external  
1178 PMW's in answering questions related to the approved interoperability items contained  
1179 within CMPro on the Preferred Parts List, Certified Parts List, and System/Sub-System  
1180 Integration List (PPL/SSIL/CPL or also referred to as PSC). The Contractor shall attend  
1181 Application Integration (AI) meetings in support of coordinated efforts between ILS,  
1182 Training, Fleet Introduction Team and the AI teams which contribute to the overall  
1183 success of the PMW 160 Programs of Record. The Contractor shall maintain subject  
1184 matter experts in CMPro, Sailor 2.x, Naval Networks, and NSERC to provide necessary  
1185 information and support to external stakeholders including current membership of the  
1186 Echelon II Fleet FAM and Ech I FAM. The Contractor shall analyze the current AI  
1187 process and recommend process improvement, including improvement of the process  
1188 workflow swim lane charts. The Contractor shall be proficient with the AI process, portal  
1189 content, and standard reports to assist in generating Power Point briefs and metrics from



1190 the data collected. The Contractor shall track all AI Service Request Forms throughout  
1191 the AI process flow to ensure efficient execution to approval/disapproval.  
1192

### 1193 **5.2.6 Production Scheduling**

1194 The contractor shall provide Production Scheduling support to enable the Program office  
1195 to track the schedule for PMW 160 products and Programs of Record. The Production  
1196 Scheduling reports shall track the product line increments against required JCIDS  
1197 documentation, installation schedules and Fleet capability inputs. The Production  
1198 Scheduling reports shall be tailored to be used by the PM, PAPM's, TD and APM's. The  
1199 reports shall include the ability to sort by program of record, platform, variant,  
1200 dependencies and procurement/fielding dates. The production scheduling reports shall  
1201 also map program production and fielding plans to defined Build Packages as governed  
1202 by the Capability Implementation Board (CIB) and ensure alignment with the C4I  
1203 synchronized fielding plan.  
1204

### 1205 **5.2.7 Hardware Engineering Support Services**

1206 The Contractor shall provide the hardware engineering support services necessary to  
1207 review appropriate interface specifications, architecture drawings, integration plans and  
1208 other related documentation, in order to ensure all submissions are in the proper required  
1209 format and free of grammatical errors. Inputs shall be provided to the requester within  
1210 the assigned due date  
1211

### 1212 **5.2.8 SubLAN Technical and Programmatic Liaison Support**

1213 The contractor shall provide production related subject matter expertise, technical and  
1214 production engineering support for the SubLAN program and submarine modernization  
1215 to include ballistic missile and guided missile Submarine platform alterations (TRID  
1216 Alterations). The contractor shall participate in technical reviews focused on resolving  
1217 technical issues on SubLAN production modifications, backfits, Engineering Changes  
1218 (ECs), Engineering Change Orders (ECOs), and Field Changes (FCs). The contractor  
1219 shall provide system and engineering support as Technical Points of Contact (TPOCs)  
1220 and members of the engineering solution team for all SubLAN Navy Change Requests  
1221 (NCRs). The contractor shall provide installation support to the SubLAN program. The  
1222 contractor shall provide installation scheduling support, interface with Type Commanders  
1223 (TYCOMs), and prepare for and participate in TYCOM Planning and Installation  
1224 meetings.  
1225

1226 Support will be required to provide technical and programmatic liaison to East Coast  
1227 activities, commands, and contractors in the Submarine community across the fleet, but  
1228 specifically provide real time presence to Submarine/SubLAN stakeholders and assets  
1229 including NAVSEASYS COM PMS-450 Washington Navy yard, Washington, DC; Naval  
1230 Undersea Warfare Center (NUWC) Newport, RI; COMSUBLANT, Norfolk, VA and  
1231 Naval Submarine Base Groton, CT.  
1232

### 1233 **5.2.9 Installation Management**

1234 The Contractor shall provide installation management support for software-only tasks,  
1235 equipment removals, or labor-only tasks. The Contractor shall analyze and review the

1236 fielding plan, installation/modernization/planning documentation, and provide procedural  
1237 interface and liaison between the Platform PMWs, PMW-160, PEO C4I, FRD, SPAWAR  
1238 and other System Commands as necessary, and provide progress status reports on  
1239 significant technical or programmatic issues or concerns related to installation resource  
1240 planning, execution and integration for all PMW-160 Systems.

1241  
1242

### 1243 **5.3 ACQUISITION AND PROGRAM MANAGEMENT SUPPORT FOR** 1244 **DEVELOPMENTAL SYSTEMS (RDT&E)**

1245 The Contractor shall assist in preparing requirements, acquisition documentation, and  
1246 program management support of the PMW 160 systems in development.

1247

#### 1248 **5.3.1 Databases and Spreadsheets**

1249 Contractor shall provide databases/spreadsheets to support new Navy  
1250 initiatives/experiments and other future initiatives. This task includes data entry, problem  
1251 resolution when necessary, and use of algorithms and other data analysis tools including  
1252 graphs, pivot charts, macros and custom reports. Information shall be kept current, and  
1253 adjustments and data entry shall be completed within 24 hours of receipt, or as assigned  
1254 by the requestor.

1255

#### 1256 **5.3.2 Acquisition Documentation**

1257 The Contractor shall assist in generating related acquisition documentation as necessary  
1258 to support new Navy initiatives/experiments and other future initiatives. This support  
1259 includes: Milestone planning, procurement planning, baseline identification, change  
1260 control and contract strategy planning, at the PEO/PMW 160 enterprise level and at the  
1261 individual specific Program level. Contract documentation includes: Request For  
1262 Proposal (RFP), Request For Quote (RFQ), Request for Information (RFI), Statement of  
1263 Objectives (SOO's), Performance Work Statements (PWS), Statements of Work  
1264 (SOW's), Service Level Agreements (SLA's), modification requests, Acquisition Plans,  
1265 Procurement Planning and Strategy Management (PPSM) materials, support contracts  
1266 information analysis, such as responses to RFI's and participate in the over-all PMW 160  
1267 contract support team as required by PMW 160 and other direction as indicated in PEO  
1268 approved Acquisition Decision Memorandums including direction for procurement.

1269

1270 Documentation requirements shall be per applicable DoD and SPAWAR guiding  
1271 documents, as listed in Section 4.0 above, and may be tailored by PEO C4I as annotated  
1272 in an Acquisition Decision Memorandum (ADM). Acquisition document updates shall  
1273 be completed and submitted for review within five days of receipt, unless otherwise  
1274 directed.

1275

### 1276 **5.4 NEW SHIP CONSTRUCTION (SCN/OCF) SUPPORT**

1277 New construction ships include the CVN, DDG 1000, LCS(FF), LHA, LHD, LPD, DDG  
1278 51, JHSV(EPF) and USCG Deepwater. Specific hulls to be supported will be identified  
1279 with each funding increment. The contractor shall perform analyses, prepare  
1280 management information, and make recommendations in support of the PMW 160  
1281 systems. Additionally, the contractor shall coordinate and provide support, including

1282 briefing materials and draft correspondence as applicable, for meetings, Integrated  
1283 Product Teams (IPTs), working groups, including relevant working groups and reviews  
1284 as applicable.

1285

#### 1286 **5.4.1 Documentation and Cost Analyses**

1287 The Contractor shall prepare management information to define the implementation  
1288 requirements of Afloat Projects and for use in the defining and preparing relevant  
1289 documentation to satisfy programmatic requirements. Perform cost analyses for  
1290 implementation efforts, which includes the preparation of models, and analysis as  
1291 applicable. Analyze project integration, implementation, and coordination planning.

1292

#### 1293 **5.4.2 Budget Support**

1294 The contractor shall provide program cost analysis, budget tracking, and funding  
1295 execution support to PMW 160 SCN Project Office in implementing the Afloat system  
1296 for SCN platforms as identified by platform / facility. Support shall include acquisition  
1297 management to include tracking the ship availability and coordination of the various  
1298 support activities involved in the implementation of Afloat systems and with planned ship  
1299 installations.

1300

#### 1301 **5.4.3 PARM Support**

1302 The contractor shall prepare program/project briefing materials/viewgraphs, project  
1303 schedules and related documentation to support Participating Manager (PARM) reviews,  
1304 Technical PARM summits and other reviews.

1305

#### 1306 **5.4.4 Report Development**

1307 The contractor shall provide support for program reviews and data calls, including  
1308 Obligation Phasing Plans (OPP), SCN Execution Reviews, Participating Manager  
1309 (PARM) reviews, and POM coordination, resulting in completion and submission of  
1310 required information by the assigned date. The Contractor shall prepare AD HOC reports  
1311 on an as required basis, within the timeframe assigned and in the format required by the  
1312 customer.

1313

#### 1314 **5.4.5 Project Management Support**

1315 The contractor shall prepare, maintain and track project management data including  
1316 Work Breakdown Structures (WBS), Plan of Action & Milestones (POA&Ms), cost  
1317 estimates/models and cost, schedule and technical baselines, in accordance with the  
1318 SPAWAR Program Managers Handbook, or APM/PAPM guidance.

1319

#### 1320 **5.4.6 Requirements Support**

1321 The contractor shall gather, consolidate, and validate project information/requirements  
1322 and project schedules from all organizations associated with programs assigned to the  
1323 requiring office. The Contractor shall provide markups as applicable and monitor  
1324 program execution to ensure compliance within the timeframe required by the customer  
1325 in accordance with SCN standards. The Contractor shall report all deviations from  
1326 approved requirements.

1327



1328 **5.4.7 IA and C&A Support**

1329 The contractor shall gather and consolidate the documentation necessary to obtain  
1330 Information Assurance (IA) Certification and Accreditation (C&A) for programs which  
1331 require Information Assurance requirements.

1332

1333

1334 **6.0 GOVERNMENT FURNISHED PROPERTY**

1335

1336 No GFP will be provided on this task order.

1337

1338 **7.0 SECURITY**

1339

1340 **7.1** The nature of this task requires access to Secret information. The work performed by  
1341 the contractor will include access to Secret data, information, and spaces. The contractor  
1342 will be required to attend meetings classified at Secret levels.

1343

1344 Note: If foreign travel is required, all outgoing Country/Theater clearance message  
1345 requests shall be submitted to the SSC Pacific foreign travel team, OTC2, Room 1656 for  
1346 action. A Request for Foreign Travel form shall be submitted for each traveler, in  
1347 advance of the travel to initiate the release of a clearance message at least 35 days in  
1348 advance of departure. Each Traveler shall also submit a Personal Protection Plan and  
1349 have a Level 1 Antiterrorism/Force Protection briefing within one year of departure and a  
1350 country specific briefing within 90 days of departure.

1351

1352 **7.2** Information Assurance and Personnel Security Requirements for Accessing Navy  
1353 Enterprise Resource Planning Management Systems (JAN 2009)

1354

1355 (a) Contractor personnel assigned to perform work under this contract may require  
1356 access to Navy Enterprise Resource Planning (Navy ERP) System. Prior to accessing  
1357 any Navy ERP System, contractor personnel shall contact the applicable Navy, Marine  
1358 Corps Internet (NMCI), Assistant Customer Technical Representative (ACTR) and obtain  
1359 an NMCI account. ACTRs can be found on the NMCI Homeport website at:  
1360 [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp) Once an NMCI account has been  
1361 established, the contractor shall submit a request for Navy ERP access and the role  
1362 required via the Contracting Officers Representative (COR) to the Competency Role  
1363 Mapping POC. The COR will validate the need for access, ensure all prerequisites are  
1364 completed, and with the assistance of the Role Mapping POC, identify the Computer  
1365 Based Training requirements needed to perform the role assigned. Items to complete  
1366 prior to requesting a role for Navy ERP include: Systems Authorization Access Request  
1367 (SAAR-N), DD Form 2875, Oct 2007, Annual Information Assurance (IA) training  
1368 certificate and SF85P.

1369

1370 (b) For this procedure, reference to the COR shall mean the PCO for contracts that do  
1371 not have a designated COR. For directions on completing the SF85P, the contractor is  
1372 instructed to consult with their company's Security Manager. In order to maintain access  
1373 to required systems, the contractor shall ensure completion of annual IA training, monitor

1374 expiration of requisite background investigations, and initiate re-investigations as  
1375 required.

1376

1377 (c) DoD Information Assurance Awareness Training: The contractor shall complete  
1378 DoD Information Assurance Awareness training annually. As per SPAWARNOTE 5239  
1379 dated 18 Aug 2010 and titled “USE OF TOTAL WORKFORCE MANAGEMENT  
1380 SERVICES IMPLEMENTATION FOR INFORMATION ASSURANCE USER  
1381 RECORDS MANAGEMENT” the contractor is required to use Total Workforce  
1382 Management Services (TWMS), which is a comprehensive Navy automated Information  
1383 System (IS) of aggregated personnel records. The policy applies to all Team SPAWAR  
1384 computer and network users located at Space and Naval Warfare Systems Command  
1385 (SPAWAR) Headquarters (HQ), affiliated Program Executive Offices (PEOs) and  
1386 Business Units, to include all civilians, military, and Industry Partners. This policy may  
1387 also apply to the tenant Command personnel, by agreement. The contractor shall provide  
1388 a signed certificate for the annual Information Assurance Awareness training upon  
1389 request. TWMS is found at <https://twms.nmci.navy.mil>.

1390

## 1391 **8.0 NAVY MARINE CORPS INTRANET (NMCI)**

1392

1393 The Government will provide approximately 18 NMCI seats in PMW 160 spaces. In  
1394 addition, the Government will provide NMCI CACs for the performance of this Task  
1395 Order. The Contractor PM/ FSO is responsible for notifying the Government COR and  
1396 the Trusted Agent (TA) when an employee who has been issued a CAC leaves the  
1397 Company or transfers to another Program/Project. In the case of an employee who no  
1398 longer works for the Company, the Company shall collect the CAC and turn it over to the  
1399 TA with-in 2 working days of the employee’s departure. In the case of an employee still  
1400 retained by the company transferring to another Program/Project with-in SPAWAR, the  
1401 company will notify the COR and the TA with-in 2 working days so the TA can transfer  
1402 the TA responsibilities to the new TA vice revoking and issuing a new CAC.

1403

## 1404 **9.0 TASK ORDER PROGRAM MANAGEMENT AND ADMINISTRATION**

1405

### 1406 **9.1 BEST PRACTICES**

1407 Work performed by the Contractor shall provide support to PMW 160 and SPAWAR  
1408 command-level “Best Practices” principles incorporated in the SPAWAR Program  
1409 Manager’s Toolkit Acquisition Support Office Guides (1) Acquisition Program Structure  
1410 Guide; (2) Contract Management Process Guide; (3) Business and Financial Manager’s  
1411 Manual; (4) Program Manager’s Handbook; (5) Scheduling Guide; (6) Systems  
1412 Engineering Guide; (7) Technology Alignment Guide and support the command wide  
1413 implementation process.

### 1414 **9.2 CONTRACTOR EMPLOYEE IDENTIFICATION**

1415 For all services provided by the Contractor under this PWS and associated Task Order,  
1416 the Contractor's employees shall identify themselves as Contractor personnel by  
1417 introducing themselves or being introduced as Contractor personnel and displaying  
1418 distinguishing badges or other visible identification for meetings with Government  
1419 personnel. Additionally, the Contractor's personnel shall appropriately identify

1420 themselves as Contractor employees in telephone conversations and in formal and  
1421 informal written correspondence.

1422

## 1423 **10.0 TRAVEL**

1424 It is estimated that 60 trips per year may be required for the completion of the services for  
1425 this task order. The estimated duration of the trips is between three and five days each, to  
1426 be supported by one to two travelers for each trip. The location of these trips is to be  
1427 determined, but is estimated to consist mainly of trips within the United States.

1428

1429 The Contractor shall utilize the electronic Travel Request form (provided separately) for  
1430 all required travel in support of this task order. The request for all routine travel shall be  
1431 made via email to the COR no later than five working days in advance of travel date for  
1432 final approval. For emergent travel, requests shall be made within three days of the actual  
1433 travel date and will be approved by the COR verbally. The Contractor shall follow-up  
1434 with the electronic travel request within five working days of the original request.  
1435 Trip/Activity Reports shall be completed and submitted to the COR 10 days after  
1436 completion of trip per the CDRL.

1437

1438 The travel request shall include the following:

1439

- 1440 • Traveler's Name
- 1441 • Name of specific Government Technical POC requesting the travel
- 1442 • Program/project name travel is required for
- 1443 • Applicable PWS Paragraph number
- 1444 • Reason for travel
- 1445 • Duration of travel
- 1446 • Dates of travel
- 1447 • Travel cost estimate
- 1448 • Total travel funds expended to date
- 1449 • Balance of authorized travel funding

1450

## 1451 **11.0 PLACE AND PERIOD OF PERFORMANCE**

1452

### 1453 **11.1 PLACE OF PERFORMANCE**

1454 Work will be performed at the Contractor's facilities, on-site at the SPAWAR Old Town  
1455 Campus (4301 Pacific Highway, San Diego, CA), at operational sites and, if it is deemed  
1456 necessary, during travel in support of designated activities.

1457

1458 Work performed at the Contractor's facilities will be at a site located within a 30-minute  
1459 commute-time to client site location. Response time availability is essential for responding to  
1460 higher level ad hoc inquiries and data calls.

1461

### 1462 **11.2 PERIOD OF PERFORMANCE**

1463 The period of performance for this Task Order is one base year and three-one year  
1464 options.

1465