

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. P00005	3. EFFECTIVE DATE 07-Jun-2018	4. REQUISITION/PURCHASE REQ. NO. 1300711752 & 1300716952		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022	CODE N65236	7. ADMINISTERED BY (If other than Item 6) DCMA HAMPTON 2000 Enterprise Parkway, Suite 200 Hampton VA 23666		CODE S5111A SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) GVI INC 4615 Pleasant Ave Ste B Norfolk VA 23518-1902		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-10-D-6066 / N6523617F3093
		10B. DATED (SEE ITEM 13) 31-Jul-2017
CAGE CODE 1NPX3	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 52.217-8, FAR 52.217-9 & FAR 52.232-22

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)	
		[REDACTED]	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY [REDACTED] (Signature of Contracting Officer)	07-Jun-2018

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

GENERAL INFORMATION

The purpose of this modification is to exercise option year 1 and add incremental funding in the amount of [REDACTED]. The contractor has provided a cover letter dated 30 May 2018 agreeing to exercise option year 1. This modification will also modify the PWS to change key personnel from [REDACTED]. The contractor provided a cover letter dated 11 May 2018 that provided the resume for [REDACTED] and asked for approval of [REDACTED] in the Management Consultant Key Personnel Labor Category. [REDACTED], the COR, agreed via a COR Memo to the File on 18 May 2018, that [REDACTED] resume for the Management Consultant labor category is acceptable as the replacement Key Personnel.

All other terms and conditions remain the same... Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

Note: Option Year 1 will be effective 28 August 2018 to 27 August 2019.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby [REDACTED]
[REDACTED]

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700104	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]
700204	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]
710101	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]
710201	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]
910101	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]
910201	Fund Type - TBD	[REDACTED]	[REDACTED]	[REDACTED]

The total value of the order is hereby [REDACTED]
[REDACTED]

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7101	[REDACTED]	[REDACTED]	[REDACTED]
7102	[REDACTED]	[REDACTED]	[REDACTED]
9101	[REDACTED]	[REDACTED]	[REDACTED]
9102	[REDACTED]	[REDACTED]	[REDACTED]

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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	R425	Base Year IAW Section C, Performance Work Statement paragraphs 3.1 and 3.2. OMMC Funding. (Fund Type - TBD)	■	■	■	■	■
700101	R425	CRM: CRM-16-01387 NWA: 100001232771-XKS8 EXP: 9/30/17 (O&MN,N)					
700102	R425	Incremental Funding PR: 1300692238 ACRN: AD COST CODE: 8RCB510011QM Funding Doc: M9545018RCB5100 NWA: 100001350022-XKS7 Funding Expires: 30 SEP 2018 (Fund Type - OTHER)					
700103	R425	Incremental Funding PR 1300700053 ACRN: AD NWA: 100001350022-XKS7 DOC: M9545018RCB5100 Funds EXP: 30-SEP-2018 (Fund Type - OTHER)					
700104	R425	ACRN: AD PR: 1300711752 FUNDING DOC: M9545018RCB5100 NWA: 100001350022-XKS7 (Fund Type - TBD)					
7002	R425	Base Year IAW Section C, Performance Work Statement paragraphs 3.1 and 3.3. (Fund Type - TBD)	■	■	■	■	■
700201	R425	CRM: CRM-16-01387 NWA: 100001240080-XKS8 EXP: 9/30/17 (O&MN,N)					
700202	R425	CRM: CRM-16-01387 NWA: 100001338078-XKS7 EXP: 9/30/18 (Fund Type - TBD)					
700203	R425	Incremental Funding PR: 1300700053 ACRN: AC NMW: 100001338078-XKS7 DOC: M9545018RCYY114 Cost Code: 8RCYY11411WA Funds EXP: 30-SEP-2018 (Fund Type - OTHER)					
700204	R425	ACRN: AC PR: 1300711752 FUNDING DOC: M9545018RCYY114 NWA: 100001338078-XKS7 (Fund Type - TBD)					
7101	R425	Option Year 1 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.2. (Fund	■	■	■	■	■

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Type - TBD)					
710101	R425	ACRN: AD PR: 1300711752 FUNDING DOC: M9545018RCB5100 NWA: 100001350022-XKS7 (Fund Type - TBD)					
7102	R425	Option Year 1 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.3. (Fund Type - TBD)	■	■	■	■	■
710201	R425	ACRN: AC PR: 1300711752 FUNDING DOC: M9545018RCYY114 NWA: 100001338078-XKS7 (Fund Type - TBD)					
7201	R425	Option Year 2 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.2. (Fund Type - TBD)	■	■	■	■	■
		Option					
7202	R425	Option Year 2 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.3. (Fund Type - TBD)	■	■	■	■	■
		Option					
7301	R425	Option Year 3 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.2. (Fund Type - TBD)	■	■	■	■	■
		Option					
7302	R425	Option Year 3 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.3. (Fund Type - TBD)	■	■	■	■	■
		Option					
7401	R425	Option Year 4 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.2. (Fund Type - TBD)	■	■	■	■	■
		Option					
7402	R425	Option Year 4 IAW Section C, Performance Work Statement paragraphs 3.1 and 3.3. (Fund Type - TBD)	■	■	■	■	■
		Option					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R425	Base Year ODC in support of CLIN 7001 (Fund Type - TBD)	█	█	█
900101	R425	PR: 1300692238 ACRN: AD COST CODE: 8RCB510011QM Funding Doc: M9545018RCB5100 NWA: 100001350022-XKS7 Funding Expires: 30 SEP 2018 (Fund Type - OTHER)			
9002	R799	Base Year ODC in support of CLIN 7002 (Fund Type - TBD)	█	█	█
900201	R799	CRM: CRM-16-01387 NWA: 100001338078-XKS7 EXP: 9/30/18 (Fund Type - TBD)			
9101	R425	Option Year 1 ODC in support of CLIN 7101 (Fund Type - TBD)	█	█	█
910101	R425	ACRN: AD PR: 1300711752 FUNDING DOC: M9545018RCB5100 NWA: 100001350022-XKS7 (Fund Type - TBD)			
9102	R425	Option Year 1 ODC in support of CLIN 7102 (Fund Type - TBD)	█	█	█
910201	R425	ACRN: AC PR: 1300711752 FUNDING DOC: M9545018RCYY114 NWA: 100001338078-XKS7 (Fund Type - TBD)			
9201	R425	Option Year 2 ODC in support of CLIN 7201 (Fund Type - TBD) Option	█	█	█
9202	R425	Option Year 2 ODC in support of CLIN 7202 (Fund Type - TBD) Option	█	█	█
9301	R425	Option Year 3 ODC in support of CLIN 7301 (Fund Type - TBD) Option	█	█	█
9302	R425	Option Year 3 ODC in support of CLIN 7302 (Fund Type - TBD) Option	█	█	█
9401	R425	Option Year 4 ODC in support of CLIN 7401 (Fund Type - TBD) Option	█	█	█
9402	R425	Option Year 4 ODC in support of CLIN 7402 (Fund Type - TBD) Option	█	█	█

ADDITIONAL SLINS

Additional SLINs will be unilaterally created by the Contracting Officer during performance of this Task Order to accommodate the funding lines that will be provided under this Order.

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

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

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled “FIXED FEE” (FAR 52.216-8) or “INCENTIVE FEE”, (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled “ALLOWABLE COST AND PAYMENT” (FAR 52.216-7), subject to the withholding terms and conditions of the “FIXED FEE” or “INCENTIVE FEE” clause, as applicable, and shall be paid fee at the hourly rate(s) specified in the table below per man-hour performed and invoiced.

Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the

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Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base	7001			
Base	7002			
Option 1	7101			
Option 1	7102			
Option 2	7201			
Option 2	7202			
Option 3	7301			
Option 3	7302			
Option 4	7401			
Option 4	7402			

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

SECTION C – DESCRIPTION/SPECS/WORK STATEMENT SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

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

SHORT TITLE: The Global Command and Control System - Tactical Combat Operations (GCCS-TCO) / Joint Tactical Common Operational Picture (COP) Workstation (JTCW) Integrated Product Team (IPT) Support

1.0 PURPOSE

1.1 BACKGROUND

The GCCS-TCO Program employs a client/server based architecture to display the COP. Both the client and the server are comprised of a software product line installed on a hardware product line. The server known as the Tactical COP Server (TCS) has the TCS software installed on it. The TCS software is a derivative of the GCCS-Joint (GCCS-J) software tailored to meet the needs of the Marine Corps. The client is known as the Tactical COP Workstation (TCW) and has the JTCW software installed on approved Marine Corps Common Hardware Suites (MCHS) laptop hardware baselines. GCCS-TCO provides Marine Air Ground Task Force (MAGTF) MAGTF Commanders at all echelons the ability to map and display friendly and enemy locations as well as plan, develop, display and transmit overlays of intended movements for Command and Control (C2) Situational Awareness (SA). GCCS-TCO also provides Commanders in both garrison and tactical operations the ability to receive, fuse, store, develop, display and transmit Commanders' Critical Information Requirements (CCIRs).

JTCW is a Windows®-based tactical COP workstation suite of applications designed for battalion and above echelons to facilitate military C2 functions by improving SA and enhancing operational and tactical decision-making. The Command and Control Personal Computer (C2PC) is the core Government Off-The-Shelf (GOTS) application for JTCW. JTCW combines C2PC, C2PC Application Extensions (AEs), and a number of other tools into an integrated software load aimed at enhancing the overall system functionality. C2PC provides the basic COP track and overlay interaction with the GCCS-J variants. It also provides the geographic map surface for plotting tracks, overlays, and other geo-located objects; and it has Application Programming Interfaces (APIs) that enable JTCW AEs to use C2PC mapping, plotting, overlays, communications, address book, and route planning services. JTCW is currently employed as the client software in support of the Command Operations Center (COC), Network on the Move (NOTM), and Hatch-Mounted Satellite Antenna System (HMSAS) Programs of Record.

The GCCS-TCO/JTCW Integrated Product Team (IPT) provides full spectrum lifecycle engineering, logistics, and program management services for the sustainment of system platforms at the direction of Marine Corps Systems Command (MARCORSYSCOM) in support of United States Marine Corps (USMC) operating forces worldwide.

1.2 SCOPE

The purpose of this effort is to provide Program Management (PM), Financial Management (FM), Schedule Management, Risk Management (RM), Configuration Management (CM) and Documentation Management support to the SPAWARSYSCEN Atlantic GCCS-TCO/JTCW IPT.

This Task Order (TO) is funded with multiple appropriations as delineated on specified Contract Line Item Numbers (CLINs). The TO period of performance spans one (1) base year and four (4) option years. The applicable PWS task(s) associated with each funding CLIN is outlined in Section B of the solicitation.

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NOTE: Work will not be performed in Afghanistan.

2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards. The applicable references and standards invoked will vary within individual tasks and will be specifically called-out. In accordance with Defense Acquisition Policy changes, maximum utilization of non-Government standards will be made wherever practical.

2.1 REQUIRED DOCUMENTS

The following instructional documents are mandatory for use. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

Document Number	Title
SECNAVINST 4440.34	Secretary of the Navy Instruction – Implementation of Item Unique Identification within the DoN, dtd 22 Dec 09
DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPO) dtd 28 Feb 06
DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
SPAWARINST 4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory
SSC Atlantic Organizational Standard Process for Risk Management	SSC Atlantic Organizational Standard Process for Risk Management

2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal. Additional applicable documents may be included in specific task orders.

Document Number	Title
MIL-STD-130N	DoD Standard Practice – Identification Marking of US Military Property
DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14

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FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
MIL-HDBK-61A	Configuration Management
DoDI 4151.19	DoD Instruction – Serialized Item Management (SIM) for Life-Cycle Management of Materiel, 9 Jan 14
DoDI 4161.02	DoD Instruction – Accountability and Management of Government Contract Property, 27 Apr 12
SPAWARSYSCEN Atlantic Process Framework	Unified framework of SPAWARSYSCEN Atlantic process supporting the business operations cycle
DoD 7000.14-R	Department of Defense Financial Management Regulation
MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product

2.3 SOURCE OF DOCUMENTS

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

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

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

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

3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that will be required throughout the Task Order (TO) life. The contractor shall provide necessary resources and knowledge to support the listed tasks. Specific objectives will be dependent on the basic contract and the TO written against the basic contract. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

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

3.1 Relevant Experience

The contractor shall provide necessary resources and knowledge to support the listed tasks.

3.1.1 The contractor shall be familiar with the DoD 7000.14-R Department of Defense (DoD) Financial Management Regulation to provide guidance and oversight support to the Planning, Programming, Budgeting and Execution Process.

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3.1.2 The contractor shall be familiar with DoD General Fund and Working Capital Fund accounting standards.

3.1.3 The contractor shall be familiar with the Project Management Body of Knowledge and Capability Maturity Model Integration (CMMI) and DoD Acquisition/DoD 5000, as well as SPAWARSYSCEN Atlantic Process Framework.

3.1.4 The contractor shall follow all regulations and policy requirements for business financial management and ensure that accountability is maintained for the funding support received to support the project and program.

3.1.5 The contractor shall have general knowledge and understanding of the Program Objective Memorandum (POM) process to apply business and financial knowledge to support resource allocation requirements.

3.1.6 The contractor shall follow all regulations and policy requirements for project and program management and ensure that accountability and documentation is maintained for the funding support received for the projects and programs.

3.1.7 The contractor shall be skilled in intermediate to advanced Microsoft® Office products and other reporting tools used by the project/IPT/competency team.

3.1.8 The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

3.1.9 The contractor shall demonstrate expertise in supporting and complying with DoN and DoD enterprise initiatives, or similar. Such programs and initiatives include, at a minimum:

- (a) Project Management Body of Knowledge Processes to include: Planning, Programming, Budgeting & Execution (PPBE), and CMMI.
- (b) Organizational Management
- (c) DoD Acquisition/DoD 5000
- (d) Federal Acquisitions Regulation
- (e) Office of Management and Budget Circulars, Financial

3.2 GCCS-TCO TASKING

3.2.1 Project Management Support

3.2.1.1 Schedule Support

3.2.1.1.1 The contractor shall employ applicable DoD, SPAWARSYSCEN Atlantic, and industry standard practices to develop and maintain a resource leveled Integrated Master Schedule (IMS) for all project lifecycle events.

3.2.1.1.2 The contractor shall provide full spectrum project lifecycle technical support to include but not limited to creating work packages, project plans, Work Breakdown Structures (WBS) in accordance with SPAWARSYSCEN Atlantic Global Work Breakdown Structure (GWBS), and integrating those items into the resource leveled project IMS.

3.2.1.1.3 The contractor shall perform weekly critical path analysis and identify schedule and resource constraints which might lead to schedule slippage.

3.2.1.1.4 The contractor shall conduct weekly schedule analyses in order to validate the integrity and quality

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of the schedule.

3.2.1.1.5 The contractor shall provide detailed reports that identify and quantify variances for any task that has missed its baseline start or finish date (CDRL A001).

3.2.1.1.6 The contractor shall support ad-hoc data calls.

3.2.1.2 Risk Management

3.2.1.2.1 The contractor shall lead the monthly Marine Air Ground Task Force (MAGTF) Command and Control (C2) Systems (MC2S) Risk Management Board (RMB) and the IPT Risk Management Working Group (RMWG).

3.2.1.2.2 The contractor shall lead the IPT's Risk Management activities in accordance with SPAWARSYSCEN Atlantic Organizational Standard Process (OSP) for Risk Management.

3.2.1.2.3 The contractor shall utilize Risk Exchange to enter and manage IPT risks and mitigation strategies to closure.

3.2.1.2.4 The contractor shall identify, analyze, categorize and prioritize risks for the IPT, as well as recommend risks for elevation to the Project Office.

3.2.1.2.5 The contractor shall assist the IPT in preparing risk assessments and risk mitigation plans.

3.2.1.2.6 The contractor shall review proposed mitigation plans to ensure they will effectively mitigate the risk.

3.2.1.2.7 The contractor shall update and maintain the IPT's Risk Management Plan (RSKMP) and ensure its compliance with applicable SPAWARSYSCEN Atlantic policies and regulations (CDRL A002).

3.2.1.3 Meeting Support

3.2.1.3.1 The contractor shall prepare for, coordinate attendees, reserve meeting rooms and distribute artifacts for weekly project status meetings.

3.2.1.3.2 The contractor shall participate in various IPT and project level meetings and provide meeting preparation support, meetings artifacts to include: draft agendas, status reports, meeting minutes, attendance lists, and action item lists as needed (CDRL A003).

3.2.1.3.3 The contractor shall provide support to the IPT Technical Lead and Product Leads in order to gain insight into programmatic deliverables by participating in technical meetings and Change Control Boards (CCB).

3.2.1.4 Project Controls

3.2.1.4.1 The contractor shall provide project planning support to include but not limited to work breakdown structures, organizational breakdown structures, project artifacts, project plans In Accordance With (IAW) SPAWARSYSCEN Atlantic's Project Management and Process Framework.

3.2.1.4.2 The contractor shall assist the Government in performing analysis of cost, schedule, performance, risk, resources, project reporting, artifacts and data integrity.

3.2.1.4.3 The contractor shall provide full spectrum project management support services.

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3.2.1.4.4 The contractor shall analyze, update, document and maintain the IPT Project Management Plan (PMP) (CDRL A004).

3.2.1.4.5 The contractor shall utilize Government resources/tools as allowable to help manage projects and provide business operations deliverables.

3.2.1.4.6 The contractor shall assist in the monitoring and reporting of the cost, schedule, and performance of the work breakdown structure of the projects.

3.2.1.4.7 The contractor shall assess SPAWARSYSCEN Atlantic regulations and guidance and ensure all work products are in conformance with applicable regulations.

3.2.1.4.8 The contractor shall participate in monthly Program Management Reviews (PMR).

3.2.1.5 Data Analysis

3.2.1.5.1 The contractor shall conduct economic, business case and other such independent studies or analyses as required by the IPT.

3.2.1.5.2 The contractor shall analyze baseline capabilities and alternative technologies and tools, identify risks, conduct comparative cost analyses, and/or evaluate business and technology trends in support of independent studies or analysis, as required by the IPT.

3.2.1.5.3 The contractor shall perform data mining, analysis and reporting activities to support management inquiries.

3.2.1.5.4 The contractor shall assist the Government in optimizing the use of disparate data sources for timely, accurate and relevant inputs to critical business decisions.

3.2.2 Configuration Management Support

3.2.2.1 Configuration Management Support

3.2.2.1.1 The contractor shall provide Configuration Management (CM) support in accordance with the MC2S and the IPT Configuration Management Plan (CMP).

3.2.2.1.2 The contractor shall analyze, update, document and maintain the IPT CMP (CDRL A005).

3.2.2.1.3 The contractor shall create/review/edit/implement CM processes using the approved Software Development Life-Cycle tool for CM. The IPT currently uses a combination of IBM's Rational Asset Manager and Rational Team Concert.

3.2.2.1.4 The contractor shall provide CM support in accordance with MIL-HDBK-61A to include creating, reviewing, editing, implementing CM processes (Physical Configuration Audits (PCA), License Management, and Software Distribution) for all applicable IPT created items by assigning CM numbers, managing approval workflows, and updating the CM repository as required.

3.2.2.1.5 The contractor shall provide Department of the Navy (DON) Application and Database Management Systems (DADMS) support by drafting, submitting, tracking, and managing all DADMS applications, entries and questionnaires.

3.2.2.1.6 The contractor shall perform Compact Disc/Digital Versatile Disc (CD/DVD) replication in support of software test, integration, and CM activities as well as in response to approved Memorandum of Understanding

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(MOU) and End User Agreement (EUA) requests.

3.2.2.1.7 The contractor shall maintain, review and update the software MOU and EUA templates.

3.2.2.1.8 The contractor shall issue, track, and store all signed MOUs.

3.2.2.2 Configuration Item Control

3.2.2.2.1 The contractor shall be responsible for identifying formal configuration items, establishing baselines, (including the requirements baseline), controlling changes to the baselines, and maintaining the IPT CMP.

3.2.2.2.2 The contractor shall provide a disciplined approach to control baseline work products including hardware, software, and documents (including the PMP).

3.2.2.2.3 The contractor shall assign unique identifiers to all Configuration Items (CIs), control all changes to those CIs, generate status accounting reports, create baselines, and periodically audit the configuration baselines.

3.2.2.2.4 The contractor shall report CM status and escalates issues to the Product Leads, IPT Leads and other stakeholders as appropriate.

3.2.2.2.5 The contractor shall support, create, and maintain the Functional, Allocated, and Product Baselines.

3.2.2.2.6 The contractor shall support CM data calls by providing applicable Configuration Status Accounting (CSA) of items within CM responsibility.

3.2.2.2.7 The contractor shall develop Change Proposals (CP), Change Requests (CR), Engineering Change Proposals (ECP), and Engineering Change Requests (ECR).

3.2.2.2.8 The contractor shall lead document review sessions, review changes, and adjudicate requested changes in support of LCCB, Engineering Review Boards (ERB), and CCBs.

3.2.2.2.9 The contractor shall perform hardware and software Physical Configuration Audits; comparing the as-is state to the to-be state specified in signed ECP.

3.2.2.2.10 The contractor shall develop and submit change notices.

3.2.2.2.11 The contractor shall check Engineering Release's (ER) into the CM repository and deliver to the Information Assurance Vulnerability Assessment (IAVA) evaluator and Information System Security Engineer (ISSE) for Assured Compliance Assessment Solution (ACAS) scans.

3.2.2.2.12 The contractor shall check final releases with release notes into CM repository and post to collaboration website.

3.2.2.3 Software License Management

3.2.2.3.1 The contractor shall provide software license management support to the IPT.

3.2.2.3.2 The contractor shall assist the IPT logistician in procuring software licenses as required by the Approved Acquisition Objective (AAO).

3.2.2.3.3 The contractor shall track the disposition of software licenses in related Memorandum of Understandings (MOU) and End User Agreements (EUA) that are procured outside of the respective AAOs.

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3.2.2.3.4 The contractor shall maintain the IPT software license tracking system.

3.2.2.4 Equipment and Material Support

3.2.2.4.1 Equipment/Material Procurement

Pursuant to SPAWARINST 4440.12, the contractor shall procure items listed under the Contractor Acquired Property (CAP) paragraph. The contractor shall ensure acquisition selection factors include price, availability, reliability, and supportability within current supply system. The contractor shall keep source selection records and make it available for Government review as needed. The contractor shall provide all support data and cost estimates necessary to justify a fair and reasonable price per item procured. The contractor shall have an adequate accounting system to track all items and the delivery status per task order and per item. After receipt, the contractor shall have an adequate property management system to track the item location per task order per item. Unless otherwise noted, all items procured by the contractor shall be utilized or staged at the contractor's facility, transported by the contractor to the installation, integrated or consumed in a system, or returned to the Government at the completion of the TO. The contractor shall be responsible for generating inventory tracking report(s) (CDRL A006) for the task order summary report. Deliverable documentation shall vary and be specified in each TO, if applicable.

Contractor shall recommend items that conform to applicable product validation, identification, and tracking requirements.

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

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

(c) **Item Unique Identification (IUID)** – In accordance with DFARS clause 252.211-7003/7007 and SECNAVINST 4440.34, the contractor shall ensure that an item manufactured, integrated, or purchased with a unit cost equal to or exceeding \$5,000 (or less if item is serially managed or if Government specifies items on individual task/delivery orders) is labeled with an item unique identification number or Unique Item Identifier (UII). At time of delivery of the item to the Government, the contractor shall clearly mark and identify each applicable item based on the criteria provided in DoD MIL-STD-130N for those items not already marked. The contractor shall specify the construct, syntax, marking methodology, and quality methodology chosen to mark the required parts and any corresponding technical justification. All IUID information shall be recorded and shall be subject to Government review as needed. The contractor shall track IUID items and maintain information being recorded.

(i) After CAP is delivered to the Government, the contractor shall enter all items with Unique Item Identifier (UII) in the IUID Registry. The contractor shall register and validate each IUID in the IUID Registry. The contractor shall submit IUID data via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) (formerly Wide Area Workflow (WAWF)) as part of the Material Inspection and Receiving Report.

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

3.2.2.4.2 Property/Inventory Tracking

In accordance with FAR clause 52.245-1, the contractor shall create and maintain internal records of all Government property accountable to the TO, including Government-furnished and Contractor-acquired property. The contractor shall record each item delivered and/or ordered in a Material Inspection and Receiving Report/Inventory Tracking Report (CDRL A006) as specified in DFARS clause 252.211-7003. At a minimum, the report shall track the following information: item description, order date, serial number, part number, model number, lot number, delivery location, and the manufacturer warranty period and expiration date, if applicable. The contractor shall have inventory report information available for Government review as needed, and the contractor shall ensure the report information has the ability to be sorted and manipulated by any of the input fields. Separate from the Government tracking system, the information in the contractor's records is a backup to the Government records; therefore, the contractor shall provide the Government all collected data as part of the inventory tracking CDRL.

3.2.3 Document Management Support

3.2.3.1 Technical Writing and Editing

3.2.3.1.1 The contractor shall support both technical and non-technical document creation efforts as needed within the IPT.

3.2.3.1.2 The contractor shall support the development and maintenance of test, system engineering, software integration, and field support documentation.

3.2.3.1.3 The contractor shall create, review, modify, and maintain the IPT Document Management Plan which contains style guides, and templates for all documents produced by the IPT as necessary (CDRL A007).

3.2.3.1.4 The contractor shall provide documentation support in accordance with the IPT's Documentation Plan.

3.2.3.1.5 The contractor shall review and edit all IPT created documents to ensure they follow the IPT templates and styles.

3.2.3.1.6 The contractor shall create document approval workflows using the IPT's collaboration site/document repository (currently Intelink) which will alert the appropriate personnel when a document requires review and approval.

3.2.3.1.7 The contractor shall be responsible for compiling inputs from multiple sources for development and submission of a weekly status report to the Project Office.

3.2.3.2 Manage and Store Documents

3.2.3.2.1 The contractor shall ensure that all IPT generated documents are assigned unique document numbers, are placed under CM control, and are stored in the IPT document repository.

3.2.3.2.2 The contractor shall ensure that any externally generated documentation required by the IPT is stored

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in the IPT document repository.

3.2.4 Quality Assurance

3.2.4.1 Process Review and Improvement

3.2.4.1.1 The contractor shall develop, review and update the IPT Quality Assurance Plan (QAP) (CDRL A008).

3.2.4.1.2 The contractor shall, at regular intervals, review IPT technical and non-technical processes to ensure they meet the applicable SPAWARSYSCEN Atlantic and MC2S standards.

3.2.4.1.3 The contractor shall perform process audits and create records of their process review findings and make them available to the IPT for review (CDRL A003).

3.2.4.1.4 The contractor shall create and implement a log of Continual Process Improvement (CPI) activities within the IPT (CDRL A009).

3.2.4.1.5 The contractor shall identify, lead, facilitate and participate in business process improvement and cost-savings initiatives.

3.2.4.1.6 The contractor shall help standardize processes across the IPT in order to efficiently allocate resources to support the sponsor and IPT objectives.

3.2.4.1.7 The contractor shall support all aspects of process management, including CPI with managing and analyzing data, metrics, and reports for program performance, and risk analysis.

3.3 JTCW TASKING

The tasking in support of the JTCW project is identical to the tasking in support of the GCCS-TCO project listed in section 3.2. The tasking for JTCW is not duplicated within the PWS in order to avoid redundancy. For each item in section 3.3, the actual tasking can be found in the corresponding section within 3.2.

3.3.1 Project Management Support

3.3.1.1 Schedule Support

3.3.1.2. Risk Management

3.3.1.3 Meeting Support

3.3.1.4 Project Controls

3.3.1.5 Data Analysis

3.3.2 Configuration Management Support

3.3.2.1 Configuration Management Process Support

3.3.2.2 Configuration Item Control

3.3.2.3 Software License Management

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3.3.2.4 Equipment and Material Support

3.3.2.4.1 Equipment/Material Procurement

3.3.2.4.2 Property/Inventory Tracking

3.3.3 Document Management Support

3.3.3.1 Technical Writing and Editing

3.3.3.2 Manage and Store Documents

3.3.4 Quality Assurance

3.3.4.1 Process Review and Improvement

4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

When applicable, the contractor shall be responsible for the following:

4.1.1 Ensure that no production systems are operational on any RDT&E network.

4.1.2 Follow DoDI 8510.01 of 12 Mar 2014 when deploying, integrating, and implementing IT capabilities.

4.1.3 Migrate all Navy Ashore production systems to the NMCI environment where available.

4.1.4 Work with Government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 Mar 2014 prior to integration and implementation of IT solutions or systems.

4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on task in the Department of Defense IT Portfolio Registry (DITPR)-DON.

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

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

4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

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

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waivers as applicable to the program. Software requirements will be specified at the TO level.

4.2.2 **DoN Application and Database Management System (DADMS)**

The contractor shall ensure that no Functional Area Manager (FAM) disapproved applications are integrated, installed or operational on Navy networks. The contractor shall ensure that all databases that use database management systems (DBMS) designed, implemented, and/or hosted on servers and/or mainframes supporting Navy applications and systems be registered in DADMS and are FAM approved. All integrated, installed, or operational applications hosted on Navy networks must also be registered in DADMS and approved by the FAM. No operational systems or applications will be integrated, installed, or operational on the RDT&E network.

4.3 **SECTION 508 COMPLIANCE**

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

5.0 **TASK ORDER ADMINISTRATION**

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

5.1 **TASK ORDER LIAISON**

The contractor shall assign a technical single point of contact, also known as the Project Manager (PM) who shall work closely with the Government Contracting Officer and COR, as applicable. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all Government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance. The PM shall have authority to approve task order proposals or modifications in emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

5.2 **TASK ORDER MONITORING AND MAINTENANCE**

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely task order (TO) modification. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO modification.

5.2.1 **Task Order Administration Documentation**

Various types of task order administration documents are required throughout the life of the task order. At a minimum, the contractor shall provide the following documentation, unless otherwise specified:

5.2.1.1 **Task Order Status Report (TOSR)**

The contractor shall develop a Task Order Status Reports (CDRL A010) and submit it monthly, and/or as cited in the requirements of each task order. The prime shall be responsible for collecting, integrating, and reporting all

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subcontractor reports. The TOSR include the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a TO status report monthly at least 30 days after TO award on the 10th of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (Attachment 1), Personnel Listing (Attachment 2), and Government Furnished Property (GFP) Template (Attachment 3) necessary for additional data collection as applicable.

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

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

5.2.1.2 Task Order Closeout Report

The contractor shall develop a task order (TO) closeout report (CDRL A011) and submit it no later than 15 days before the TO completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.1.3 Contractor Manpower Reporting

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

(a) Contractor Manpower Quarterly Status Report (QSR)

The contractor shall provide a Contractor Manpower Quarterly Status Report (CDRL A012) to the Government four times throughout the calendar year. Required by SPAWARSYSCEN Atlantic for all active service contracts/TOs (regardless if fixed-price or cost type), the Manpower report itemizes specific TO administrative data for SPAWARSYSCEN Atlantic. Reporting period begins at the time of TO award. Utilizing the format provided in QSR CDRL Attachment 1, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

#	QUARTERLY DUE DATE	PERFORMANCE PERIOD
1	15 January	1 October – 31 December
2	15 April	1 January – 31 March
3	15 July	1 April – 30 June
4	15 Oct	1 July – 30 September

(b) Enterprise-wide Contractor Manpower Reporting Application

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In addition to the QSR CDRL reporting requirements noted above and pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

1. W, Lease/Rental of Equipment;
2. X, Lease/Rental of Facilities;
3. Y, Construction of Structures and Facilities;
4. S, Utilities ONLY;
5. V, Freight and Shipping ONLY.

The contractor shall completely fill-in all required data fields using the following web address: <https://doncmra.nmci.navy.mil/>.

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

5.2.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure Government web-based system for electronic invoicing, receipt, and acceptance. In accordance with clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A013) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

5.2.1.5 Labor Rate Limitation Notification

For all cost type, labor-hour service contracts/TO (not applicable for Simplified Acquisition Procedures (SAP) contracts or contracts/TOs that are wholly fix-priced), the contractors shall monitor the following labor rates as part of the monthly TO status report (see CSR/TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per person (subcontractor included) charged on task order – If the actual invoiced fully burdened rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual’s rate was not disclosed in pre-award of the basic contract (or TO for IDIQ contracts), the contractor shall send notice and rationale (CDRL A014) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer. NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

(b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average

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proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A014) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractors shall notify the COR if variances exceed 15% for more than three consecutive months. Contractors shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

5.2.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TO status reports. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A014) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order Quality Assurance Surveillance Plan (QASP).

5.2.1.7 Limitation of Subcontracting

In accordance with FAR 52.219-14, limitation of subcontracting is applicable for contracts/TOs that have been wholly or partially set aside for small business or 8(a) concerns. When providing services, the prime contractor shall perform at least 50% of the total contract labor cost and if applicable, on each subsequent TO. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with clause 52.219-14, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A015) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50%, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the TO is not complete how the prime contractor intends to rectify the deficiency.

5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to cost of the task order (base plus all options) does not exceed \$20M.

6.0 QUALITY

6.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality assurance process that meets task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after TO award, the contractor shall provide to the Government a copy of its QAP and any other quality related documents (CDRL A016) as applicable to the TO. The contractor shall make the quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate

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

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

6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

6.2.1 General

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

6.3. QUALITY ASSURANCE

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

6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A017) includes any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance

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- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

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

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the TO's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A018) submitted 10 days after Task Order award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A019) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL). The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified TOP SECRET with SCI.

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
A001	Schedule Variance Report	3.2.1.1.5, 3.3.1.1.5	ASREQ	Within 3 Working Days after request
A002	Risk Management Plan	3.2.1.2.7, 3.3.1.2.7	ASREQ	90 Days after TO award (DATO) then within 10 Working Days after request
A003	Program Management Reports, General	3.2.1.3.2, 3.2.4.1.3, 3.3.1.3.2, 3.3.4.1.3	ASREQ	See DD-1423
A004	Project Management Plan	3.2.1.4.4, 3.3.1.4.4	ASREQ	180 DATO then within 10 Working Days after request
A005	IPT Configuration Management Plan	3.2.2.1.2, 3.3.2.1.2	ASREQ	90 DATO then within 10 Working Days after request
A006	Inventory Tracking Report	3.2.2.4.1, 3.2.2.4.2, 3.3.2.4.1, 3.3.2.4.2	MTHLY	10 th of Each Month
A007	Document Management Plan	3.2.3.1.3, 3.3.3.1.3	ASREQ	120 DATO then within 10 Working Days after request
A008	IPT Quality Assurance Plan	3.2.4.1.1, 3.3.4.1.1	ASREQ	90 DATO then within 10 Working Days after request

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CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due
A009	CPI Log	3.2.4.1.4, 3.3.4.1.4	QRTLY	30 DATO then every 3 Months
A010	Task Order Status Report	5.2.1.1, 8.1.2, 11.2.5.1, 11.2.5.2	MTHLY /ASREQ	30 DATO and monthly on the 10th
A011	Task Order Closeout Report	5.2.1.2, 11.5	1TIME	NLT 15 days before completion date
A012	Contractor's Manpower Report	5.2.1.3	QRTLY	15 Jan, 15 Apr, 15 Jul, & 15 Oct
A013	Invoice Support Documentation	5.2.1.4	ASREQ	Within 24 hrs from request
A014	Limitation Notification & Rationale	5.2.1.5, 5.2.1.6	ASREQ	Within 24 hrs from occurrence
A015	Limitation of Subcontracting Report (LSR)	5.2.1.7	QRTLY	NLT 105 DATO and every third month on the 10th
A016	Quality Assurance Plan	6.1	1TIME	30 DATO
A017	Quality Objective Evidence	6.4	ASREQ	Within 3 Working Days from request
A018	Cost and Schedule Milestone Plan	6.5	One time with revisions (ONE/R)	NLT 10 DATO; revision NLT 7 days after receipt of govt review
A019	Contractor CPARS Draft Approval Document (CDAD) Report	6.5	MTHLY	30 DATO and monthly on the 10 th

7.2 ELECTRONIC FORMAT

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

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Process Diagrams	Microsoft Visio
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	Scheduling	Microsoft Project
f.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio

7.3 INFORMATION SYSTEM

7.3.1 Electronic Communication

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The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the Government. The contractor shall be capable of Public Key Infrastructure client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on the task order shall be accessible by e-mail through individual accounts during all working hours.

7.3.2 Information Security

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

7.3.2.1 Safeguards

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

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS

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or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

(i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:

1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
3. Prompt application of security-relevant software patches, service packs, and hot fixes.

(j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

(k) Report loss or unauthorized disclosure of information in accordance with task order or agreement requirements and mechanisms.

7.3.2.2 Compliance

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

8.0 SECURITY

8.1 ORGANIZATION

8.1.1 Security Classification

All work performed under this task order is “unclassified.” A facility security clearance (FCL) is not required; therefore, no DoD Contract Security Classification Specification, DD Form 254, exists. Pursuant to DoDM 5200.01 – Volume 4, Controlled Unclassified Information, the contractor shall safeguard any sensitive Government information.

8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to Government facility/installation and/or access to information technology systems under this contract. The FSO is a key management person who is the contractor’s main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this contract. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on contract. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A010).

8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M, and the Privacy Act of 1974. Prior to any labor hours being charged on TO, the contractor shall ensure their personnel (including

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administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/ credentialed for the Cybersecurity Workforce (CSWF). A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit (NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

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

8.2.2 Access Control of Contractor Personnel

8.2.2.1 Physical Access to Government Facilities and Installations

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

(a) The majority of Government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; [REDACTED], for certification of need to know by the specified COR. For visitation to all other govt. locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

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

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

8.2.2.2 Identification and Disclosure Requirements

Pursuant to DFARS 211.106, Contractors shall take all means necessary to not represent themselves as Government employees. The contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

8.2.2.3 Government Badge Requirements

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Some task order personnel shall require a Government issued picture badge. While on Government installations/facilities, contractors shall abide by each site's security badge requirements. Various Government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable Government security office via the task order COR. The contractor's appointed Security Officer shall track all personnel holding local Government badges.

8.2.2.4 Common Access Card (CAC) Requirements

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

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

1. Eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the Government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.

2. Verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).

3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check with Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable National Agency Check with Law and Credit (NACLIC) investigation. Contractor personnel shall contact the SPAWARSSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

4. Verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory

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Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified COR.

Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number ([REDACTED]) [REDACTED] for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.

2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the IAM office via encrypted e-mail to [REDACTED]

8.2.2.5 Contractor Check-in and Check-out Procedures

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

8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

Contractor personnel shall not access the Navy Enterprise Resource Planning (Navy ERP) system.

8.2.3 Security Training

Regardless of the task order security level required, the contractor shall be responsible for verifying applicable personnel (including subcontractors) receive all required training. At a minimum, the contractor's designated Security Officer shall track the following information: security clearance information; dates possessing Common Access Cards; issued and expired dates for SPAWARSYSCEN Atlantic Badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; Cybersecurity Workforce (CSWF) certifications; etc.

8.2.4 Disclosure of Information

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

8.2.5 Handling of Personally Identifiable Information (PII)

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

8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

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

8.3.1 Local and Internal OPSEC Requirement.

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the task order and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

8.3.2 OPSEC Training

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

8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

8.4 DATA HANDLING AND USER CONTROLS

8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this task order as For Official Use Only (FOUO) material.

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8.4.2 Effective Use of Control

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

9.0 GOVERNMENT FACILITIES

Government facilities (i.e., office space, lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied Government facilities shall be located in Charleston, SC. Note: *The burdened labor rate for those contractor personnel designated as "Government site" shall include overhead costs allocable to Government site work, consistent with the contractor's established accounting practices.*

Contractor personnel shall take all necessary training required due to working space being located within a Government facility; at a minimum, active shooter training is required.

10.0 CONTRACTOR FACILITIES

A significant portion of the services on this TOs require close liaison with the Government. The majority of efforts required under this task order shall be executed at the COC facility. In the event this facility is not available, the contractor shall be prepared to establish a local facility within a fifteen (15) mile radius of SPAWARSYSCEN Atlantic (Joint Base Charleston, Naval Weapons Station Gate 4). Any changes in the performance location will be executed via a within-scope modification to the task order.

11.0 TASK ORDER PROPERTY ADMINISTRATION

11.1 PROPERTY TYPES

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

11.1.1 Intangible Property – Intellectual/Software

11.1.1.1 Government Furnished Information (GFI)

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

GFI will be utilized on this contract. Unless otherwise specified, the contractor shall limit all GFI distribution and inventory reports to a need-to-know basis and ensure all GFI is returned at completion of the task order. The

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following table lists GFI that will be provided to the contractor after task order award. Other GFI will be provided as the requirement arises to be determined on a case by case basis.

Description	GFI Estimated Delivery Date
IPT PMP	5 DATO
IPT CMP	5 DATO
MC2S CMP	5 DATO
IPT RSKMP	5 DATO
IPT Document Management Plan	5 DATO
GCCS-TCO IMS	5 DATO
JTCW IMS	5 DATO

11.1.2 Tangible Property – Government Property (GP)

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

11.1.2.1 Government-furnished Property (GFP)

As defined in FAR Part 45, Government-furnished property (GFP) is property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract. GFP includes, but is not limited to, spares and property furnished for repairs, maintenance, overhaul, or modification. In accordance with DFARS PGI 245.103-70, furnishing Government Property on this task order is authorized. The contractor shall utilize Government property in accordance with FAR clause 52.245-1 and 52.245-9. The contractor shall have the means to provide an effective and efficient stewardship of Government property. In accordance with PGI 245.103-72, GFP items will be identified on Scheduled GFP (SGFP) and/or Requisitioned GFP (RGFP) forms. NOTE: A TO can only have one SGFP and/or RGFP form. Any required updates, corrections, or additions will require replacing the document of record rather than creating an additional document. The following types of Government property are applicable on this contract:

(a) Government-Furnished Equipment (GFE) – Property, Plant and Equipment (PP&E) which are tangible items that are functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part

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of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling. GFE is considered inherently serially managed and IUID labeled. In accordance with PGI 245.103-72, GFE items are identified on the Scheduled GFP (SGFP) form, Attachment 5.

- (b) No Government-Furnished Material (GFM) is provided on this TO
- (c) No Special Test Equipment (STE) is provided on this TO
- (d) No Special Tooling (ST) is provided on this TO

11.1.2.2 Contractor-acquired Property (CAP)

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

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

CLIN	Description, CAP	Unit/Issue	Quantity	Est. Cost
1 (Base)	Office Timeline Software (3 user business license)	Each	1	██████
1 (Base)	Adobe Acrobat Pro	Each	5	██████
1 (Base)	Adobe LiveCycle Designer	Each	2	██████
2 (Base)	Office Timeline Software (3 user business license)	Each	1	██████
2 (Base)	Adobe Acrobat Pro	Each	5	██████
2 (Base)	Adobe LiveCycle Designer	Each	2	██████
1 (OY1)	Office Timeline Software (3 user business license)	Each	1	██████
2 (OY1)	Office Timeline Software (3 user business license)	Each	1	██████
1 (OY2)	Office Timeline Software (3 user business license)	Each	1	██████
1 (OY2)	Adobe Acrobat Pro	Each	5	██████
1 (OY2)	Adobe LiveCycle Designer	Each	2	██████
2 (OY2)	Office Timeline Software (3 user business license)	Each	1	██████
2 (OY2)	Adobe Acrobat Pro	Each	5	██████
2 (OY2)	Adobe LiveCycle Designer	Each	2	██████
1 (OY3)	Office Timeline Software (3 user business license)	Each	1	██████
2 (OY3)	Office Timeline Software (3 user business license)	Each	1	██████
1 (OY4)	Office Timeline Software (3 user business license)	Each	1	██████
2 (OY4)	Office Timeline Software (3 user business license)	Each	1	██████

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11.2 GOVERNMENT PROPERTY TRACKING AND MANAGEMENT

11.2.1 Contractor Property Management System

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

11.2.2 Government Property Administrator

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

11.2.3 Property Transfer between Government and Contracts

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

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

11.2.4 GFP Tagging and Item Unique Identification (IUID) Registry

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

11.2.5 Government Property Records

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

11.2.5.1 Special Tooling and Special Test Equipment

For GFP only, the contractor shall ensure that all GFP designated as Special Tooling (ST) and/or Special Test Equipment (STE) are identified as such in the Contractor's Property Management System. The contractor shall work with the COR and designated task order Property Administrator to maintain adequate GFP records. The contractor shall forward the GFP inventory to SPAWARSYSCEN Atlantic functional mailbox for review, tracking, and centralization which is required as part of the monthly TO status report (CDRL A010).

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11.2.5.2 NMCI Assets

For NMCI assets that are assigned to a contractor and removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not currently tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this TO. For reporting purposes, the contractor shall include a copy of the NMCI asset list (separate from the GFP inventory list) in the TO status report (CDRL A010).

11.2.5.3 GFP Removed from Government Facilities

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

11.3 GOVERNMENT PROPERTY TRANSFERRING ACCOUNTABILITY

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

11.4 GOVERNMENT PROPERTY LOST OR DAMAGED ITEMS

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

11.5 GOVERNMENT PROPERTY INVENTORY DISPOSITION

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

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

When GFP and CAP are specific to a single task order, the contractor shall include a final inventory reporting list in the TO Closeout Report (CDRL A011). At the time of the Contractor's regular annual inventory, the Contractor shall provide the PCO, via the assigned Property Administrator, a copy of the physical inventory listing. All contractor personnel shall be responsible for following the company's internal inventory management procedures and correcting any problems noted by the Government property administrator.

11.6 GOVERNMENT PROPERTY PERFORMANCE EVALUATION

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

12.0 SAFETY ISSUES

12.1 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

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

12.1.1 Performance at Government Facilities

The contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the contracting officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the contracting officer.

13.0 TRAVEL

13.1 LOCATIONS

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

CLIN	# Trips	# People	# Days/Nights	From (Location)	To (Location)
1 (Base)	2	2	3/2	Charleston, SC	Stafford, VA
1 (Base)	1	2	3/2	Charleston, SC	San Diego, CA
1 (Base)	1	2	3/2	Charleston, SC	Norfolk, VA
1 (Base)	1	2	3/2	Charleston, SC	Jacksonville, NC
2 (Base)	2	2	3/2	Charleston, SC	Stafford, VA
2 (Base)	1	2	3/2	Charleston, SC	San Diego, CA
2 (Base)	1	2	3/2	Charleston, SC	Norfolk, VA
2 (Base)	1	2	3/2	Charleston, SC	Jacksonville, NC
1 (OY1)	2	2	3/2	Charleston, SC	Stafford, VA
1 (OY1)	1	2	3/2	Charleston, SC	San Diego, CA
1 (OY1)	1	2	3/2	Charleston, SC	Norfolk, VA
1 (OY1)	1	2	3/2	Charleston, SC	Jacksonville, NC
2 (OY1)	2	2	3/2	Charleston, SC	Stafford, VA
2 (OY1)	1	2	3/2	Charleston, SC	San Diego, CA
2 (OY1)	1	2	3/2	Charleston, SC	Norfolk, VA
2 (OY1)	1	2	3/2	Charleston, SC	Jacksonville, NC
1 (OY2)	2	2	3/2	Charleston, SC	Stafford, VA
1 (OY2)	1	2	3/2	Charleston, SC	San Diego, CA
1 (OY2)	1	2	3/2	Charleston, SC	Norfolk, VA
1 (OY2)	1	2	3/2	Charleston, SC	Jacksonville, NC
2 (OY2)	2	2	3/2	Charleston, SC	Stafford, VA

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2 (OY2)	1	2	3/2	Charleston, SC	San Diego, CA
2 (OY2)	1	2	3/2	Charleston, SC	Norfolk, VA
2 (OY2)	1	2	3/2	Charleston, SC	Jacksonville, NC
1 (OY3)	2	2	3/2	Charleston, SC	Stafford, VA
1 (OY3)	1	2	3/2	Charleston, SC	San Diego, CA
1 (OY3)	1	2	3/2	Charleston, SC	Norfolk, VA
1 (OY3)	1	2	3/2	Charleston, SC	Jacksonville, NC
2 (OY3)	2	2	3/2	Charleston, SC	Stafford, VA
2 (OY3)	1	2	3/2	Charleston, SC	San Diego, CA
2 (OY3)	1	2	3/2	Charleston, SC	Norfolk, VA
2 (OY3)	1	2	3/2	Charleston, SC	Jacksonville, NC
1 (OY4)	2	2	3/2	Charleston, SC	Stafford, VA
1 (OY4)	1	2	3/2	Charleston, SC	San Diego, CA
1 (OY4)	1	2	3/2	Charleston, SC	Norfolk, VA
1 (OY4)	1	2	3/2	Charleston, SC	Jacksonville, NC
2 (OY4)	2	2	3/2	Charleston, SC	Stafford, VA
2 (OY4)	1	2	3/2	Charleston, SC	San Diego, CA
2 (OY4)	1	2	3/2	Charleston, SC	Norfolk, VA
2 (OY4)	1	2	3/2	Charleston, SC	Jacksonville, NC

14.0 COR DESIGNATION

The COR for this task order is [REDACTED]

15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

No transportation of equipment/material is required by the contractor on this TO.

16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 4.

17.0 OTHER CONDITIONS/REQUIREMENTS

17.1 EXTENDED WORK WEEK

Work under this order will be done during normal working hours when practical. However, due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, extended hours including weekend work may be required.

17.2 NON-DISCLOSURE AGREEMENT (NDA) REQUIREMENTS

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

17.3 FUNDING ALLOCATION

This TO is funded with multiple appropriations with various Accounting Classification Reference Numbers (ACRNs) which may or may not cross multiple task order performance years. Depending on the services performed and the applicable timeframe, the contractor shall invoice cost in accordance with Section B, Section C,

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and Section G of the TO award. Unless otherwise advised, the contractor shall itemize all summary of work and financial information in the TOSR CDRL by each TO funding CLIN. The ability of the contractor to perform adequate billing and accounting will be reflected in the contractor's annual Government Contractor Performance Assessment Report (CPAR) rating.

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

- a) Personnel assigned to or utilized by the contractor in the performance of this contract shall, at a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.
- b) The Government shall be able to review resumes of contractor personnel when applicable.
- c) If the Ordering Officer questions the qualifications or competence of any persons performing under the contract, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.
- d) The contractor shall have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the task order. The work history of each contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.
- e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:
 - 1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See www.ed.gov for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.
 - 2. Bachelor's of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see www.abet.org).
 - 3. When not specified, higher education above a labor category's minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a MS degree equals four (4) years of experience and a PhD degree equals five (5) years of experience.
 - 4. Technology degrees do not qualify as Engineering or Physical Science Degrees.
 - 5. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.
 - 6. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in www.dol.gov.
 - 7. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have Government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition

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Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

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

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

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

Labor Category	Key	Location
1. Project Manager		Contractor Site
2. Management Consultant	K	Government Site
3. Management Analyst 3		Government Site
4. Management Analyst 2		Contractor Site
5. Management Analyst 1		Government Site
6. Logistician 2		Government Site
7. Technical Writer/Editor 3		Government Site
8. Technical Writer/Editor 2		Government Site

1. Project Manager

Education: Bachelor's degree

Experience: Ten years of project management experience in leading projects. Five years demonstrated ability to supervise, plan and lead cross-functional teams in multiple, complex task assignments involving diverse engineering disciplines and includes written and oral communications commensurate with management role.

2. Management Consultant (Key)

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

Experience: Ten (10) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

3. Management Analyst 3

Education: Bachelor's degree

Experience: Six (6) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience

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managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

-OR-

Education: No degree

Experience: Ten (10) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

4. Management Analyst 2

Education: Bachelor's degree

Experience: Two (2) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

-OR-

Education: No degree

Experience: Six (6) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

5. Management Analyst 1

Education: Bachelor's degree

-OR-

Education: No degree

Experience: Four (4) years of comprehensive business planning, strategy development, project and financial management, performance measures, scheduling, process improvement and technical analysis. Proven experience managing C4ISR engineering projects including independent monitoring techniques, programmatic/administrative guidance development, cost and technical evaluation. Proven ability to analyze complex financial and programmatic problems and provide workable solutions to help minimize project risks.

6. Logistician 2

Education: Bachelor's degree. Working towards Professional Configuration Management Certification

Experience: Three (3) years of experience in defense life-cycle (acquisition) configuration management support of electronic systems. One (1) year of experience in support of C4ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, and Developing Configuration Management Plans and Procedures. Note: Experience may be concurrent.

-OR-

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Education: No degree. Working towards Professional Configuration Management Certification

Experience: Seven (7) years of experience in defense life-cycle (acquisition) configuration management support of electronic systems. One (1) year of experience in support of C4ISR systems. Demonstrated skills, to include: Analyzing Engineering/Systems Management Data, and Developing Configuration Management Plans and Procedures. Note: Experience may be concurrent.

7. Technical Writer/Editor 3

Education: Bachelor's Degree

Experience: Eight (8) years of experience as a Technical Writer/Editor, to include: writing/editing technical documentation, procedures and guidelines for C4ISR systems or equipment.

-OR-

Education: No degree

Experience: Twelve (12) years of experience as a Technical Writer/Editor, to include: writing/editing technical documentation, procedures and guidelines for C4ISR systems or equipment.

8. Technical Writer/Editor 2

Education: Bachelor's Degree

Experience: Four (4) years of experience as a Technical Writer/Editor, to include: writing/editing technical documentation, procedures and guidelines for C4ISR systems or equipment.

-OR-

Education: No degree

Experience: Eight (8) years of experience as a Technical Writer/Editor, to include: writing/editing technical documentation, procedures and guidelines for C4ISR systems or equipment.

5252.237-9601

KEY PERSONNEL

(a) The offeror agrees to assign to this task order those key personnel listed in paragraph (d) below. No substitutions will be made except in accordance with this clause.

(b) The offeror agrees that during the first 180 days of the task order performance period, no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 180 day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the contracting officer. The contractor shall provide any substitution requests in accordance with paragraph (c) below.

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

(d) List of Key Personnel

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#	Name	Labor Category	Effective Date
█	█	█	█
█	█	█	█

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

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

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

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

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.

CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

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SECTION F DELIVERABLES OR PERFORMANCE

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

7001	8/28/2017 - 8/27/2018
7002	8/28/2017 - 8/27/2018
7101	8/28/2018 - 8/27/2019
7102	8/28/2018 - 8/27/2019
9001	8/28/2017 - 8/27/2018
9002	8/28/2017 - 8/27/2018
9101	8/28/2018 - 8/27/2019
9102	8/28/2018 - 8/27/2019

CLIN - DELIVERIES OR PERFORMANCE

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

7001	8/28/2017 - 8/27/2018
7002	8/28/2017 - 8/27/2018
7101	8/28/2018 - 8/27/2019
7102	8/28/2018 - 8/27/2019
9001	8/28/2017 - 8/27/2018
9002	8/28/2017 - 8/27/2018
9101	8/28/2018 - 8/27/2019
9102	8/28/2018 - 8/27/2019

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

7201	8/28/2019 - 8/27/2020
7202	8/28/2019 - 8/27/2020
7301	8/28/2020 - 8/27/2021
7302	8/28/2020 - 8/27/2021
7401	8/28/2021 - 8/27/2022
7402	8/28/2021 - 8/27/2022
9201	8/28/2019 - 8/27/2020
9202	8/28/2019 - 8/27/2020
9301	8/28/2020 - 8/27/2021
9302	8/28/2020 - 8/27/2021
9401	8/28/2021 - 8/27/2022

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9402

8/28/2021 - 8/27/2022

The above periods 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 task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984

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SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is [REDACTED]

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

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

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

252.204-0012 OTHER (SEP 2009)

CLINs have multiple funding from multiple customers. Payment cannot be made using any of the current clauses due to one customer's funds would be paying for another customer's work. Use PGI 204.7108 (d) 012 other and pay from the ACRNs cited on the invoice. Government advises contractor on ACRNS to invoice.

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

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

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

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

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

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

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

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

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

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

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

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

Cost Type Orders - Cost Voucher

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



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

Routing Data Table

*Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	████████
Issue By DoDAAC	████████
Admin DoDAAC	████████
Inspect By DoDAAC	████████
Ship To Code	████████
Ship From Code	██
Mark For Code	████████
Service Approver (DoDAAC)	████████
Service Acceptor (DoDAAC)	██
Accept at Other DoDAAC	██
LPO DoDAAC	████████
DCAA Auditor DoDAAC	████████
Other DoDAAC(s)	██

(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.

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
████████	████████████████████	██████████████	██

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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

(g) WAWF point of contact.

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

(2) For technical WAWF help, contact the WAWF helpdesk at [REDACTED]

[REDACTED]

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

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

CONTRACTING OFFICER REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

5252.216-9210 TYPE OF CONTRACT (DEC 1999)

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

5252.232-9206 SEGREGATION OF COSTS (DEC 2003)

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

(b) Where multiple lines of accounting are present, the ACRN preceding the accounting citation will be found in Section G, Accounting Data. Payment of Contractor invoices shall be accomplished only by charging the

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ACRN that corresponds to the work invoiced.

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

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

5252.232.9400 LIMITATION OF LIABILITY- INCREMENTAL FUNDING (JAN 1992) – BASE YEAR

This task order is incrementally funded and the amount currently available for payment hereunder is limited to [REDACTED]. Subject to the provisions of the clause entitled "Limitation of Funds (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of [REDACTED] shall arise unless additional funds are made available and are incorporated as a modification to this order.

[REDACTED]

CLIN	CLIN Total Ceiling	Total Amount Funded	Unfunded Ceiling
7001	[REDACTED]	[REDACTED]	[REDACTED]
7002	[REDACTED]	[REDACTED]	[REDACTED]
9001	[REDACTED]	[REDACTED]	[REDACTED]
9002	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL	[REDACTED]	[REDACTED]	[REDACTED]

5252.232.9400 LIMITATION OF LIABILITY- INCREMENTAL FUNDING (JAN 1992) – OPTION YEAR 1

This task order is incrementally funded and the amount currently available for payment hereunder is limited to [REDACTED]. Subject to the provisions of the clause entitled "Limitation of Funds (FAR 52.232-22) of the general provisions of this contract, no legal liability on the part of the Government for payment in excess of [REDACTED] shall arise unless additional funds are made available and are incorporated as a modification to this order.

[REDACTED]

CLIN	CLIN Total Ceiling	Total Amount Funded	Unfunded Ceiling
7101	[REDACTED]	[REDACTED]	[REDACTED]
7102	[REDACTED]	[REDACTED]	[REDACTED]
9101	[REDACTED]	[REDACTED]	[REDACTED]
9102	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL	[REDACTED]	[REDACTED]	[REDACTED]

Please note that the funds for Option Year 1 (CLINS 7101, 7102, 9101, and 9102) will not be available for use until 28 August 2018.

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] [REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

5252.204-9202 CONTRACTOR PICTURE BADGE (JUL 2013)

- (a) A contractor picture badge may be issued to contractor personnel by the SPAWAR Systems Center Atlantic Security Office upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at SPAWAR Systems Center Atlantic prior to completion of the picture badge request.
- (b) The contractor assumes full responsibility for the proper use of the identification badge, and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.
- (c) At the completion of the contract, the contractor shall forward to SPAWAR Systems Center Atlantic Security Office a list of all unreturned badges with a written explanation of any missing badges.

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

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

5252.216-9122 LEVEL OF EFFORT (DEC 2000)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be [REDACTED] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that [REDACTED] man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.
- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations, or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.
- (d) The level of effort for this contract shall be expended at an average rate of approximately [REDACTED] hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.
- (e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Task Order Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Task Order Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Task Order Contracting Officer. Any agreement to accelerate will be formalized by contract modification.
- (f) The Task Order Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.
- (g) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Task Order Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

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

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

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

(j) Unless the Contracting Officer determines that alternative worksite arrangements are detrimental to contract performance, the Contractor may perform up to 10% of the hours at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the contract. Regardless of the work location, all contract terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for contract performance as a result of the Contractor's election to implement an alternative worksite plan. *

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

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

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

(a) Definition.

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

Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

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

Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its Information, but only for purposes as described in paragraph (c) of this clause.

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

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

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

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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.

5252.231-9200 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006)

(a) Contractor Request and Government Approval of Travel

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

- (1) Contract number
- (2) Date, time, and place of proposed travel
- (3) Purpose of travel and how it relates to the contract
- (4) Contractor's estimated cost of travel
- (5) Name(s) of individual(s) traveling and;
- (6) A breakdown of estimated travel and per diem charges.

(b) General

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

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

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Areas” prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

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

(c) Per Diem

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

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

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

(d) Transportation

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

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

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

(4) When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor 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;

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- (b) is designed to carry passengers or goods; and
- (c) has four or more wheels or is a motorcycle or moped.
- (iv) "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.
- (v) "Public Conveyance" is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.
- (iv) "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

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

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

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

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

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

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

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

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

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

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

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

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

5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)

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

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ITEM(S)	ALLOTTED TO COST	ALLOTTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
7001			8/28/2017-8/27/2018
7002			8/28/2017-8/27/2018
7101			8/28/2018-8/27/2019
7102			8/28/2018-8/27/2019
9001			8/28/2017-8/27/2018
9002			8/28/2017-8/27/2018
9101			8/28/2018-8/27/2019
9102			8/28/2018-8/27/2019

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

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

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

5252.237-9602 CONTRACTOR IDENTIFICATION (MAY 2004)

- (a) Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- (b) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.
- (c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

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

- (a) Definition. As used in this clause, "sensitive information" includes:
 - (i) All types and forms of confidential business information, including financial information relating to a contractor's pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
 - (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
 - (iii) Information properly marked as "business confidential," "proprietary," "procurement sensitive," "source selection sensitive," or other similar markings;
 - (iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).
- (b) In the performance of the contract, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include "sensitive information" or other information not previously made available to the public that would be competitively useful on current or future related procurements.

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(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 contact and to safeguard information from unauthorized use and disclosure.

(iv) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment;

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

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

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

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

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

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

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-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 [] or total contract/agreement basis [].

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SECTION I CONTRACT CLAUSES

52.219-6 Notice of Total Small Business Set-Aside Nov 2011

52.219-14 Limitations on Subcontracting Jan 2017

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

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SECTION J LIST OF ATTACHMENTS

Attachment 1: Quality Assurance Surveillance Plan (QASP)

Attachment 2: Schedule of Government Furnished Property (SGFP)

Exhibit A: Contract Data Requirements List (CDRLs) A001-A019