

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
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PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO. P00014

3. EFFECTIVE DATE 30-Jun-2019

4. REQUISITION/PURCHASE REQ. NO. 1300795610

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

6. ISSUED BY CODE N00039

7. ADMINISTERED BY (If other than Item 6) CODE S0514A

NAVWAR HQ  
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San Diego CA 92110  
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DCMA SAN DIEGO  
9174 Sky Park Court, Suite 100  
SAN DIEGO CA 92123-4353

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) FORWARD SLOPE 2020 Camino Del Rio N, Suite 400 San Diego CA 92108-1541		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
CAGE CODE 1KU93 FACILITY CODE		[X] 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7718 / N0003917F3006
		10B. DATED (SEE ITEM 13) 30-Jun-2017

**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:
[X]	D. OTHER (Specify type of modification and authority) I-2 Option to Extend the Term of the Contract, B-4 Limitation of Liability - Incremental Funding

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 1 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) Rebecca E. de Gruchy, Operations & Contracts Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Cindy J Ledesma, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/Rebecca E. de Gruchy (Signature of person authorized to sign)	15C. DATE SIGNED 28-Jun-2019	16B. UNITED STATES OF AMERICA BY /s/Cindy J Ledesma (Signature of Contracting Officer)	16C. DATE SIGNED 28-Jun-2019

NSN 7540-01-152-8070  
PREVIOUS EDITION UNUSABLE

30-105

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 2 of 2	FINAL
----------------------------------	-------------------------------------	--------------------------------------	----------------	-------

## GENERAL INFORMATION

The purpose of this modification is to 1) Exercise Option Period 2 (CLIN 7201 & 9201), 2) Provide incremental funding, and 3) Update B-4. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$5,634,765.00 by \$972,248.00 to \$6,607,013.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
720101	O&MN,N	0.00	130,000.00	130,000.00
720102	O&MN,N	0.00	100,000.00	100,000.00
720103	O&MN,N	0.00	550,800.00	550,800.00
720104	O&MN,N	0.00	189,448.00	189,448.00
920101	O&MN,N	0.00	2,000.00	2,000.00

The total value of the order is hereby increased from \$13,574,554.62 by \$8,440,138.77 to \$22,014,693.39.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7201	0.00	8,040,138.77	8,040,138.77
9201	0.00	400,000.00	400,000.00

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 1 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

## 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	D302	Base Year Labor (Fund Type - OTHER)	1.0	LO			\$5,934,984.06
700101	D302	Incremental Funding, ACRN AA. PWS paragraphs 5.0-5.4, OMN efforts (O&MN,N)					
700102	D302	Incremental Funding, ACRN AB, PWS paragraphs 5.2.2 for Surface ship platforms and configuration management (FY17 OMN) (O&MN,N)					
700103	D302	Incremental Funding, ACRN AC, PWS Para 5.2.2 for Force level platforms and configuration management (FY17 OMN) (O&MN,N)					
700104	D302	Incremental Funding, ACRN AD, PWS Para 5.0- 5.4, OMN efforts (FY17 OMN) (O&MN,N)					
700105	D302	Incremental Funding, ACRN AB, PWS Para 5.2.2 for Surface ship platforms and configuration management (FY17 OMN) (O&MN,N)					
700106	D302	Incremental Funding, ACRN AE, PWS Para 5.2.2 for Surface ship platforms and configuration management (FY17 OMN) (O&MN,N)					
700107	D302	Incremental Funding, ACRN AF, PWS paragraphs 5.0 - 5.4 for Cyber Support for System Operational Testing and Cyber Baselines to all Afloat Platforms. (O&MN,N)					
700108	D302	Incremental Funding, ACRN AG, PWS paragraphs 5.0 - 5.4 for Cyber Support for System Operational Testing and Cyber Baselines to all Afloat Platforms. (O&MN,N)					
700109	D302	Incremental Funding, ACRN AG, PWS paragraphs 5.0 - 5.4 for Cyber Support for System Operational Testing and Cyber Baselines to all Afloat Platforms. (O&MN,N)					
700110	D302	Incremental Funding, ACRN AH, PWS paragraphs 5.0 - 5.4 for Cyber Support for System					

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 2 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
		Operational Testing and Cyber Baselines to all Afloat Platforms. (O&MN,N)					
700111	D302	Incremental Funding, ACRN AG, PWS paragraphs 5.0 - 5.4 for Cyber Support for System Operational Testing and Cyber Baselines to all Afloat Platforms. (O&MN,N)					
7101	D302	Option Year 1 Labor (Fund Type - OTHER)	1.0	LO			\$6,839,570.56
710101	D302	Incremental funding - ACRN AK FSI IT Bus NMP IMP (SG) (O&MN,N)					
710102	D302	Incremental funding - ACRN AL Labor CLIN Cyber Support (O&MN,N)					
710103	D302	Incremental funding - ACRN AM Labor CLIN Cyber Support (O&MN,N)					
710104	D302	Incremental funding - ACRN AN Labor CLIN Cyber Support (O&MN,N)					
710105	D302	Incremental funding - ACRN AP Labor CLIN Cyber Support (O&MN,N)					
710106	D302	Incremental funding - ACRN AQ Labor CLIN Cyber Support (O&MN,N)					
7201	D302	Option Year 2 Labor (Fund Type - OTHER)	1.0	LO			\$8,040,138.77
720101	D302	Incremental funding - ACRN AR Labor CLIN Cyber Support (O&MN,N)					
720102	D302	Incremental funding - ACRN AS Labor CLIN MBSE Support (O&MN,N)					
720103	D302	Incremental funding - ACRN AT Labor CLIN Cyber Support (O&MN,N)					
720104	D302	Incremental funding - ACRN AU Labor CLIN Cyber Support (O&MN,N)					
7301	D302	Option Year 3 Labor (Fund Type - OTHER)	1.0	LO			\$9,318,890.05
		Option					
7401	D302	Option Year 4 Labor (Fund Type - OTHER)	1.0	LO			\$9,505,687.49
		Option					

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 3 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	D302	Base Year ODC (Fund Type - OTHER)	1.0	LO	\$400,000.00
900101	D302	Incremental funding, ACRN AA \$50,000.00 (O&MN,N)			
900102	D302	Incremental funding, ACRN AH \$3,000.00 (O&MN,N)			
900103	D302	Incremental funding, ACRN AJ \$324,809.00 (O&MN,N)			
9101	D302	Option Year 1 ODC (Fund Type - OTHER)	1.0	LO	\$400,000.00
910101	D302	Incremental Funding - ACRN AL ODC CLIN Cyber Support (O&MN,N)			
910102	D302	Incremental Funding - ACRN AP ODC CLIN Cyber Support (O&MN,N)			
9201	D302	Option Year 2 ODC (Fund Type - OTHER)	1.0	LO	\$400,000.00
920101	D302	Incremental funding - ACRN AT ODC CLIN Cyber Support (O&MN,N)			
9301	D302	Option Year 3 ODC (Fund Type - OTHER) Option	1.0	LO	\$400,000.00
9401	D302	Option Year 4 ODC (Fund Type - OTHER) Option	1.0	LO	\$400,000.00

## SECTION B SUPPLIES OR SERVICES AND PRICES

### B-1 ADDITIONAL SLINS

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

### B-2 OTHER DIRECT COSTS

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

### B-3 FEE DETERMINATION AND PAYMENT (LEVEL OF EFFORT) (JUN 2009) (5252.216-9205)

(a) Total Estimated Hours.

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

(b) Computation of Fee.

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

(c) Modifications.

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 4 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

If the contracting officer determines, for any reason, to adjust the task order amount or the estimated total hours set forth below, such adjustments shall be made by task order modification. Any additional hours will be fee bearing, and the additional negotiated fee will be divided by the additional estimated hours to determine a new fee (applicable to the additional hours only). If the fee for these additional hours is different from that of the original estimated hours, these hours shall be kept separate from the original estimated total hours. The estimated cost of the task order may be increased by written modification, if required, due to cost overruns. This increase in cost is not fee bearing and no additional hours will be added.

(d) Payment of Fee.

The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of **SEE TABLE BELOW** per labor hour invoiced by the contractor subject to the contract's "Fixed Fee" clause, provided that the total of all such payments shall not exceed eighty-five percent (85%) of the fixed fee specified under the task order. Any balance of fixed fee shall be paid to the contractor, or any overpayment of fixed fee shall be repaid by the contractor, at the time of final payment. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the FAR 52.232-20 "Limitation of Cost" or FAR 52.232-22 "Limitation of Funds" clauses, either of which is incorporated herein by reference.

<u>CLIN</u>	<u>FIXED FEE</u>	<u>HOURS</u>	<u>FEE PER DIRECT LABOR HOURS</u>
BASE YEAR	██████████	79,144	██████████
OPTION I	██████████	89,586	██████████
OPTION II	██████████	102,170	██████████
OPTION III	██████████	114,753	██████████
OPTION IV	██████████	114,753	██████████

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

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

**B-4 LIMITATION OF LIABILITY – INCREMENTAL FUNDING (JAN 1992) (5252.232-9210)**

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

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

<u>ITEM(S)</u>	<u>AMOUNT ALLOTTED (COST)</u>	<u>AMOUNT ALLOTTED (FEE)</u>
7001	██████████	██████████
9001	██████████	██████████
7101	██████████	██████████
9101	██████████	██████████
7201	██████████	██████████
9201	\$2,000.00	\$0.00

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 5 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

thereby.

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

**B-5 OPTION EXTENSION COSTS**

In the event the Government exercises its rights to extend the order by up to six additional months pursuant to the clause at FAR 52.217-8, Option to Extend Services, such extension will be considered to have been evaluated, as its cost shall be at the rates specified for the period that is being extended.

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 6 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### C-1 SPECIFICATIONS/STATEMENT OF WORK

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

### C-2 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

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

### C-3 SECURITY REQUIREMENTS (DEC 1999) (5252.204-9200)

The work to be performed under this contract as delineated in the DD Form 254, Attachment 3, involves access to and handling of classified material up to and including SECRET. In addition to the requirements of the FAR 52.204-2 "Security Requirements" clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the SPAWARSSYSCOM Security Officer.

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

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal work week for Government employees at SPAWARSSYSCOM in Monday - Friday 0800 to 1630 hours. Work at this Government installation, shall be performed by the contractor within the normal workweek unless differing hours are specified by the COR for this order. Following is a list of holidays observed by the Government:

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



CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 7 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Thanksgiving Day

Fourth Thursday in November

Christmas Day

25 December

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

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

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

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

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

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

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

(1) Routine inspection of contractor occupied work spaces.

(2) Random inspections of vehicles on entry or exit, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.

(3) Random inspections of personnel possessions on entry or exit from the installation.

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

(d) Trafficking in illegal drug and drug paraphernalia by contract employees while on a military

vessel/installation may lead to possible withdrawal or downgrading of security clearance, and/or referral for prosecution by appropriate law enforcement authorities.

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

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

**C-6 KEY PERSONNEL (DEC 1999) (5252.237-9601)**

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

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

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

(d) List of Key Personnel

CONTRACT LABOR CATEGORY	NAME
Program Manager	[REDACTED]
Principal System Architect	[REDACTED]
Senior Software Engineer/Programmer (3 FTEs)	[REDACTED]
	[REDACTED]
	[REDACTED]
Senior Systems Administrator	[REDACTED]

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 9 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	-----------------	-------

Configuration Management Specialist [REDACTED]

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

(f) If the Offeror wishes to add personnel to be used in a labor category he 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.

#### **C-7 PERSONNEL QUALIFICATION REQUIREMENTS**

The work, as defined by the Performance Work Statement (PWS), is expected to be accomplished by a mixture of professional and technical personnel, including specified key personnel. The contractor shall provide personnel who are fully qualified and competent to perform the full range of tasks described in the PWS. The contractor is responsible for insuring the accuracy of the information contained in the resumes. The Government reserves the right to review all resumes of proposed personnel after contract award. Personnel proposed for performance under this contract should demonstrate the desired qualifications and experience, as specified in Attachments 10 and 11.

#### **C-8 LABOR CATEGORY IDENTIFICATION**

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

Labor Category	Offeror Corresponding Labor Category
*Program Manager	Program Manager
*Principal System Architect	Principal System Architect
*Senior Software Engineer/Programmer	Senior Software Engineer/Programmer

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 10 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

*Senior Systems Administrator	Senior Systems Administrator
*Configuration Management Specialist	Configuration Management Specialist
Mid Software Engineer/Programmer	Mid Software Engineer/Programmer
Jr. Software Engineer/Programmer	Jr. Software Engineer/Programmer
Mid UX Designer	Mid UX Designer
Database Administration and Development Development	Database Administration and
Data Entry (CM)	Data Entry (CM)
Quality Specialist	Quality Specialist
Jr. System Administrator	Jr. System Administrator
Tech Writer	Tech Writer
Systems Analyst	Systems Analyst

**C-9 LIABILITY INSURANCE - COST TYPE CONTRACTS (OCT 2001)  
(5252.228-9201)**

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

(1) Workers' compensation and employers' liability: minimum of \$100,000

(2) Comprehensive general liability: \$500,000 per occurrence

(3) Automobile liability: \$200,000 per person

\$500,000 per occurrence

\$20,000 per occurrence for property damage

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

**C-10 INFORMATION ASSURANCE (IA)**

The contractor shall follow DoD Instruction DFAR 252.239-7001 Information Assurance Contractor Training and Certification, in solicitations and contracts involving contractor performance of information assurance functions as described in DoD 8570.01-M and DFARS 239.7102-3 Information Assurance Contractor Training and Certification. The contractor shall follow SECNAVINST 5239.3A of 20 Dec 2004 & DoD 8500.2 of 6 Feb 2003 when performing

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 11 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

IA task order.

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CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 12 of 41	FINAL
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## **SECTION D PACKAGING AND MARKING**

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

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

See Section G - Contracting Officer's Representative

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 13 of 41	FINAL
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## **SECTION E INSPECTION AND ACCEPTANCE**

### **E-1 INSPECTION AND ACCEPTANCE - DESTINATION**

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the Contracting Officer's Representative or his/her duly authorized representative. Inspection shall be IAW FAR 52.246-5 of the basic contract.

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 14 of 41	FINAL
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## SECTION F DELIVERABLES OR PERFORMANCE

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

7001	6/30/2017 - 6/29/2018
7101	6/30/2018 - 6/29/2019
7201	6/30/2019 - 6/29/2020
9001	6/30/2017 - 6/29/2018
9101	6/30/2018 - 6/29/2019
9201	6/30/2019 - 6/29/2020

### CLIN - DELIVERIES OR PERFORMANCE

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

7001	6/30/2017 - 6/29/2018
7101	6/30/2018 - 6/29/2019
7201	6/30/2019 - 6/29/2020
9001	6/30/2017 - 6/29/2018
9101	6/30/2018 - 6/29/2019
9201	6/30/2019 - 6/29/2020

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

7301	6/30/2020 - 6/29/2021
7401	6/30/2021 - 6/29/2022
9301	6/30/2020 - 6/29/2021
9401	6/30/2021 - 6/29/2022

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

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

Services to be performed hereunder will be provided at the contractor site.



CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 15 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION G CONTRACT ADMINISTRATION DATA**

### **G-1 TYPE OF CONTRACT (DEC 1999) (5252.216-9210)**

This is a Cost-Plus-Fixed-Fee (CPFF) level-of-effort (Term) Task Order.

### **G-2 INVOICING INSTRUCTIONS**

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

(b) Each ACRN under this contract is associated to a specific program, project, or PWS paragraph. Cross-reference information for invoicing is provided in Section G, "Accounting Data." Under each ACRN; the program, project, or PWS paragraph; appropriation type and appropriation year are identified. Costs incurred under the referenced program, project, or PWS paragraph shall only be billed to the associated ACRN(s). The contractor is only authorized to invoice for work completed under the program, project, or PWS paragraph referenced within each ACRN. Within each program, project, or PWS paragraph, the Contractor shall invoice in the same proportion as the amount of funding currently unliquidated (for each ACRN within the same fiscal year), starting with the earliest appropriation year.

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

### **G-3 DFAS PAYMENT INSTRUCTION – OTHER (252.204-0012)**

This Task Order has multiple sources of funding. PGI 204.7108(d)(1) thru (11), Standard Payment Instructions, are not compatible with this multiple source funded task order. The "Other" Payment Instruction (12) must be used to facilitate the multiple source funding structure of this task order for which invoicing will be made by ACRN from each CLIN/SLIN/ACRN as referenced on the contractor's invoices.

The payment office shall make payment from each ACRN in accordance with the amounts invoiced by CLIN/SLIN/ACRN as referenced on the contractor's invoice. (The subject task order is a cost-type task order that requires multiple CLINs/SLINs/ACRNs to be funded against a fluid schedule. Consequently, the contractor completes the effort in a fluid environment. That said: the best way to define payment instructions is to evaluate the contractor's invoice, which is the only logical reflection of how funds will be expended.)

### **G-4 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013) (252.232-7006)**

(a) Definitions. As used in this clause -

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 16 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

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

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

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

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

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

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

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

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

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

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

Cost Voucher

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

N/A

(Contracting Officer: Insert inspection and acceptance locations or "Not applicable.")

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

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
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CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 17 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Pay Official DoDAAC	DD1155 = See Block 12
Issue By DoDAAC	N00039
Admin DoDAAC	DD1155 = See Block 6
Inspect By DoDAAC	N00039
Ship To Code	See Section D
Ship From Code	See Section D
Mark For Code	See Section D
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N00039
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA05B
Other DoDAAC(s)	N/A

(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.

email to the COR

(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.

email to the COR

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

## **G-5 ACTIVITY OMBUDSMAN**

The SPAWAR Ombudsman for this Task Order is:

Name: Gilberto Penserga  
Code: SPAWAR 2.0B  
Address: 4301 Pacific Highway, San Diego, CA 92110  
Email: gilberto.penserga@navy.mil  
Phone: 858-537-0246

## **G-6 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAR 2006)**

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 18 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

**(5252.201-9201)**

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

(COR) for this Task Order:

Name: Jason Boes

Code: PEO C4I, 67630

Address: 4301 Pacific Highway, San Diego, CA 92110

Email: [jason.boes@navy.mil](mailto:jason.boes@navy.mil)

Phone: 858-537-8705

(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 PCO or the Administrative Contracting Officer (ACO) has issued a contractual change.

**G-7 CONTRACTOR PERFORMANCE APPRAISAL REPORTING SYSTEM (CPARS)**

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

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

Accounting Data

SLINID	PR Number	Amount
700101	130065142000001	750000.00
LLA : AA 1771804 5B2B 233 00039 0 050120 2D 000000 A00004052333		
900101	130065142000002	50000.00

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 19 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

LLA :  
AA 1771804 5B2B 233 00039 0 050120 2D 000000 A00004052333

BASE Funding 800000.00  
Cumulative Funding 800000.00

MOD P00001 Funding 0.00  
Cumulative Funding 800000.00

MOD P00002

700102 130066677800001 45000.00

LLA :  
AB 1771804 5C1C 251 00039 0 050120 2D 000000 A00004148696

700103 130066677800002 20000.00

LLA :  
AC 1771804 5B2B 251 00039 0 050120 2D 000000 A10004148696

MOD P00002 Funding 65000.00  
Cumulative Funding 865000.00

MOD P00003

700104 130065142000004 200000.00

LLA :  
AD 1771804 5B2B 251 00039 0 050120 2D 000000 A20004052333

700105 130066677800003 22000.00

LLA :  
AB 1771804 5C1C 251 00039 0 050120 2D 000000 A00004148696

MOD P00003 Funding 222000.00  
Cumulative Funding 1087000.00

MOD P00004

700106 130067388800001 79800.00

LLA :  
AE 1771804 5C1C 251 00039 0 050120 2D 000000 A00004202686

700107 130065142000005 195000.00

LLA :  
AF 1771804 5B2B 251 00039 0 050120 2D 000000 A30004052333

MOD P00004 Funding 274800.00  
Cumulative Funding 1361800.00

MOD P00005

700108 130065142000006 200000.00

LLA :  
AG 1781804 5C1C 233 00039 0 050120 2D 000000 A40004052333

MOD P00005 Funding 200000.00  
Cumulative Funding 1561800.00

MOD P00006

700109 130065142000007 550000.00

LLA :  
AG 1781804 5C1C 233 00039 0 050120 2D 000000 A40004052333

MOD P00006 Funding 550000.00

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 20 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Cumulative Funding 2111800.00

MOD P00007

700110 130065142000008 104898.00

LLA :

AH 1781804 5B2B 251 00039 0 050120 2D 000000 A50004052333

900102 130065142000009 3000.00

LLA :

AH 1781804 5B2B 251 00039 0 050120 2D 000000 A50004052333

MOD P00007 Funding 107898.00

Cumulative Funding 2219698.00

MOD P00008

700111 130065142000010 390000.00

LLA :

AG 1781804 5C1C 233 00039 0 050120 2D 000000 A40004052333

900103 130065142000011 324809.00

LLA :

AJ 1781804 5C1C 233 00039 0 050120 2D 000000 A60004052333

MOD P00008 Funding 714809.00

Cumulative Funding 2934507.00

MOD P00009

710101 1300721859 110000.00

LLA :

AK 1781804 5C1C 251 00039 0 050120 2D 000000 COST CODE: A00004573904

FSI IT Bus NMP IMP (SG)

CIN 130072185900001

710102 1300720847-0001 1100000.00

LLA :

AL 1781804 5C1C 233 00039 0 050120 2D 000000 COST CODE: A00004567887

Labor CLIN Cyber Support

CIN 130072084700001

710103 1300720847-0001 414000.00

LLA :

AM 1781804 70CA 257 00070 T 045924 2D CTC239 COST CODE: 000708TC239P

Labor CLIN Cyber Support

CIN 130072084700004

910101 1300720847-0001 25000.00

LLA :

AL 1781804 5C1C 233 00039 0 050120 2D 000000 COST CODE: A00004567887

ODC CLIN Cyber Support

CIN 130072084700003

MOD P00009 Funding 1649000.00

Cumulative Funding 4583507.00

MOD P00010

700111 130065142000010 (132281.55)

LLA :

AG 1781804 5C1C 233 00039 0 050120 2D 000000 A40004052333

710102 1300720847-0002 132281.55

LLA :

AL 1781804 5C1C 233 00039 0 050120 2D 000000 COST CODE: A00004567887

Labor CLIN Cyber Support

CONTRACT NO.	DELIVERY ORDER NO.	AMENDMENT/MODIFICATION NO.	PAGE	FINAL
N00178-14-D-7718	N0003917F3006	P00014	21 of 41	

CIN 130072084700001  
CIN 130072084700005

710104 130072084700006 160000.00  
LLA :  
AN 1781804 60BA 257 00060 R 068732 2D C4PO7W 636778S1CP4Q

MOD P00010 Funding 160000.00  
Cumulative Funding 4743507.00

MOD P00011

710105 130076091000001 747200.00  
LLA :  
AP 1791804 5CCY 233 00039 0 050120 2D 000000 A00004851558

710106 130076091000003 177800.00  
LLA :  
AQ 1791804 5CCY 233 00039 0 050120 2D 000000 A10004851558

910102 130076091000002 100000.00  
LLA :  
AP 1791804 5CCY 233 00039 0 050120 2D 000000 A00004851558

MOD P00011 Funding 1025000.00  
Cumulative Funding 5768507.00

MOD P00012 Funding 0.00  
Cumulative Funding 5768507.00

MOD P00013

710106 130076091000003 (133742.00)  
LLA :  
AQ 1791804 5CCY 233 00039 0 050120 2D 000000 A10004851558

MOD P00013 Funding -133742.00  
Cumulative Funding 5634765.00

MOD P00014

720101 130079561000003 130000.00  
LLA :  
AR 1791804 5B2B 233 00039 0 050120 2D 000000 A20005138334

720102 130079561000004 100000.00  
LLA :  
AS 1791804 5C1C 233 00039 0 050120 2D 000000 A30005138334

720103 130079561000001 550800.00  
LLA :  
AT 1791804 5CCY 233 00039 0 050120 2D 000000 A00005138334

720104 130079561000002 189448.00  
LLA :  
AU 1791804 5CCY 233 00039 0 050120 2D 000000 A10005138334

920101 130079561000005 2000.00  
LLA :  
AT 1791804 5CCY 233 00039 0 050120 2D 000000 A00005138334

MOD P00014 Funding 972248.00  
Cumulative Funding 6607013.00

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 22 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------



CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 23 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

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

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

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

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

The Data Rights clause in the basic contract is invoked for this Task Order. For software developed under this contract that is deemed non-commercial, DFARS 252.227-7020, Rights in Special Works (JUN 1995) applies in lieu of DFARS 252.227-7013, Rights in Technical Data—Noncommercial Items (FEB 2014) and DFARS 252.227-7014, Rights in Noncommercial Computer Software Documentation (FEB 2014).

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

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

(b) 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 SPAWARSSYSCOM Security Office a list of all unreturned badges with a written explanation of any missing badges.

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

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

(b) Contractor 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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 24 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

subcontractor personnel.

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

(a) Definition.

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

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

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

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

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

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

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

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

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 25 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

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

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

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

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

**H-6 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION (AUG 2011) (5252.237-9603)**

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

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

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

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

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

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

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the contract, whether the

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 26 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

information comes from the Government or from third parties. The Contractor shall—

(i) Utilize accessed information and limit access to authorized users only for the purposes of performing the services as required by the contract, and not for any other purpose unless authorized;

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the contract or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the contract regarding their obligation to utilize information only for the purposes specified in the contract and to safeguard information from unauthorized use and disclosure.

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

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

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

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

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

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Information Access Agreement,” a mitigation plan for Government approval, which shall be incorporated into the contract. At a minimum, the mitigation plan shall identify the Contractor’s plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the contract from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A “firewall” may consist of organizational and physical separation; facility and workspace access restrictions; information

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 27 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

system access restrictions; and other data security measures identified, as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

#### **H-7 TECHNICAL INSTRUCTIONS (APR 1999) (5252.242-9115)**

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

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

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

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

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

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

#### **H-8 ORGANIZATIONAL CONFLICT OF INTEREST**

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

#### **H-9 ORGANIZATIONAL CONFLICT OF INTEREST (SYSTEMS ENGINEERING) (DEC 1999)(5252.209-9201)**

(a) This contract provides for systems engineering and related technical support for **PEO C4I Business Tools Support Services**. The parties recognize that by the Contractor providing this support, a potential conflict of interest arises as defined by FAR 9.505-1.

(b) For the purpose of this clause, the term "contractor" means the contractor, its subsidiaries and affiliates, joint ventures involving the contractor, any entity with which the contractor may

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 28 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

hereafter merge or affiliate, and any other successor of the contractor.

(c) During the term of this contract and **for a period of 3 years after completion of this contract**, the Contractor agrees that it will not supply (whether as a prime contractor, subcontractor at any tier, or consultant to a supplier) to the Department of Defense, any product, item or major component of an item or product, which was the subject of the systems engineering and/or technical direction in support of **PEO C4I Business Tools Support Services** performed under this contract. The contractor shall, within 15 days after the effective date of this contract, provide, in writing, to the Contracting Officer, a representation that all employees, agents and subcontractors involved in the performance of this contract have been informed of the provisions of this clause. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

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

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

#### **H-10 ORGANIZATIONAL CONFLICT OF INTEREST (SPECIFICATION PREPARATION) (DEC 1999)(5252.209-9202)**

(a) This contract, in whole or in part, provides for the Contractor to draft and/or furnish specifications in support of **PEO C4I Business Tools Support Services**. Further, this contract may task the Contractor to prepare or assist in preparing work statements that directly, predictably and without delay are used in future competitive acquisitions in support of **PEO C4I Business Tools Support Services**. The parties recognize that by the Contractor providing this support a potential conflict of interest arises as defined by FAR 9.505-2.

(b) During the term of this contract and **for a period of 3 years after completion of this contract**, the Contractor agrees that it will not supply as a prime contractor, subcontractor at any tier, or consultant to a supplier to the Department of Defense, any product, item or major component of an item or product, which was the subject of the specifications and/or work statements furnished under this contract. The contractor shall, within 15 days after the effective date of this contract, provide, in writing, to the Contracting Officer, a representation that all employees, agents and subcontractors involved in the performance of this contract have been informed of the provisions of this clause. Any subcontractor that performs any work relative to this contract shall be subject to this clause. The contractor agrees to place in each subcontract affected by these provisions the necessary language contained in this clause.

(c) For the purposes of this clause, the term “contractor” means the contractor, its subsidiaries and affiliates, joint ventures involving the contractor, any entity with which the contractor may

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 29 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

hereafter merge or affiliate and any other successor or assignee of the contractor.

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

#### **H-11 ORGANIZATIONAL CONFLICT OF INTEREST (ACCESS TO PROPRIETARY INFORMATION) (DEC 1999) (5252.209-9203)**

(a) This contract provides for the Contractor to provide technical evaluation and/or advisory and assistance services in support of PEO C4I. The parties recognize that by the Contractor providing this support a potential conflict of interest arises as described by FAR 9.505-3 and FAR 9.505-4.

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

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

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

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

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 30 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## H-12 ORGANIZATIONAL CONFLICT OF INTEREST (Dec 2004) (5252.209-9205)

### (a) Definition.

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

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

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

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

(d) These restrictions shall apply to **Forward Slope Inc.,** This clause shall remain in effect **during the life of the task order and for three years after completion of the task order.**

(e) The Contractor shall apply this clause to any subcontractors or consultants, who have access to information, participate in the development of data, or participate in any other activity related to this contract which is subject to terms of this clause at the prime contractor level, unless the Contractor includes an acceptable alternate subcontractor provision in its mitigation plan. For



CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 31 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

subcontractors or consultants under this contract, if an organizational conflict of interest mitigation plan is submitted and acceptable to the Government, the subcontractor's parent corporation, subsidiaries, or other physically separate profit and loss centers may not be precluded from acting as a prime, subcontractor, or consultant on future SPAWAR contracts.

### **H-13 REIMBURSEMENT OF TRAVEL COSTS (JAN 2006) (5252.231-9200)**

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

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

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

#### **(b) General**

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

- (i) Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;
- (ii) Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or
- (iii) Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 32 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

(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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 33 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

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

(6) Definitions:

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

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

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

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

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

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

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

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

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

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

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 34 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

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

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

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

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

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

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

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

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

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

**H-14 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992) (5252.243-9600)**

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 35 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Changes clause of this contract.

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

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

Name: Cindy Ledesma

Code: 2.3

Address: 4301 Pacific Highway, San Diego, CA 92110-3127

Email: [cindy.ledesma@navy.mil](mailto:cindy.ledesma@navy.mil)

Phone: 619-524-7177

#### **H-15 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (DEC 1999) (5252.209-9206)**

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

#### **H-16 NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

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

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 36 of 41	FINAL
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## SECTION I CONTRACT CLAUSES

### I-1 OPTION TO EXTEND SERVICES (NOV 1999) (52.217-8)

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

### I-2 Option to Extend the Term of the Contract (MAR 2008)(52.217-9)

(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.

### I-3 SUBCONTRACTS (OCT 2010) (52.244-2) ALT I (JUN 2007)

(a) Definitions. As used in this clause -

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

"Consent to subcontract" means the Contracting Officer's written consent for the Contractor to enter into a particular subcontract.

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

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

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

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

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 37 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

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

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before entering into any subcontract over the Simplified Acquisition Threshold (SAT) that was not initially proposed regardless of whether the potential subcontractor(s) have an approved accounting system. Consent to subcontract is required when adding any cost-reimbursement, time-and-materials, or labor-hour type subcontract, or any fixed-price subcontract that exceeds the SAT or five (5) percent of the total estimated cost of this task order.

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

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor.

(iv) The proposed subcontract price.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

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

(vii) A negotiation memorandum reflecting -

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

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

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

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

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

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

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 38 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

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

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

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

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

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

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

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

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

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

Applied Efficiency Solutions, LLC

G2 Software Systems, Inc. (G2)

Perspecta Engineering Inc.

**I-4 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS (DEVIATION 2016-O0003) (OCT 2015) (252.203-7997)**

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or



CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 39 of 41	FINAL
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agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

#### **I-5 LIMITATIONS OF SUBCONTRACTING (JAN 2017) (52.219-14)**

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

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

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

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

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

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

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

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

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

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

#### **I-6 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) (52.252-2)**

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 40 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

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

For the FAR: <http://acquisition.gov/far/>

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

For the NMCARS: [https://acquisition.navy.mil/home/policy\\_and\\_guidance/nmcars](https://acquisition.navy.mil/home/policy_and_guidance/nmcars)

The following clauses are incorporated into this task order in addition to the clauses included in the Basic SeaPort contract.

- 52.203-16 Preventing Personal Conflicts of Interest (DEC 2011)
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (OCT 2015)
- 52.219-8 Utilization of Small Business Concerns (OCT 2014)
- 52.222-35 Equal Opportunity for Veterans (JUL 2014)
- 52.222-37 Employment Reports on Veterans (JUL 2014)
- 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)
- 252.225-7043 Antiterrorism/Force Protection for Defense Contractors Outside the United States (MAR 2006)
- 252.239-7001 Information Assurance Contractor Training and Certification (JAN 2008)
- 252.242-7005 Contractor Business Systems (FEB 2012)

CONTRACT NO. N00178-14-D-7718	DELIVERY ORDER NO. N0003917F3006	AMENDMENT/MODIFICATION NO. P00014	PAGE 41 of 41	FINAL
----------------------------------	-------------------------------------	--------------------------------------	------------------	-------

## **SECTION J LIST OF ATTACHMENTS**

Attachment 1 - PWS

Attachment 2 - QASP

Attachment 3 - DD254

Attachment 4 - Information Access Agreement

Attachment 5 - Reserved

Attachment 6 - Reserved

Attachment 7 - Reserved

Attachment 8 - Reserved

Attachment 9 - Software Development Plan (SDP) TEMPLATE

Attachment 10 - Key Personnel

Attachment 11 - Non Key Personnel Labor Qualifications

Exhibit A - CDRLs

CDRL Attachment 1 - Staffing Plan

**PERFORMANCE WORK STATEMENT (PWS)**

**Program Executive Office, Command, Control, Communications, Computers and  
Intelligence (PEO C4I)**

**Business IT Tool Support Services**



**30 April 2019**

TABLE OF CONTENTS

- 1. INTRODUCTION ..... 5
- 2. BACKGROUND ..... 5
- 3. SCOPE..... 6
- 4. APPLICABLE DOCUMENTS ..... 7
- 5. PERFORMANCE REQUIREMENTS (O&M,N)..... 10
  - 5.1. Module Modifications (O&M,N)..... 10
    - 5.1.1. Evaluations and Reviews ..... 10
    - 5.1.2. Software Development Plan (SDP)..... 11
    - 5.1.3. Software Modifications ..... 12
  - 5.2. Sustaining Support (Operations and Support) (O&M,N) ..... 12
    - 5.2.1. Software Maintenance (Sustainment) ..... 12
    - 5.2.2. Product Baseline Reviews (Sustainment) ..... 12
    - 5.2.3. Training (Sustainment)..... 12
    - 5.2.4. Technical Documentation (Sustainment) ..... 13
  - 5.3. In Service Engineering Support (Sustainment) (O&M,N) ..... 13
    - 5.3.1. Development, Test, and Production Environment: System Administration, Maintenance, and Management ..... 13
      - 5.3.1.1. System Administrator and Maintenance.....13
      - 5.3.1.2. System Accounts and Patching ..... 13
      - 5.3.1.3. Information Assurance Vulnerability Alerts (IAVAs)..... 13
      - 5.3.1.4. Cybersecurity ..... 13
      - 5.3.1.5. Cloud Hosting ..... 13
    - 5.3.2. Acquisition Requirements and Information Technology (IT), Information Assurance (IA) Compliance Documentation, Acquisition Reporting ..... 13
  - 5.4. Project Management (O&M,N) ..... 16
    - 5.4.1. Kick-off Meeting..... 16
    - 5.4.2. Project Schedule ..... 16
    - 5.4.3. Meeting Support..... 16
    - 5.4.4. Project Management Reviews ..... 18
  - 5.5. Data Support (OPN)..... 18
  - 5.6. Major Enhancements (RDT&E) ..... 18
- 6. REPORTS, DATA, DELIVERABLES AND COMMUNICATION ..... 19

- 6.1. Deliverable Products ..... 19
- 6.2. Delivery Address ..... 20
  - 6.2.1. Digital Data Management ..... 21
    - 6.2.1.1. Electronic Transmission ..... 21
    - 6.2.1.2. Delivery ..... 21
- 6.3. Performance Standards ..... 21
  - 6.3.1. Schedule, Technical Reports, Software Development Plan..... 21
  - 6.3.2. Computer Software ..... 22
  - 6.3.3. Emergent Contractor Response Time ..... 22
- 7. CDRL DATA ..... 22
- 8. SECURITY..... 22
  - 8.1. Operations Security..... 23
  - 8.2. DoD Information Assurance Awareness Training..... 23
  - 8.3. Personnel CYBER Requirements ..... 24
  - 8.4. Safeguarding Covered Defense Information (CDI)..... 25
    - 8.4.1. Systems Security Plan and Associated Plans of Action..... 25
    - 8.4.2. Identification and Tracking of CDI..... 25
- 9. GOVERNMENT FURNISHED PROPERTY AND INFORMATION..... 26
  - 9.1. Government Furnished Property (GFP)..... 26
  - 9.2. Government Furnished Information (GFI) ..... 26
- 10. NAVY/MARINE CORPS INTRANET (NMCI) COMMON ACCESS CARD (CAC)... 26
- 11. TASK ORDER PROGRAM MANAGEMENT AND ADMINISTRATION ..... 26
  - 11.1. Best Practices ..... 26
  - 11.2. Wide Area Work Flow (WAWF) Invoicing Requirements ..... 27
  - 11.3. Contractor Employee Identification..... 27
- 12. CONTRACTING OFFICER’S REPRESENTATIVE ..... 27
- 13. TRAVEL..... 27
- 14. PLACE AND PERIOD OF PERFORMANCE ..... 28
  - 14.1. Place of Performance ..... 28
  - 14.2. Period of Performance..... 28
- ATTACHMENT 1: DEFINITIONS & ACRONYMS ..... 29
- ATTACHMENT 2: KEY PERSONNEL..... 31



## 1. INTRODUCTION

The Department of the Navy (DON) Program Executive Office (PEO) for Command, Control, Communications, Computers and Intelligence (C4I) is acquiring management, technical, systems engineering, program management, software development and modification, software configuration management, software sustainment, and administrative support services to integrate and support a common Service Business IT architecture. In addition, PEO C4I is acquiring business IT architecture expertise, technical data, customer support services, training services, and program support services.

The primary coordination application is the SPAWAR/PEO Integrated Data Environment and Repository (SPIDER), which houses the C4I Advance Planning Suite (CAPS) of modules. SPIDER is currently the hosting platform of choice, but the Business IT suite is built to be transportable to upgraded hosting platforms. Under this Task Order, PEO C4I is acquiring Hardware and Software Engineering services to include hardware and software maintenance of the CAPS database application, as well as interfacing Business IT applications such as SPIDER, NDE, CDMD-OA, NSERC, DOORS, Risk Exchange, Integrated Master Schedule (IMS), NTIRA, SAILOR, NESI, VRAM, ACAS, Store-Front, WSUS, CAD, VISIO, Warfighting Modeling and Simulation, System Architectural Tools, and any other Business IT system in use or in development.

Other SPAWAR/SYSCOM organizations, such as 1.0, 2.0, 4.0, 5.0, 6.0, 7.0, 8.0, PEO Enterprise Information Systems (PEO EIS), PEO SPACE (PEO SS), may also make use of this task, along with other SYSCOMs such as NAVSEA, NAVAIR, NAVSUP, and MARCOR, etc., and other organizations such as USCG, Naval Fleet, or OPNAV.

10 USC 2222 defines ‘defense business system’ (DBS) as “an information system, other than a national security system, operated by, for, or on behalf of the DoD, including financial systems, mixed systems, financial data feeder systems, and information technology and information assurance infrastructure used to support business activities such as *acquisition*, financial management, logistics, strategic planning and budgeting, installations and environment, and human resource management”.

## 2. BACKGROUND

Federal Law requires an IT Roadmap for all Business IT applications. The Advance Planning Working Group (APWG) Charter is ‘to bring together disparate business processes into an integrated tool’. The C4I Advance Planning Tool Suite (CAPS) concept was demonstrated to Vice Chief of Naval Operations (VCNO) at the Provider Enterprise Forum and was given firm support to proceed. Further, the concepts of Service Oriented Architecture (SOA), Integrated Data Environment (IDE), and Single Authoritative Data Entry to reduce overhead cost and improve data reliability are core tenants of the Business Tool concept.

Reporting directly to the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN RD&A) and in coordination with the Deputy Assistant Secretary of the Navy



(DASN) for C4I, Electronic Warfare and Space programs and other DoN PEOs, PEO C4I and Space is the Naval integration point into a DoD-wide C4I architecture. As the acquisition lead for Naval C4I systems, PEO C4I and Space will help ensure the operational concepts that support Seapower 21 are turned into combat capability and decision superiority.

The Modernization Directorate, for which this performance work statement supports, is the PEO's staff office responsible for formulation and maintaining modernization concept of operations (CONOPS) policies and processes, which integrates all of the competencies of SPAWAR into a common implementation vision. The Modernization Directorate works with respective program management offices (PMO's) to ensure acquisition milestones and co-related actions are known, understood, and accomplished. The Modernization Directorate directly oversees the POM Process which ties in Budget to Fielding, and is the 4.0 Advocate in the PEO, as well as the Platform PMW advocate, and ties in all issues from Requirements to Fielding. The Modernization Directorate provides policies, processes, tools, leadership, and qualified resources that support the delivery and integration of new capability into existing and new platforms.

### **3. SCOPE**

The objective of this Task Order is to provide the full range of Program Management, Financial Planning, Contracting Support, Administrative Support, Production and Installation Management, Design (including requirements development, prototyping, graphical user interface (GUI) designs, and mock-ups), Systems Engineering (including software development and modification, software configuration management, and software sustainment), Test and Evaluation Support, and technical support of PEO C4I Business Tools through the acquisition life cycle, ensuring compliance with statutory and regulatory requirements. In addition, the contractor shall provide business IT architecture expertise, technical data, customer support services, training services, distance support (Help Desk), user community-based testing of beta releases, and program support services.

The primary objective of this work is to ensure the existing Navy business practices are harmonized and improved where possible and practicable. The C4I Advance Planning Suite (CAPS) focuses on bringing together disparate processes and databases into a central SOA-type environment. Upgrades to CAPS will consist of new modules that build upon previous modules, as well as upgrades to existing modules, and much of the tasking will use end of year funding. As CAPS is not direct funded, funding may come from many sources, but is primarily focused on OMN, OPN, SCN, and RDT&E.

A secondary objective is to improve the investment in the Business IT database tools. In supporting this objective, the contractor shall provide subject matter expertise (SME) on the business architecture by conducting engineering reviews on the business database architectures and updating the document repository with up-to-date information. The contractor shall comply with the policies and directives listed in section 4 when developing any applications. SME support is required to resolve any information assurance (IA), CYBER, Section 508, and Database policy compliance issues. The contractor shall provide SME support in the areas of CMMI, IEEE 12207, and Agile/Scrum (i.e., ISO/IEC/IEEE 26151, Systems and Software

Engineering- Developing User Documentation in an Agile Environment). The contractor shall maintain a software developer and quality assurance environment as part of the contractor’s infrastructure.

Government training is limited for this task, so contractor expertise is required in all SPAWAR business process, involving every competency across SPAWAR. In order to automate business processes, the contractor shall possess detailed knowledge of business rules that are coded into the data environment. The contractor shall maintain knowledge of SPAWAR terminology for defining data tables and the table relationships, and building the software screens (GUI’s) with corresponding data dictionaries. The data tables form a relational database, so advance data table expertise is required, and implementation is through a services-layer.

**4. APPLICABLE DOCUMENTS**

The PWS was prepared in accordance with most current version of the following documents. The contractor shall follow the applicable documents, instructions, policies, regulations, standards, and laws as they pertain to individual tasking. The contractor shall submit questions in writing to the COR and await a response if the applicable document is unclear or not understood by the contractor. Copies of military handbooks, instructions, standards and specifications and DoD adopted non-Government standards may be obtained in accordance with the Federal Acquisition Regulation (FAR) Subpart 52.211-2. Copies of specifications, standards, and data item descriptions cited in this solicitation, if listed in the DoD Index of Specifications and Standards (DoDISS) or the Acquisition Management Systems and Data Requirements Control List, DoD 5010.12-L (Dec 2003) may be obtained from:

- ASSIST database via the Internet at <http://assist.daps.dla.mil/>
- By submitting a request to the – Department of Defense Single Stock Point (DoDSSP) Building 4, Section D, 700 Robbins Avenue,
- Philadelphia, PA 19111-5094
- <https://saportal.nswc.navy.mil>

Copies of non-Government publications not listed in the DoDISS may be obtained from the respective industry association or by following the web links identified at [https://cne.spawar.navy.mil/portal/page/portal/Enterprise/Library/Instructions\\_Library](https://cne.spawar.navy.mil/portal/page/portal/Enterprise/Library/Instructions_Library).

Document Type	No./Version	Title
Standard	IEEE/EIA 12207-2008	Systems and Software Engineering—Software Lifecycle processes
DoD Instruction	DoD Instruction 5000.02	Operation of the Defense Acquisition System
DoD Instruction	DoD Directive 5200.1R	DoD Directive 5200.1R Controlled Unclassified Information, Appendix C
Instruction	DoD 8500.2	Information Assurance (IA) Implementation

Document Type	No./Version	Title
Memorandum		ASN (RD&A) Memorandum, Subject: Software Process Improvement Initiative (SPII) Guidance for Use of Software Process Improvement Contract Language
Memorandum		ASN (RD&A) Memorandum, Subject: Department of the Navy Policy for Acquisition of Naval Software Intensive Systems
Guidebook	Version 1.0	Office of the Assistant Secretary of the Navy (Research, Development and Acquisition) Guidebook for Acquisition of Naval Software Intensive Systems (available from <a href="https://acquisition.navy.mil/rda/home/organizations/dasns/rda_cheng">https://acquisition.navy.mil/rda/home/organizations/dasns/rda_cheng</a> )
Promulgation Memorandum		DoD CIO Memorandum, Subject: The DoD Architecture Framework (DoDAF) V2.0
Guidebook	V2.0	DoD Architecture Framework Volume 1 Manager's Guide, Volume 2 Architect's Guide, Volume 3 Developer's Guide, Journal.
DoD Instruction	DoD Instruction 8510.01	Risk Management Framework (RMF) for DoD Information Technology
Memorandum		DON Implementation of the Risk Management Framework (RMF) for DoD Information Technology
Handbook		DIACAP to Risk Management Framework (RMF) Transformation
Handbook	V1.0	Department of the Navy DoD Information Assurance Certification and Accreditation Process (DIACAP) Handbook
DoD Instruction	DoD Instruction 8500.01	DoD Cybersecurity
Guidebook		Defense Acquisition Guidebook, Chapter 4, 8, 9
Record Message	R072303Z Jun 05/NAVADMIN 124/05	Registration of Navy Networks and Servers and Termination of Server Applications
Instruction	SPAWARINST 3090.2B	Policy and Procedures for the Fleet Readiness Certification Board (FRCB) Process
Instruction	SPAWARINST 3432.1	Operations Security (OPSEC) Policy
Instruction	SECNAVINST 5239.3B	Department of the Navy Information Assurance (IA) Policy
Handbook	SPAWARINST 5400.3A	Systems Engineering Technical Review Policy
Instruction	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy
Instruction	SPAWARINST 5728.1A	Establishment of SPAWAR Branding Guidelines
Instruction	SPAWARINST 4720.1A	SPAWAR Modernization and Installation Policy
Handbook	SPAWARINST 4720.1-M V4.0	Shore Installation Process Handbook.
Handbook	SPAWARINST 4720.14 V4.0	SPAWAR Afloat Installation Process Handbook

Document Type	No./Version	Title
Technical Specification	TS9090-310E/SL720-AA-MAN-030	Navy Modernization Process (NMP) One Book, Distribution Statement A
Charter		PEO C4I Capability Improvement Board (CIB) Charter
Charter		Services Oriented Architecture (SOA) Environment with Navy Data Environment (NDE) Charter
Document		SPIDER Certification and Accreditation Plan
Document		SPIDER Contingency Plan
Document		DoN Naval Sea Logistics Center, Mechanicsburg, PA. System Interconnection Agreement between Naval Sea Logistics Center and SPIDER
Document		Software Configuration Management Plan for the SPAWAR/PEO Integrated Data Environment and Repository (SPIDER)
Document		Annual Security Review Test Report for SPAWAR/ PEO Integration Development Environment and Repository (SPIDER), Distribution Statement D/For Official Use Only
Training Guide	V4	SPAWAR/PEO Integrated Data Environment & Repository (SPIDER) CAPS Training Guide
User manuals		SPIDER Module User Manuals
Briefing slides		SPIDER Training Materials
Workflow diagrams		SPIDER Workflow Diagrams
Software change requests		SPIDER Software Change Requests
Software change request repository		SPIDER SCR database
Data Dictionary		SPIDER Data Dictionary
Repository		SPIDER document and artifact repository
Documentation Library	Oracle 11g database administrator	Oracle Database 11g Documentation Library at <a href="http://www.oracle.com">http://www.oracle.com</a>
Templates	various	Product Status (VPATs) for Oracle Database at <a href="http://www.oracle.com">http://www.oracle.com</a>
Templates	various	Section 508 VPATs for Microsoft Products at <a href="http://www.microsoft.com">http://www.microsoft.com</a>
Documentation	2008 R2	Microsoft Windows Server 2008 R2 at <a href="http://technet.microsoft.com">http://technet.microsoft.com</a>
Documentation	7.0	Microsoft Internet Information Services (IIS 7)at <a href="http://support.microsoft.com">http://support.microsoft.com</a>
Documentation	various	VMware <a href="http://www.vmware.com/">http://www.vmware.com/</a>
Documentation	8.5.i	McAfee VirusScan Enterprise at <a href="http://www.mcafee.com">http://www.mcafee.com</a>

## 5. PERFORMANCE REQUIREMENTS (O&M,N)

The Contractor shall provide Business IT life cycle support services in the work areas listed below. Life cycle support services include the role of Database Administrator, Software Configuration Management (CMMI Level III minimum required in the local contractor office), Information Assurance (IA) /Security, Patch Management, Hardware Management, Backup/Restoral, Software Modifications, and Account Management. Business IT tools have approximately five thousand users. As the Contractor becomes proficient at SPAWAR Business workflows (demonstrated to the COR), maintenance is envisioned to include at least rudimentary Business IT help-desk support. Business IT tools are intended to use one central database (Integrated Data Environment), but currently consist of multiple stove-piped systems with multiple schemas and up to twenty-five (25) software languages (see Attachment 2, Key Personnel, for examples). Maintenance shall include: analysis, planning, and implementing improvement procedures across the databases, minimizing the schemas, improving CYBER/IA defense, improving user response times, transition to a SOA (Services Oriented Architecture) environment, application reduction, and reducing the programming languages.

In performing the tasks addressed in the subsequent paragraphs, the Contractor shall comply with the references of Section 4 plus:

- The Contractor shall develop software within the approved SDP (from the CDRL A001).
- The contractor shall develop software in coordination with the SPAWAR 4.2 SPIDER Program Office life cycle support requirements.
- NESI requirements; Net-Centric Enterprise Solutions for Interoperability (NESI), v1.2.0, Dec 2005, <http://nesipublic.spawar.navy.mil/>.
- Practices equivalent to those articulated by the Capability Maturity Model Integration (CMMI) Level III during this contract performance.

### 5.1. Module Modifications (O&M,N)

#### 5.1.1. Evaluations and Reviews (White Paper and DODAF Artifacts)

The Contractor shall perform engineering evaluations and reviews of existing Business IT product baseline architectures, drawings, and documentation to determine where improvements may be recommended to correct deficiencies, achieve cost savings, improve the recording of the Business IT architecture, and/or operations of the Business IT applications. The Contractor shall provide product evaluation, security engineering, maintainability and reliability requirements, algorithms and protocols, DODAF designs, and operational concepts. The Contractor shall record the results of the evaluations and recommendations, and deliver a technical services report.

Examples of evaluations and reviews include the Configuration Management capability, Product Baselineing, Platform Baselineing, Advance Planning Module, Improvements to the Metrics,

Engineering Drawings and Documents, Software Upload/Download Repositories and Portals, Scheduling Capabilities, Roadmaps, CYBER/IA tools (vulnerabilities, assessment tools, scans, situational awareness, offense/defense), Installation Tools, Financial tools, Contract tools, Architecture Tools, POM analysis tools, Program Management tools.

Note: evaluations will be identified in Technical Instructions (TIs). Examples of evaluations are:

- Improving Engineering Change Request (ECR) functionality with such tools as the Configuration Data Manager's Database Open Architecture (CDMD/OA) at <http://www.cdmd.navy.mil/> (DoD PKI Certificate required), CMPro™, NDE-AMPS
- Improving the ability to depict PEO C4I ship baselines
- Improving system dependency analysis
- Improving the financial data with the Intranet Resource Allocation Planning Systems (iRAPS), Navy Enterprise Resource Planning (N-ERP), or Program Budget Information System (PBIS)
- Improving financial reconciliation of budget against plans
- Auto-generating and pushing the Ship Change Document (SCD) to the Navy
- Modernization Process (NMP) website <http://www.fmp.navy.mil>
- Improving the NAVSEA Data Environment (NDE) (<http://www.nde.navy.mil/> DoD PKI Certificate required) Advanced Hull Modernization Plan data interface to the SPIDER PEO C4I Advanced Planning Process (CAPS)
- Continuing to support creating a Service-Oriented Architectures (SOA) environment across all business tools
- Improving the CAD storage repository to allow CAD to Oracle data transfer
- Improving interfaces to SPAWAR 5.0 databases such as DOORS, Rational/SADIE, RACER, M&S Tools
- Fielding the functionalities to Smart Phones

### 5.1.2. Software Development Plan (SDP)

The SDP shall fully describe all information relating to the software development processes, activities, tasks, techniques, and tools to be used on an effort. The SDP shall define the offeror's life cycle model and the processes used as a part of that model. If there are many Business IT tools with multiple SDPs, the contractor shall migrate to a common SDP. Agile/Scrum is mandated for software coding on government databases. The SDP shall include government oversight, configuration control, and sprint prioritization.

The SDP shall follow the framework of the attached SDP referenced in CDRL A001, which follows the framework of IEEE/EIA Std 12207 regarding subject content, level of detail, and completeness. As a reference, Appendix L in the Guidebook for Acquisition of Naval Software Intensive Systems contains a sample SDP Data item description outline, template and guidance. The SDP shall be NESI compliant. No later than 45 days after contract award the Contractor shall deliver a completed SDP (based on the proposed SDP) subject to Government review and approval.

### **5.1.3. Software Modifications**

Evaluations and reviews shall be held with the Government Management team and User Groups. Based on the government decisions made during the reviews, the COR will provide technical direction to the Contractor to perform software modifications. No software coding shall be performed without COR approval.

## **5.2. Sustaining Support (Operations and Support) (O&M,N)**

### **5.2.1. Software Maintenance (Sustainment)**

The Contractor shall design, code, and implement fixes to approved SCRs. The Contractor shall edit the impacted Business IT database system source code on the developmental server with updated source code that fixes the SCR. The Contractor shall perform requirements analysis, design analysis, originate software use cases and drawings, and originate source code using documented processes and procedures to insure the quality and maintainability of the Business IT database system. The Contractor shall update all of the Business IT database design and architecture documentation in the Business IT database repository to comply with software engineering procedures. Technical data shall follow the Defense Architecture Framework (DODAF) as much as practicable.

### **5.2.2. Product Baseline Reviews (Sustainment)**

The Contractor shall perform engineering evaluations and reviews of the existing Business IT product baseline architectures, drawings, and documentation to determine where changes may be recommended to correct deficiencies, achieve cost savings, improve the recording of the Business IT architecture, and/or operations of the Business IT applications. The contractor shall perform functional and architectural analysis of other existing Business IT tools for possible consolidation and efficiencies. The Contractor shall update the Business IT document repository with the results of the evaluations and reviews. In support of this effort, the Contractor shall provide product evaluations, security engineering, maintainability and reliability requirements, algorithms and protocols, and operational concepts. Technical data shall follow DODAF as much as practicable.

### **5.2.3. Training (Sustainment)**

The Contractor shall update existing training materials and user manuals for job-skills type training to enable end-users to use the Business IT applications. All training materials and user manuals required for instruction shall be developed and validated by the Contractor. The Contractor shall conduct end-user job skills type training on a quarterly basis for applications determined by the COR. The Contractor shall coordinate with the SPAWAR training laboratory to schedule onsite computer-based training. The contractor shall also provide User Acceptance

Test (UAT) training to test teams. Final UAT test approval will be by the COR or a designated government subject matter expert (SME).

#### **5.2.4. Technical Documentation (Sustainment)**

The Contractor shall update technical documentation for all of the Business IT applications in the repository to reflect the current version of the Business IT architecture, ensure compliance to information assurance requirements, and maintain accurate acquisition documents. Technical data shall follow DODAF as much as practicable. The contractor shall supply a remote Program Management office complete with a detailed hard-copy and on-line technical data library of the Business IT suite of applications. See paragraph 5.4.3 for office location.

### **5.3. In Service Engineering Support (Sustainment) (O&M,N)**

#### **5.3.1. Development, Test, and Production Environment: System Administration, Maintenance, and Management**

##### **5.3.1.1. System Administration and Maintenance**

The contractor shall ensure all Business IT production server configurations remain operational on the Navy Enterprise Data Center (NEDC) eDMZ environment. The contractor shall ensure all Business IT test server configurations remain operational on the SPAWAR System Center (SSC) Pacific Research, Development, & Test Environment (RDTE), for testing purposes. The contractor shall maintain all Business IT developmental, test, and production servers as outlined in the NEDC Service Level Agreements (SLA), including hardware / software upgrades, security patches, systems administration, and system problem troubleshooting. The contractor shall recommend software acquisition options as needed or requested and include the recommendations in the monthly status report. For commercial software procurements, the contractor shall ensure an Enterprise Software Initiative (ESI) <http://www.esi.mil/> or a GSA SmartBUY Program <http://www.gsa.gov/smartbuy> agreement is either utilized or waived.

The contractor shall maintain a Business IT developer server environment at their location. The contractor shall ensure the Business IT developmental server configurations offsite remains operational and consistent with that of the Business IT production and test servers. The contractor shall ensure the development environment is up-to-date and mirrors the test environment's technical configurations, to include hardware / software, security patches, and system accreditations. The Contractor shall maintain a working knowledge of the equipment manufacturer's warranties. As directed by Technical Instructions, the Contractor shall procure and install incidental hardware and COTS products in response to end-of-life, technology refreshes, or other program requirements. In the event that the databases become classified as SECRET, the contractor shall maintain knowledge of security protocols to manage the facilities.

The Contractor shall perform software audits of the Business IT development, test, and production servers. The Contractor shall document the results and deliver a report containing a



plan to synchronize the software versions on the servers. As required by technical instruction, the Contractor shall execute approved actions to perform synchronization of the servers. The Contractor shall ensure the servers remain synchronized.

The Contractor shall acquire annual COTS software license renewals in compliance with SPAWARSSYSCOM 8.2.1 policies (i.e. Navy Enterprise Licensing agreements, GSA schedule, Information Technology Procurement Request (ITPR)).

The contractor shall execute the process and procedures in the Continuity of Operations Plan for the Business IT applications, in conjunction with NEDC.

#### **5.3.1.2. System Accounts and Patching**

The Contractor shall provide the Business IT Account Administrator services to establish, maintain, and control user accounts in accordance with the Business IT policies. The contractor shall validate access for users requesting access to the Business IT applications.

The Contractor shall provide the Business IT Systems Administrator services to monitor system performance and critical system parameters on a regular basis. The contractor shall also perform Business IT software application and server configuration maintenance as needed. The contractor shall provide the Contracting Officer's Representative (COR) notice in the prior Sprint of scheduled maintenance planned to occur during business hours. The Contractor shall notify the COR immediately of unexpected system failure. The Contractor shall maintain an up-to-date "offline" user contact list.

#### **5.3.1.3. Information Assurance Vulnerability Alerts (IAVAs)**

The Contractor shall review e-mail notifications of DOD Information Assurance Vulnerability Alerts (IAVAs). The Contractor shall evaluate each IAVA for Business IT compatibility issues. The Contractor shall work jointly with NEDC to incorporate updates to mitigate or remediate the specified vulnerabilities. The Contractor shall work jointly with NEDC to report IAVA compliance data directly to the DOD Online Compliance Reporting System (OCRS). The Contractor shall work jointly with NEDC on Information Assurance task outlined in the NEDC Service Level Agreement (SLA).

#### **5.3.1.4. Cybersecurity**

The Contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The Contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO Memorandum: Acceptable Use of Department of the Navy Information Technology (IT) dtd 12 Feb 16. Use of blacklisted

software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used as documented in para 4.2.2. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec, ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded. All license procurements shall be approved by the COR.

### **5.3.1.5. Cloud Hosting**

Cloud: Navy is highly interested in pursuing Cloud solutions. DISA Data Assessment Questionnaire & Risk Review sheet was modified to indicate that Proprietary Commercial Information requires protection from an Impact Level 5 environment. Contractor should be a Federal Risk Authorization and Management Program (FedRAMP<sup>SM</sup>) accredited Third Party Assessment Organization (3PAO) for conducting security assessments for Cloud Service Providers (CSP).

### **5.3.2 Acquisition Requirements and Information Technology (IT), Information Assurance (IA) Compliance Documentation, Acquisition Reporting**

The Contractor shall update the required DoD 5000 related acquisition artifacts and/or data repositories, such as DADMS, DITPR-DON, IATS, and eMASS for Business IT systems. The Contractor shall generate and/or update reports, metrics, and artifacts to ensure continued compliance to DoD 5000 acquisition, information assurance, and SPAWAR enterprise reporting requirements. The Contractor shall provide expertise to accomplish program planning and control, documentation management control, and logistics support. Project Management Reviews shall be conducted quarterly to discuss the technical and schedule progress of the tasks in this PWS, and to establish a forum for the interchange of technical information.

The Contractor shall support SPAWAR Federal Information Security Management Act (FISMA) reporting requirements for Business IT systems, including assessment of current FISMA reporting requirements and guidance for SPAWAR SYSCOM. The assessment shall review current FISMA IT Registry reporting requirements, and in coordination with the SPAWAR 8.2 Information Technology Management, make recommendations for updates to comply with FISMA guidance, IT registry, and FISMA reporting.

The Contractor shall review and assess the status of IT Registry entries and FISMA reports. The Contractor shall create a FISMA Status Report that consolidates recommended updates to the IT registry. The Report shall consider and address the following:

- Identify current FISMA reporting requirements.
- Assess current FISMA IT registry requirements including accreditation.
- Review and assess status of the annual FISMA report.
- Review, assess and provide monthly accreditation status.
- Review, assess and provide monthly security metrics status.

· Support SPAWAR IT registry reporting and completion of Chief Information Officer (CIO) FISMA report (including the results of Gold disk and retina security scans).

The contractor shall maintain the DOD Information Assurance Certification & Accreditation Process (DIACAP) package and artifacts for Business IT systems. For future certification and accreditation, the contractor shall follow the Risk Management Framework (RMF) process. Update when changes occur; review annually at a minimum and make recommended changes to the COR.

#### **5.4. Project Management (O&M,N)**

##### **5.4.1. Kick-off Meeting**

The Contractor shall schedule and conduct a joint Government and Contractor kick-off meeting to review contract PWS requirements. The kick-off meeting may be conducted via several methods. The method of the meeting shall be determined by the government.

##### **5.4.2. Project Schedule**

The Contractor shall deliver and maintain an Integrated Master Schedule per CDRL A048 that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables. The Contractor shall include a section in the monthly progress report that includes any Contractor-originated suggestions for technical improvements or technical efficiencies for the Business IT applications. The integrated project schedule shall be delivered as part of the monthly status report. The Contractor shall supply cost data including projected burn rates, contract ceiling, current burn rate, by sub-project, in the monthly status report. The contractor shall support ad-hoc financial review meetings with the COR.

##### **5.4.3. Meeting Support**

The Contractor shall support the sustainment of the Business IT database systems by participating in technical reviews, Team SPAWAR installation forums, customer events, configuration control boards, and status reviews (1-2 per work week lasting an average of 2 hour for each review). During these meetings the Contractor shall actively participate by providing technical input including the SCR analysis, suggested courses of action for SCR resolution including the pros and cons of each, potential user impacts based on one or more design approaches being considered, source code development progress, developer in-house testing status, developmental integration status, and operator use of the Business IT applications.

The Contractor shall actively participate in, and host (up to 30 people), weekly Integrated Product Team (IPT) meetings and interact in technical discussions between programmers and the user community, including other support Contractor companies, regarding the technical vision, tradeoffs, interface considerations, and other technical matters involving active technical reviews

and evaluations. Requirements discussions shall focus on Wire-Frames or Concept Art to aid in communication.

The Contractor shall support and host (up to 10 people) ad hoc meetings between programmers and representatives of the user community to ensure efficiencies in building the software updates (estimate 2 per week, 2 hour each, focusing on Agile/Scrum techniques).

The Government has the following facility requirements:

- Distance from Government site (within 15 miles)
- Capacity: 30 people, with available parking
- Room Environment:
  - Heat/AC
  - Tables/Chairs included
- Audio/Visual/Internet
  - Video Conference Phone
  - Conferencing Phone
  - 2 Overhead Projectors
    - Compatible with NMCI computers
  - Whiteboards
  - High Speed Internet Access
  - Wireless Internet Access
- Desired usage: The Government expects the vendor to host approximately 408 hours of impromptu and weekly recurring meetings annually.
  - IPT Requirements Meetings
    - 1/ Week
    - 15-30 People
    - 2 Hour duration, not including preparation and clean-up
    - Approximately 104 hours annually
  - Ad-hoc Leadership meetings
    - 2/week
    - Approximately 2 hours/meeting
    - Up to 10 People
    - Approximately 208 hours annually
  - Status/Sprint Reviews
    - 1/Week
    - Approximately 2 hours/meeting
    - Up to 10 People
    - Approximately 104 hours annually

If there is a requirement for interconnection (e.g., link level or Virtual Private Network (VPN)) between any facilities and/or Information systems (ISs) owned or operated by the Contractor and ISs owned or operated by USN/NMCI, such interconnection shall take place only after approval in accordance with SPAWAR Information Assurance Office. All such connections as well as the

ISs connected thereto shall follow SECNAVINST 5239.3A of 20 Dec 2004/SPAWAR Remote Access Policy of 20 Dec 2004 and DoD 8500.2 of 6 Feb 2003.

The Contractor shall be capable of hosting the Program Management Reviews, technical reviews, and hoc meetings between programmers and the user community within 15 miles of the Space and Naval Warfare Systems Command, Old Town San Diego, CA.

#### **5.4.4. Project Management Reviews**

The Contractor shall conduct a quarterly management review to discuss technical and schedule progress of the tasks in this PWS.

### **5.5 Data Support (OPN)**

The Contractor shall maintain the data in all software environments, from developer to government test to production. The data must be treated and protected as procurement sensitive data. Release of data shall only be authorized by the COR. Contractor shall maintain expertise in ABI/OBP/NIEM/IDEA data frameworks, as well as the NESI Relational Database standards, in constructing the data tables/schemas. The contractor shall pull ad-hoc reports/queries of various data sets for analysis, and shall even support user-based data managers of product and platform data to ensure consistent data entry by trained teams.

The key database is an Oracle database comprised of 18 schemas in total, of which, only 13-14 are used. There are 6 predominant schemas, and within these 6 schemas there are 616 tables and 531 foreign key (FK) constraints. Total, there are 2800 tables and views in the data layer, of which, 483 (17%) are not referenced. Although this table-to-FK ratio would suggest that the database has good referential integrity, that is not the case – the database is highly de-normalized and there are numerous tables where foreign key is used but there is no corresponding FK constraint. The contractor shall analyze the database and recommend improvements to the database. The contractor shall perform database improvements as approved and determined by the COR by a Technical Instruction.

### **5.6 Major Enhancements (RDT&E)**

The Contractor shall perform engineering evaluations and reviews of the existing Business IT product baseline architectures, drawings, and documentation to determine where major enhancements, may be recommended to add major new functionality, improve deficiencies, achieve cost savings, improve the recording of the Business IT architecture, and/or operations of the application.

The Contractor shall provide product evaluation, security engineering, maintainability and reliability requirements, algorithms and protocols, and operational concepts. The Contractor shall record the results of the evaluations and recommendations, and deliver a technical services

report. The Contractor shall perform major modifications, in accordance with the approved SDP and COR direction, to the database to support the decisions concerning the reviews.

**6. REPORTS, DATA, DELIVERABLES AND COMMUNICATION**

**6.1. Deliverable Products**

The Contractor shall provide the following deliverables in accordance with the below listed schedule:

All deliverables become the property of the United States Government.

<b>CDRL #</b>	<b>Deliverable</b>
A001	Software Development Plan (SDP)
A002	Software Design Description (SDD)
A003	System/Subsystem Design Description (SSDD)
A004	Software Product Specification (SPS) (Source Code Deliverables)
A005	Commercial Off-The-Shelf (COTS) Manuals and Associated Supplemental Data
A006	Software Version Description (SVD)
A007	Data Accession List (DAL)
A008	Software Requirements Specification (SRS)
A009	Configuration Management Plan (CMP)
A010	As-Built Configuration List (ABCL)
A011	Configuration Audit Plan
A012	Software Test Plan (STP)
A013	Software Test Description (STD)
A014	Software Test Procedures
A015	Software Test Report (STR)
A016	Software Installation and Operation Manual (SIOM)
A017	Software Users Manual (SUM)
A018	Risk Management Plan (RMP)
A019	Contract Work Breakdown Structure (CWBS)
A020	SRDR Initial Developer Report
A021	SRDR Final Developer Report
A022	Agile Software Reporting Metrics Report (ASRMR)
A023	Contract Funds Status Report (CFSR)
A024	Briefing Material
A025	Report, Record of Meeting / Minutes
A026	Contractor's Progress, Status and Management Report (CPSMR)

CDRL #	Deliverable
A027	Trip Report
A028	Software Product End Items
A029	Software Development Summary Report (SDSR)
A030	Software Transition Plan (STrP)
A031	Interface Requirements Specification (IRS)
A032	Program-Unique Specification Documents
A033	System Deficiency Report (SDR) Data
A034	Software Center Operator Manual (SCOM)
A035	System Technical Manual
A036	DoD Architecture Framework Documentation
A037	Systems Engineering Management Plan (SEMP)
A038	Software Test Cases
A039	Maintainability/Testability Demonstration Test Report
A040	Software Test Inspection Report (Developmental Testing)
A041	Data Base Design Description (DBDD)
A042	Engineering Change Proposal (ECP)
A043	Training Data Products
A044	Computer Based Training/Training Plan
A045	Management Plan (Program Management Plan)
A046	Authorization Package
A047	Software Integrated Master Schedule (IMS)
A048	Kickoff Meeting
A049	System Security Authorization Agreement (SSAA)
A050	FISMA Report
A051	DIACAP / Risk Management Framework Report
A052	Systems Security Plan and Associated Plans of Action for a Contractor's Internal Unclassified Information System
A053	Contractor's Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information (CDI)

## 6.2. Delivery Address

Unless otherwise directed, all deliverables under this PWS shall be delivered via electronic transmission. When physical delivery is directed by the COR, delivery shall be to the following address:

PEO C4I  
4301 Pacific Highway, Building OT-1  
San Diego, CA 92110-3127

Attn: PEO C4I CAPS Support Services COR

### **6.2.1. Digital Data Management**

The Contractor shall be responsible for the digital generation, reception and electronic delivery of data. All data shall be developed, managed, used, and exchanged electronically to the greatest extent practicable. Data shall be delivered in the native document format. All electronic data shall be delivered in the format identified in the CDRL. The Contractor shall maintain compatibility with the World Wide Web (WWW) browser, electronic mail (e-mail), and software used by Team SPAWAR the life of this PWS.

Submittal requiring review shall have an electronic comment form attached. Classified data shall not be transmitted electronically on unclassified network. The use of E-mail shall not relieve the Contractor from compliance with other areas of this task order requiring other types of communication.

#### **6.2.1.1. Electronic Transmission**

All software and technical documents delivered shall be deposited (uploaded) in the SPIDER Vendor Portal. All other unclassified data shall be delivered by e-mail, using software compatible with the SPAWAR NMCI WWW browser, E-Mail System, unless indicated otherwise.

#### **6.2.1.2. Delivery**

Items submitted electronically shall be considered delivered when they are successfully transmitted and received in accordance with the Digital Data Management paragraph above. If deliveries to the Government are unreadable, the Government will notify the Contractor, and the Contractor shall correct any problems and resubmit. The Contractor shall only recognize comments received from the COR or the Procuring Contracting Officer (PCO).

### **6.3. Performance Standards**

The Task Order Quality Assurance Surveillance Plan (QASP) will be used to monitor performance. Performance standards (unless otherwise specified):

#### **6.3.1. Schedule, Technical Reports, Software Development Plan**

- Performance – Deliverables fully coordinated among stakeholders; all deliverables and data produced in this PWS are technically accurate and completely document the databases and table structures.
- Timeliness – Meets required deadlines or schedules assigned; documentation submitted to the Government Customer in sufficient time for review and approval; provide the necessary timely technical assistance to meet program emergent requirements as required.



- Quality – Final work products shall be factually accurate, complete, reflects data provided by the Government, fully supports the configuration control process, and approved requirements; and have no significant errors. Significant errors include accounting or calculation errors (e.g., in numbers in addition or roll up between exhibit pages or within exhibit pages), spelling or grammatical errors (e.g., in the text used for tasking descriptions, details, or other entry fields), technical errors, (e.g., in entry of, for example, unit costs, fielding plans, etc) and formatting errors, (e.g. logical print layout for Excel spreadsheets) in the final work product submissions.

### **6.3.2. Computer Software**

- Performance – All Business IT software correctly implements the approved fix(s) to the software changes request.
- Timeliness – Meets required deadlines or schedules assigned; documentation submitted to the Government Customer in sufficient time for review and approval; provide the necessary timely technical assistance to meet program emergent requirements as required.
- Quality – Software fix developed and implemented compliant to the Business IT configuration management process. Implemented fix does not introduce a second-level/collateral defect. Implemented fix has been fully integrated into the Business IT architecture (i.e., has not been implemented in a standalone fashion or as a “hard-coded” fix. Software fix accurately implements approved design.

### **6.3.3. Emergent Contractor Response Time**

The Senior Systems Administrator and a Junior Engineer (hardware engineer) shall respond within one hour of notification as defined in Continuity of Operations and Contingency Plan.

## **7. CDRL DATA**

All data produced or modified by the Contractor during the performance of this PWS is the property of the Government and shall be marked accordingly.

All Business IT related data produced or modified by the Contractor during the performance of this PWS shall be marked in compliant to Appendix C of DoD Directive 5200.1R Controlled Unclassified Information.

All technical data produced or modified by the Contractor during the performance of this PWS shall be marked “Distribution Statement D. Distribution Authorized to Department of Defense (DoD) and U.S. DoD Contractors only. All other requests must be referred to PEO C4I.

## **8. SECURITY**

The requirements of this PWS will be met at or below the Collateral SECRET level. The Contractor will also be required to attend meetings classified at the SECRET, level. The Contractor will be required to access SIPRNet at Government locations where work is being performed. During the performance of the contract, select personnel shall possess SECRET clearances as identified by the COR. During the duration of the contract, the culmination of data, currently unclassified, may become SECRET.

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

### **8.1. Operations Security**

All work is to be performed in accordance with DoD and Navy Operations Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254. In the event that the Business IT tool collection of data becomes Secret, and if a Secret facility or network lab is required to be maintained, the requirements will be documented in the DD254.

Prior to accessing any government network, Contractor personnel shall contact the applicable NMCI Assistant Customer Technical Representative (ACTR) and obtain an NMCI account. ACTRs can be found on the NMCI Homeport website at: [https://nmcicustomerreporting/CTR\\_Lookup/index.asp](https://nmcicustomerreporting/CTR_Lookup/index.asp). Once an NMCI account has been established, the Contractor shall submit a request for Navy ERP access and the role required via the COR to the Competency Role Mapping Point of Contact (POC). The COR will validate the need for access, ensure all prerequisites are completed and with the assistance of the Role Mapping POC, identify the Computer Based Training (CBT) requirements needed to perform the role assigned. Items to complete prior to requesting a role for Navy Networks include: Systems Authorization Access Request (SAAR or SAAR-N), DD Form 2875, Oct 2007, Annual IA training certificate and favorably adjudicated Trustworthiness Investigation commensurate with the appropriate IT Category (requires the SF85P).

In order to maintain access to required systems, the Contractor shall ensure completion of annual IA training, monitor expiration of requisite background investigations and initiate re-investigations as required.

### **8.2. DoD Information Assurance Awareness Training**

The Contractor shall complete DoD Information Assurance Awareness training annually. As per SPAWARNOTE 5239 dated 18 Aug 2010 and titled "USE OF TOTAL WORKFORCE MANAGEMENT SERVICES IMPLEMENTATION FOR INFORMATION ASSURANCE USER RECORDS MANAGEMENT" the Contractor is required to use Total Workforce Management Services (TWMS), which is a comprehensive Navy automated Information System

(IS) of aggregated personnel records. The policy applies to all Team SPAWAR computer and network users located at Space and Naval Warfare Systems Command (SPAWAR) Headquarters (HQ), affiliated Program Executive Offices (PEOs) and Business Units, to include all civilians, military, and Industry Partners. This policy may also apply to the tenant Command personnel, by agreement. The Contractor shall provide a signed certificate for the annual Information Assurance Awareness training upon request. TWMS is found at <https://twms.nmci.navy.mil>.

### 8.3. Personnel CYBER Requirements

#### IT POSITION CATEGORIES

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

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

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

Investigative requirements for each category vary depending on the role. The Contractor PM shall assist the Government Project Manager or COR in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication will be performed Pursuant to DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SPAWAR/SSC Atlantic/SSC Pacific Security Office, processed by the OPM (Office of Personnel Management), and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

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

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

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

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

#### **8.4. SAFEGUARDING COVERED DEFENSE INFORMATION (CDI)**

##### **8.4.1 Systems Security Plan and Associated Plans of Action**

The Contractor shall, upon request, provide to the government, a system security plan (or extract thereof) and any associated plans of action developed to satisfy the adequate security requirements of DFARS 252.204-7012, and in accordance with NIST Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations", to describe the contractor's unclassified information system(s)/network(s) where covered defense information associated with the execution and performance of this contract is processed, is stored, or transmits. System Security Plan and Associated Plans of Action for a Contractor's Internal Unclassified Information System per CDRL A052.

The Contractor shall, upon request, provide the government with access to the system security plan(s) (or extracts thereof) and any associated plans of action for each of the Contractor's tier one level subcontractor(s), vendor(s), and/or supplier(s), and the subcontractor's tier one level subcontractor(s), vendor(s), and/or supplier(s), who process, store, or transmit covered defense information associated with the execution and performance of this contract. System Security Plan and Associated Plans of Action for a Contractor's Internal Unclassified Information System per CDRL A052.

##### **8.4.2. Identification and Tracking of CDI**

The Contractor and the Government/Program Office shall identify and affirm marking requirements for all covered defense information, as prescribed by DoDM 5200.01 Vol 4, Controlled Unclassified Information, and DoDI 5230.24, Distribution Statements on Technical Documents, to be provided to the Contractor, and/or to be developed by the contractor, associated with the execution and performance of this contract.

The Contractor shall document, maintain, and provide to the Government, a record of tier 1 level subcontractors, vendors, and/or suppliers who will receive or develop covered defense information – as defined in DFARS Clause 252.204-7012 and associated with the execution and

performance of this contract. Contractor's Record of Tier 1 Level Suppliers Receiving/Developing Covered Defense Information per CDRL A053.

**Restrict unnecessary sharing and/or flow down of covered defense information associated with the execution and performance of this contract.** The Contractor shall restrict unnecessary sharing and/or flow down of covered defense information – as defined in DFARS Clause 252.204-7012 and associated with the execution and performance of this contract – in accordance with marking and dissemination requirements specified in the contract and based on a ‘need-to-know’ to execute and perform the requirements of this contract.

**The Contractor shall flow down the requirements to their tier 1 level subcontractors, vendors, and/or suppliers.** GOVERNMENT FURNISHED PROPERTY AND INFORMATION

## **9. GOVERNMENT FURNISHED PROPERTY AND INFORMATION**

### **9.1. Government Furnished Property (GFP)**

No GFP will be provided on this task order.

### **9.2. Government Furnished Information (GFI)**

The Government will provide required familiarization and orientation training for new tools and required processes employed in the PWS tasking. The Government will also provide required Business IT artifacts, programmatic, and financial information required in order to complete deliverables.

## **10. NAVY/MARINE CORPS INTRANET (NMCI) COMMON ACCESS CARD (CAC)**

The Government will provide NMCI CACs for the performance of this Task Order. The Contractor PM/ FSO shall notify the Government COR and the Trusted Agent (TA) when an employee who has been issued a CAC leaves the Company or transfers to another Program/Project. In the case of an employee who no longer works for the Company, the Company shall collect the CAC and turn it over to the TA with-in 2 working days of the employee's departure. In the case of an employee still retained by the company transferring to another Program/Project with-in SPAWAR, the company will notify the COR and the TA with-in 2 working days so the TA can transfer the TA responsibilities to the new TA vice revoking and issuing a new CAC.

## **11. TASK ORDER PROGRAM MANAGEMENT AND ADMINISTRATION**

### **11.1. Best Practices**

The Contractor shall adhere to PEO C4I and SPAWAR command-level, and PMW 150 “Best Practices” principles as identified in the SPAWAR Program Manager's Toolkit Acquisition Support Office Guides (1) Acquisition Program Structure Guide; (2) Scheduling Guide; (3)

Systems Engineering Guide; (4) SPIDER Shore Installation Document User Guide; (5) PEO C4I Operating Guide (6) Technology Alignment Guide and support the command wide implementation process.

## **11.2. Wide Area Work Flow (WAWF) Invoicing Requirements**

The Contractor shall notify the COR via e-mail when the Contractor submits invoices to WAWF. The Contractor shall also provide a soft copy of the invoice and any supporting documentation as requested by the COR in order to assist the COR in validating the invoiced amount against the services provided during the billing cycle and completing the Invoice Review Form provided.

## **11.3. Contractor Employee Identification**

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

## **12. CONTRACTING OFFICER'S REPRESENTATIVE**

The COR and TA for this task order is Jason Boes; email: [jason.boes@navy.mil](mailto:jason.boes@navy.mil); 858-537-8705. The PEO Front Office ACTR for NMCI Accounts via MACs and SAAR forms is Lisa Campbell; email: [lisa.d.campbell@navy.mil](mailto:lisa.d.campbell@navy.mil); 619-524-7726.

## **13. TRAVEL**

It is estimated that 4 trips per year may be required for the completion of the services for this task order. The estimated duration of the trips is between three and five days each, to be supported by one to two travelers for each trip. The location of these trips is to be determined, but is estimated to consist mainly of trips to Washington DC.

The Contractor shall utilize the electronic Travel Request form (provided separately) for all required travel in support of this task order. The request for all routine travel shall be made via email to the COR no later than five working days in advance of travel date for final approval. For emergent travel, requests shall be made within three days of the actual travel date and will be approved by the COR verbally. The Contractor shall follow-up with the electronic travel request within five working days of the original request. Trip/Activity Reports shall be completed and submitted to the COR 10 days after completion of the trip. Travel costs shall be fair and reasonable and shall not exceed the allowable costs detailed in the Joint Travel Regulations (JTR).

The travel request shall include the following:

- Traveler's Name
- Name of specific Government Technical POC requesting the travel
- Program/project name travel is required for
- Applicable PWS Paragraph number
- Reason for travel
- Duration of travel
- Dates of travel
- Travel cost estimate
- Total travel funds expended to date
- Balance of authorized travel funding

#### **14. PLACE AND PERIOD OF PERFORMANCE**

##### **14.1. Place of Performance**

The place of performance for efforts under this performance work statement shall be at the Contractor's facilities and at Government facilities as designated by the COR in the San Diego, CA, area. The facility shall be within a 15 mile drive of SPAWAR Old Town Campus.

##### **14.2. Period of Performance**

The period of performance for this Task Order is five years (one base year and four-one year options).

**ATTACHMENT 1: DEFINITIONS & ACRONYMS**

CIO	Chief Information Officer
COR	A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as a liaison between the Contracting Officer and the Contractor.
CPARS	Contractor Performance Assessment Reporting System
CPFF	Cost Plus Fixed Fee
DoD	Department of Defense
DoDAF	Department of Defense Architecture Framework
DoDI	Department of Defense Instruction
FFP	Firm Fixed Price
GENADMIN	General Administrative
IEEE/EIA	Electrical and Electronic Engineers/Electronic Industries Alliance (IEEE/EIA) Standard 12207
JCIDS	Joint Capability Integration and Development System
Metrics	A system of parameters or means of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.
SPAWAR	Provides contracting and acquisition support to the Navy and other various Department of Defense (DOD) organizations in the San Diego area. The acquisition and contracting support provided to Joint Staff customers span from pre-award through contract close-out.
OSD	Office of the Secretary of Defense
Performance Objective	The service and/or activity required.
Performance Requirement	The outcomes, or results, that leads to satisfaction of the objective(s).
Performance Standard	Establishes the performance level that the Government requires for the accomplishment of contract requirements. The standards shall be measurable and structured to permit an assessment of the Contractor's performance.
Performance Threshold	Minimum acceptable level, error rate and/or deviation from standard.
Performance Work Statement (PWS)	A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.
POC	Point of Contact
Quality Assurance (QA)	Those actions taken by the Government to assure services meet the requirements of the PWS. Quality Assurance Surveillance Plan (QASP) - A document organizing how the Government will apply performance



	standards, the frequency of surveillance and the minimum acceptable defect rate(s).
Quality Control (QC)	Those actions taken by a Contractor to control the performance of services so that they meet the requirements of the PWS.
Quality Control Plan (QCP)	A Contractor generated document outlining and describing the performance control processes to be applied in delivering the level of service required by the PWS.
SCR	Software Change Request
SOA	Service Oriented Architecture
Task	How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.
Wide Area Work Flow (WAWF)	A secure Web-based system to allow Contractors to submit electronic invoices, and provide the Government a means to electronically receipt for and accept supplies and services.

## ATTACHMENT 2: KEY PERSONNEL

The following is a list of key personnel and their roles and responsibilities for this task order and the qualifications they shall possess:

### **Program Manager (PM) (1FTE)**

Serves as the contractor's single contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (KO), Contracting Officer's Representative (COR), Government Program Manager, other government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. The Contractor Program Manager is responsible for overall contract performance.

The PM is responsible for the overall management of the specific task order and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

The PM is an expected charge for this task; however, the percentage of management is determined by the level of effort and funding identified in the Task Order. The position is customer-oriented, and the government reserves the right to decrease hours for the particular individual if the program manager is not being effective. This individual shall be knowledgeable and skilled in financial management processes and budgeting. He/she shall be skilled in writing and validating technical and financial reports. This person shall demonstrate good problem solving skills and experience overseeing accomplishments of multiple tasks by multiple project leads

The desired qualifications for the PM are (*government*) DAWIA PM III certified, or (*commercial equivalent*) Project Management Institute (PMI/PMP) certified, or (*academia*) a Master's in Business Administration (MBA). More than one qualification is desired. A strong working knowledge of and 5+ years of experience with systems engineering, business IT development and operations frameworks is desired. A strong understanding and background of the processes of Navy Modernization and Logistics, Navy Acquisition, Systems Engineering, Configuration Management, and be familiar with Federal Acquisition Regulations (FAR/DFAR) is desired.

### **Principal Systems Architect (PSA) (1 FTE)**

Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale, distributed, multi-tiered application, information systems. The PSA assists the requirements team with high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture. Designs architecture to include the software, hardware and communications to support the total requirements as well as provide for present and future cross-functional

requirements and interfaces. Identifies, assesses, and presents options for meeting the functional and technical requirements including hardware and software updates or upgrades. Responsible for developing high level system design diagrams. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. The PSA must ensure that the common operating environment is compliant. Evaluates analytically and systematically problems of work flows, organization and planning and develops appropriate corrective action. The PA should have expertise in ABI/OBP/NIEM/IDEA data frameworks, as well as the NESI Relational Database standards, in designing the data tables/schemas.

The desired qualifications of the Principal Systems Architect is at least 10 years of experience designing enterprise IT solutions using leading commercial Database Management Systems (DBMS), including MS SQL Server, Oracle Series and commercial application development platforms including the Microsoft family of technologies (e.g. .Net) Oracle Application Express (APEX). A Master's Degree in a technically related field (ie, Computer Science/Network Engineering) is desired. 15+ years of experience including experience at repairing major Oracle defective databases is desired. Desired certifications include Microsoft Development Track certifications, Oracle Certified Professional, and IBM Rational Certification. The PSA shall maintain a Secret Clearance.

### **Senior Software Engineer/Programmer (SSEP) (3 FTE's)**

With minimum guidance provides top-level technical expertise, including performing in-depth and complex software systems programming and analysis. Designs architectures to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems and DoD architectures. Determines and identifies high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture. Identifies, assesses, and presents options for meeting the functional and technical requirements including hardware and software updates or upgrades. Formulates and defines specifications for operating system applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Creates detailed design specifications for use by software development staff members. The programmer interacts with project management to plan project schedules and technical direction. The programmer develops software design documents and technology white papers, and is instrumental in selection of development tools. The programmer is responsible for developing high level system design diagrams and for program design, coding, testing, debugging and documentation. Instructs, directs, and checks the work of other task personnel. The programmer is responsible for quality assurance review and the evaluation of existing and new software products.

The desired qualifications of the SSEP is 5 years of experience designing multi-tier, distributed enterprise IT solutions using leading commercial Database Management Systems (DBMS), including MS SQL Server, Oracle Series and commercial application development platforms including the Microsoft family of technologies (e.g. .Net) Oracle Application Express (APEX). The desired education is a Bachelor's Degree in a technically related field (ie, Computer Science/Engineering/Programming). Working knowledge of agile software development methodologies including SCRUM is desired. 10+years of experience in programming software languages is desired. The contractor must be familiar with both federal (e.g. [IEEE/EIA 12207.0](#), "Standard for Information Technology – Software Life Cycle Processes) and commercial IT system development standards. Common languages and technologies include Apex, JavaScript, Angular JS, C#.net, Spring, Classic .asp, HTML/CSS, SharePoint and Web Services.

Desired certifications include Microsoft Development Track certifications, Oracle Certified Professional, IBM Rational Certification. At least one of the SSEP's shall maintain a Secret Clearance.

### **Senior Systems Administrator (SSA) (1 FTE)**

Organizes and directs the configuration and operation of information management systems. The SSA is responsible for the day-to-day system administration to include system and resource optimization and user assistance. Conducts capacity and performance analysis, and provides system configuration change and upgrade recommendations. Increases system administrator efficiency and accuracy via the use of automated tools and scripts, develops system administrator procedures, and conducts system administrator training and skills assessment.

The SSA must have experience with load-balancing, high-availability network solutions, and data recovery/continuity-of-business solutions. The SSA must be familiar with federal FISMA (ATO, DITPR-DON, etc) IT governance requirements including applicable STIGs. Commercial certifications desired include A+, CISCO, and MCSE. Federal certifications desired include DOD System Administration at Level 2. The SSA is desired to have 5 years of experience, including Oracle systems with virtualized hardware. Oracle certification is desired. The SSA shall maintain a Secret Clearance.

### **Configuration Management Specialist (CM) (1 FTE)**

The CM is responsible for configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting and configuration audits. Identifies and maintains the original configuration of requirements documentation, design documentation, software (including source code and annotated source code) and related documentation. The CM is responsible for configuration change control. Regulates the change and release process so that only approved and validated changes are incorporated into product documents and related software. The CM is responsible for configuration status accounting. Tracks all problems, defects, and 'bugs' and changes in product documents and software and reports changes and current configuration. The CM is responsible for configuration audits. The

CM supports audits to verify that requirements of all baselines have been met by the as-built software. The CM supports software quality assurance process audits. The CM is responsible for implementation of the PEO C4I Life Cycle Configuration Management Implementation Manual (LCCMIM) and the Net-Centric Enterprise Solutions for Interoperability (NESI) in regard to this task. The CM Specialist shall have expertise in Software Versioning, including embedded software versioning.

The desired experience for the CM is 5 years of experience in managing software CM. Commercial CM certifications, such as CMPIC, and CMMI, are desired.

### **NON-KEY Personnel:**

The following is a partial list of non-key personnel and their roles and responsibilities for this task order and the qualifications that are desired.

#### **Senior (Non-Key) Software Engineer/Programmer**

See Senior (SSEP) under Key Personnel. Senior level typically possesses greater than 8 years of experience.

#### **Mid Software Engineer/Programmer**

See Senior (SSEP) under Key Personnel. Mid-level typically possesses from 2 to 8 years of experience.

#### **Jr. Software Engineer/Programmer**

See Senior (SSEP) under Key Personnel. As this is an entry level position, Jr.-level typically possesses from 0 to 2 years of experience.

#### **Mid UX (User Experience) Designer**

This labor category would be responsible for research and design efforts for web based information architecture and interaction design. They would interface with client stakeholders to develop strategies and specifications to improve the performance, usability and effectiveness of user interfaces. Using a User Centered Design approach, they will synthesize information gathered from client meetings, team collaboration, best practices, and heuristic and competitive analyses to develop personas, site maps, user interface diagrams, and wireframes to illustrate the layout, flow and organization of websites and web enabled applications. They would convey design ideas in tangible forms like sketches, prototypes, annotated comps and cut assets to ensure applications remain consistent where they need to be and differentiated as their respect platforms dictate.

Desired qualifications include:

- 5+ years information architecture and usability analysis experience designing user interfaces for web based applications; 3 years of experience as a lead
- Expert knowledge of Azure and other widely accepted UX design tools including Adobe CC, Balsamiq, and InVision
- 3+ years of experience with application design (non-static sites), content strategy, and content management systems
- Ability to partner with SMEs and client stakeholders to gather functional requirements based on business processes and user needs
- Experience with Agile Scrum including writing user stories and tasks
- Hands on experience with UX deliverables including strategy and analysis documents, prototypes, Visual Design and UI specifications
- Hands on design of navigation, interaction, nomenclature systems, and UI diagrams including flows, wireframes, and sitemaps
- Experience with usability testing including writing screeners and scripts, running focus groups, facilitating card sorting, surveys, and remote session testing
- Expert knowledge of usability best practices and accessibility issues, including 508 compliance and ARIA
- Working understanding of front-end technologies including CSS3, HTML5, jQuery UI, and other evolving interface standards to assist in design
- Understanding of Responsive Design and supporting frameworks such as Boot-Strap

### **Database Administration and Development**

Desired:

Database Administrator Skills and Qualifications:

Database Performance Tuning, Database Security, Promoting Process Improvement, Problem Solving, Presenting Technical Information, Quality Focus, Database Management, Data Maintenance, Operating Systems, Attention to Detail, Information Security Policies. The SSA is desired to have 5 years of experience, including Oracle systems with virtualized hardware. Oracle certification is desired.

DBA Description: Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases.

Maintains database by identifying and solving database requirements; supporting users.

Database Administrator Job Duties:

Identifies database requirements by interviewing customers; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.

Recommends solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.

Installs revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating installation requirements.

Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.  
Prepares users by conducting training; providing information; resolving problems.  
Provides information by answering questions and requests.  
Supports database functions by designing and coding utilities.  
Maintains quality service by establishing and enforcing organization standards.  
Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.  
Contributes to team effort by accomplishing related results as needed.

### **Data Entry (CM)**

Desired:

Data Entry Clerk Skills and Qualifications:

Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, Energy Level. As this is an entry level position, desired experience is up to two (2) years.

Data Entry Description:

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing. Maintains database by entering new and updated customer and account information.

Data Entry Clerk Job Duties:

Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.

Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.

Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

Maintains data entry requirements by following data program techniques and procedures.

Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.

Tests customer and account system changes and upgrades by inputting new data; reviewing output.

Secures information by completing data base backups.

Maintains operations by following policies and procedures; reporting needed changes.

Maintains customer confidence and protects operations by keeping information confidential.

Contributes to team effort by accomplishing related results as needed.

## Quality Specialist

Desired: Bachelor's Degree in quality assurance or BS degree with 5 years of experience in leading quality control efforts for Navy C4I technical programs. CISSP or equivalent IAM III certification IAW DoDM 8570. Experience leading and managing quality control efforts across complex Navy programs and projects to ensure products (briefings, papers, acquisition documents, financial documents, Navy correspondence) are delivered on time with high quality results.

Provides development of Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract.

Provides an independent assessment of how project's quality control processes are being implemented relative to the defined process and recommends methods to optimize the organization's process.

Developing, tracking, and maintaining quality control metrics.

Establishing and maintaining quality control standards, procedures, and processes.

Experience conducting quality reviews of all products and providing periodic Quality training to ensure standards are maintained.

Ensuring customer satisfaction through monthly check-ins with APMs, PAPMs, and the COR.

Implementing immediate corrective actions when quality issues are identified.

Providing continuous process improvement through process efficiency and monitoring.

## Jr. System Administrator

Desired:

Job Description:

Jr. System administrators are primarily responsible for maintaining the company's computer system, managing server and installing and upgrading the company's server. Also some Jr. System Administrator are responsible for ensuring back up, restore data and secure data loss. As this is an entry level position, desired experience is up to two (2) years.

Educational requirements of a Jr. System administrator:

A Jr. System administrator should have a strong background in science, math and computer science as well as experience working with computer. Here are a few lists of the basic educational requirements and skill requirements for becoming a Jr. System Administrator;

-Pursuit of college degree in Computer Science, Systems science, math and/or computer engineering.

-Some companies hire Jr. System administration with basic knowledge in operating systems, computer technology, software and writing system documentation.

-Experience in diagnosing complex technical issues

-Experience in trouble shooting network, server and operating systems

-Must have great skills in customer service skills

Duties of a Jr. System administrator:



Jr. System administrators are in charge of installing, supporting and maintaining servers or other computer systems. Other duties may include;

- Maintaining the computer system of a company
- Provide end-user support, resolving technical issues and provides technical assistance for all Operating system
- Provide remote support through phone or end-user via phone
- Set up new-users with equipment and appropriate access to the company's system
- Maintenance of the business software applications
- Implements, installs, configures, monitors, trouble shoots and evaluates existing and new operating systems
- Confers with database programmers, analysts or other system administrators
- Directs technicians who are involve in diagnosing and correcting systems related to failures and performing system management and determines logical solutions

### **Tech Writer**

Desired:

Bachelor's degree with over two (2) years' experience in editing documents, proofing and technical writing with the Navy or comparable department of Defense agencies. Knowledge of regulations and policies affecting the publishing of Navy publications, practices, and standards. Desired understanding of the basic principles, practices, operations, and specialized vocabulary to develop written products that articulate, interpret, and explain complex programs, equipment, and technical equipment.

### **Systems Analyst**

Desired:

Bachelor's degree in an IT and/or Business related field with over two (2) years' experience in Naval processes. A systems analyst is an information technology professional who specializes in analyzing, designing and implementing information systems. Systems analysts assess the suitability of information systems in terms of their intended outcomes and liaise with end users, software vendors and programmers in order to achieve these outcomes. A systems analyst is a person who uses analysis and design techniques to solve business problems using information technology. Systems analysts may serve as change agents who identify the organizational improvements needed, design systems to implement those changes, and train and motivate others to use the systems. Systems analysts should possess advanced skills using MS Power Point.