

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>U</b>		PAGE OF PAGES <b>1 2</b>	
2. AMENDMENT/MODIFICATION NUMBER <b>P00017</b>		3. EFFECTIVE DATE <b>09/28/2020</b>		4. REQUISITION/PURCHASE REQUISITION NUMBER <b>1300868761-0002</b>		5. PROJECT NUMBER (If applicable) <b>N/A</b>	
6. ISSUED BY CODE		N00039		7. ADMINISTERED BY (If other than Item 6) CODE		S0514A SCD <b>C</b>	
NAVWAR HQ 4301 Pacific Highway San Diego, CA 92110				DCMA SAN DIEGO 9174 Sky Park Court, Suite 100 SAN DIEGO, CA 92123-4353			
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER  <input type="checkbox"/> 9B. DATED (SEE ITEM 11)		<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER <b>N00178-14-D-7718/N0003918F3006</b>  <input type="checkbox"/> 10B. DATED (SEE ITEM 13) <b>08/15/2018</b>	
Forward Slope Incorporated 2020 Camino Del Rio North, Suite 400 San Diego, California 92108							
CODE 1KU93		FACILITY CODE 038344953					

**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 \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;  
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT 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 letter or electronic communication, provided each letter or electronic communication 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 NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER 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 data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) <b>FAR 52.232-22 Limitation of Funds (APR 1984)</b>

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

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

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		<b>[REDACTED], Contracting Officer</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		/s/ [REDACTED] (Signature of Contracting Officer)	<b>09/28/2020</b>

# General Information

The purpose of this modification is to:

1) Incrementally fund CLIN 7201 in the amount of \$193,000.00

Sections B & G are updated accordingly.

All other terms and conditions remain unchanged.

No LLA Changes.

The total amount of funds obligated to the task order is hereby increased from \$5,818,995.38 by \$193,000.00 to \$6,011,995.38.

<b>CLIN/SLIN</b>	<b>Fund Type</b>	<b>From</b>	<b>By</b>	<b>To</b>
720111	O&MN,N	\$3,495.00	\$118,000.00	\$121,495.00
720112	O&MN,N	\$0.00	\$75,000.00	\$75,000.00

The total value of the task order is hereby increased/decreased from \$12,157,350.85 by \$0.00 to \$12,157,350.85.



# Section B - Supplies and Services

## CLIN - SUPPLIES OR SERVICES

### Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	D319	Base Period 4.0 IT Tools Support Labor (O&MN,N)	1.00	Lot	\$ [REDACTED]	[REDACTED]	\$2,877,069.45
700101	D319	4.2 SPIDER (Initial Funding \$89,000 per PR 1300684405-0001 CIN 130068440500002) (O&MN,N)(Add \$118,000 per Mod 01 PR 1300684405-0002 CIN 130068440500008)(O&MN,N) (O&MN,N)					
700102	D319	4.2 SPIDER (Initial Funding \$186,000 per PR 1300684405-0001 CIN 130068440500003) (O&MN,N)(Add \$1,000,000 per Mod 01 PR 1300684405-0002 CIN 130068440500009)(O&MN,N) (O&MN,N)					
700103	D319	4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$1,236 per Mod 01 PR 1300684405-0002 CIN 130068440500004)(O&MN,N) (O&MN,N)					
700104	D319	4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$42,819 per Mod 01 PR 1300684405-0002 CIN 130068440500005)(O&MN,N) (O&MN,N)					
700105	D319	4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$50,000 per Mod 01 PR 1300684405-0002 CIN 130068440500006)(O&MN,N) (O&MN,N)					
700106	D319	4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$111,000 per Mod 01 PR 1300684405-0002 CIN 130068440500007)(O&MN,N) (O&MN,N)					
700107	D319	4.2 SPIDER (Initial Funding \$49,000 per Mod 02 PR 1300684405-0003 CIN 130068440500010)(O&MN,N) (O&MN,N)					
700108	D319	4.2 SPIDER / 4.0 IT TOOLS De-obligate \$50,000 per Mod 07 PR 1300793813-0001 CIN 130079381300001 (O&MN,N) (O&MN,N)					
7101	D319	Option Period I 4.0 IT Tools Support Labor (O&MN,N)	1.00	Lot	[REDACTED]	[REDACTED]	\$4,232,122.31
710101	D319	4.2 SIPR SPIDER/SDEE (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
710102	D319	4.3.3 SAILOR/4.0 IT TOOLS (O&MN,N)					
710103	D319	4.3.3 SAILOR/4.0 IT TOOLS (O&MN,N)					
710104	D319	4.2 SPIDER SUSTAINMENT (O&MN,N)					
710105	D319	4.3.3 SAILOR/4.0 IT TOOLS (O&MN,N)					
710106	D319	4.3.3 SAILOR/4.0 IT TOOLS (O&MN,N)					
710107	D319	4.2 SPIDER SUSTAINMENT (O&MN,N)					
710108	D319	4.2 SPIDER Intro CBT (O&MN,N)					
710109	D319	4.3.3 SAILOR/4.0 IT TOOLS (O&MN,N)					
710110	D319	4.3.3 SAILOR/4.0 IT TOOLS ACRN: AR (Deobligate \$20,400 per Mod 13 PR 1300830081-0002) (O&MN,N)					
710111	D319	SAILOR/4.0 IT TOOLS ACRN: AS (O&MN,N)					
710112	D319	4.2 SIPR SPIDER ACRN: AT (O&MN,N)					
710113	D319	4.2 SPIDER Integration ACRN: AU (O&MN,N)					
710114	D319	4.2 SPIDER Sustainment Digital Trans ACRN: AV (O&MN,N)					
710115	D319	4.3.3 SAILOR/4.0 IT TOOLS ACRN: AW (O&MN,N)					
710116	D319	4.2 SPIDER Code Modernization ACRN: AX (O&MN,N)					
7201	D319	Option Period II 4.0 IT Tools Support Labor (O&MN,N)	1.00	Lot			\$4,973,159.09
720101	D319	4.3.3 SAILOR/4.0 IT TOOLS ACRN: AY (O&MN,N)					
720102	D319	4.3.3 SAILOR/4.0 IT TOOLS ACRN: AZ (Obligate \$21,570.00 per Mod 16 PR 1300868761-0001; ITEM 0008 CIN 130086876100008) (O&MN,N)					
720103	D319	4.3.3 SAILOR/4.0 IT TOOLS ACRN: BA (O&MN,N)					
720104	D319	4.2 SPIDER Sustainment/NIPR ACRN: BB (Obligate \$30,651 per Mod 16 PR 1300868761-0001; ITEM 0010 CIN 130086876100010) (O&MN,N)					
720105	D319	4.2 SPIDER Sustainment/SIPR ACRN: BC (O&MN,N)					
720106	D319	4.2 SPIDER Software Modernization ACRN: BD (Obligate \$181,150 per Mod 16 PR 1300868761-0001; ITEM 0011 CIN 130086876100011) (O&MN,N)					

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
720107	D319	4.2 SPIDER Integration ACRN: BE (O&MN,N)					
720108	D319	4.2 SPIDER FRD Software, ACRN BF (O&MN,N)					
720109	D319	4.2 SPIDER FRD Software, ACRN BG (O&MN,N)					
720110	D319	4.3.3 SAILOR/4.0 IT TOOLS, ACRN: BH (O&MN,N)					
720111	D319	4.2 SPIDER Sustainment/NIPR, ACRN: BJ (Per Mod 17 PR 1300868761-0002, ITEM 0013 obligate \$118,000 CIN 130086876100013) (O&MN,N)					
720112	D319	4.2 SPIDER Sustainment/SIPR, ACRN BK (O&MN,N)					
7301	D319	Option Period III 4.0 IT Tools Support Labor (O&MN,N) Option	1.00	Lot			\$5,910,555.13
7401	D319	Option Period IV 4.0 IT Tools Support Labor (O&MN,N) Option	1.00	Lot			\$6,147,339.17

## Cost Only Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	D319	Base Period ODC (O&MN,N)	1.00	Lot	\$21,000.00
900101	D319	4.2 SPIDER (Initial Funding \$10,000 per PR 1300684405-0001 CIN 130068440500002) (O&MN,N) (O&MN,N)			
9101	D319	Option Period I ODC (O&MN,N)	1.00	Lot	\$29,000.00
910101	D319	4.2 SPIDER SUSTAINMENT (Initial Funding \$25,000 per MOD 06 PR 1300797782-0001 CIN 130079778200004) (O&MN,N) (O&MN,N)			
910102	D319	4.2 SPIDER Sustainment Digital Trans ACRN: AV (O&MN,N)			
9201	D319	Option Period II ODC (O&MN,N)	1.00	Lot	\$25,000.00
920101	D319	4.2 SPIDER Sustainment/NIPR, ACRN:BJ (O&MN,N)			
9301	D319	Option Period III ODC (O&MN,N) Option	1.00	Lot	\$25,000.00
9401	D319	Option Period IV ODC (O&MN,N) Option	1.00	Lot	\$25,000.00

## 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)

### (a) Total Estimated Hours.

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

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

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

### (d) Payment of Fee.

The Government shall pay fixed fee to the contractor on each direct labor hour performed by the contractor or subcontractor, at the rate of **SEE TABLE BELOW** per labor hour invoiced by the contractor subject to the contract's "Fixed Fee" clause, provided that the total of all such payments shall not exceed eight-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" of 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 Hour</u>
Base Period	7001	██████████	34,579	██████████
Option Period I	7101	██████████	50,617	██████████
Option Period II	7201	██████████	58,637	██████████

Option Period III	7301	██████████	70,077	██████████
Option Period IV	7401	██████████	71,117	██████████

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

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

(b) The amounts presently available and allotted to this task order for payment of cost and fee are as follows:

#### **ITEM(S)      AMOUNT ALLOTTED (COST AND FEE)**

##### Total Labor

7001      \$1,647,055.00

7101      \$2,698,600.38

**7201      \$1,612,340.00**

##### Total ODC

9001      \$10,000.00

9101      \$29,000.00

9201      \$15,000.00

**TOTAL ALLOTTED LABOR AND ODC - \$6,011,995.38**

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

# Section C - Description/Specifications/Statement of Work

## C-1 SPECIFICATIONS/STATEMENT OF WORK (DEC 1998) (SPAWAR C-301)

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 SPAWARSYSCOM 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 workweek for Government employees at SPAWARSYSCOM is Monday - Friday 0800 to 1630 hours Pacific Time. 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.

<u>Name of Holiday</u>	<u>Time of Observance</u>
New Year's Day	1 January
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
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 the individual's sudden illness, death, or termination of employment. In any of these events, the contractors 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 must 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

<u>Name</u>	<u>Labor Category</u>
██████████	Systems Analyst (incl. Business Analyst)- Key (SPIDER)
██████████████████	Software Developer (incl. Architect)- Key (SPIDER)
██████████	Database Administrator- Key (SPIDER)
██████████	Systems Analyst (incl. Business Analyst)- Key (SAILOR)

(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 reasonable forthcoming or that the resultant reduction or productive effort would be so substantial as to impair the successful completion of the contract or service order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

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

<u>Government Labor Category</u>	<u>Contractor Labor Category</u>
Task Order Project Manager	Task Order Project Manager
Systems Analyst (incl. Business Analyst)	Systems Analyst (incl. Business Analyst)
Systems Analyst (incl. Business Analyst)- Key (SPIDER)	Systems Analyst (incl. Business Analyst)- Key (SPIDER)
Systems Analyst (incl. Business Analyst)- Key (SAILOR)	Systems Analyst (incl. Business Analyst)- Key (SAILOR)
Systems Analyst (incl. Business Analyst)- Key (TDAD)	Systems Analyst (incl. Business Analyst)- Key (TDAD)
Systems Analyst (incl. Business Analyst)- Key (HARPS)	Systems Analyst (incl. Business Analyst)- Key (HARPS)
Systems Analyst (incl. Business Analyst) (SCRAT)	Systems Analyst (incl. Business Analyst) (SCRAT)

Information Security Analyst	Information Security Analyst
User Support Specialist (incl. Training)	User Support Specialist (incl. Training)
Software Developer (incl. Architect)	Software Developer (incl. Architect)
Software Developer (incl. Architect)- Key (SPIDER)	Software Developer (incl. Architect)- Key (SPIDER)
Software Developer (incl. Architect)- Key (TDAD)	Software Developer (incl. Architect)- Key (TDAD)
Software Developer (incl. Architect)- Key (HARPS)	Software Developer (incl. Architect)- Key (HARPS)
Software Developer (incl. Architect) (SCRAT)	Software Developer (incl. Architect) (SCRAT)
Database Administrator	Database Administrator
Database Administrator- Key (SPIDER)	Database Administrator- Key (SPIDER)
Network/System Administrator	Network/System Administrator
Software Quality Assurance Tester	Software Quality Assurance Tester
Web or Digital Interface Designer	Web or Digital Interface Designer
Software Configuration Management Specialist	Software Configuration Management Specialist
Project Manager (Resource Scheduler)	Project Manager (Resource Scheduler)
Technical Writer	Technical Writer

### **C-8 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-9 INFORMATION ASSURANCE (IA)**

The contractor must 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 IA task order.

### **C-10 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 Government reserves the right to review all resumes of proposed and provided personnel after contract award. The contractor is

responsible for insuring the accuracy of the information contained in the resumes. Personnel proposed and provided for performance under this contract should demonstrate the desired qualifications and experience, as specified in Attachment 4.

# 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

# 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.

## Section F - Deliveries or Performance

### CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance of the following Option line Items are as follows:

7301	08/15/2021 - 08/14/2022
7401	08/15/2022 - 08/14/2023
9301	08/15/2021 - 08/14/2022
9401	08/15/2022 - 08/14/2023

The Period of Performance of the following Award Term line Items are as follows:

No award term line items.

Services to be performed hereunder will be provided at the location specified in the PWS.

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."

### **The Period of Performance of the following Firm items are as follows:**

7001	08/15/2018 - 08/14/2019
7101	08/15/2019 - 08/14/2020
7201	08/15/2020 - 08/14/2021
9001	08/15/2018 - 08/14/2019
9101	08/15/2019 - 08/14/2020
9201	08/15/2020 - 08/14/2021

### **The Period of Performance of the following Option items are as follows:**

7301	08/15/2021 - 08/14/2022
7401	08/15/2022 - 08/14/2023
9301	08/15/2021 - 08/14/2022
9401	08/15/2022 - 08/14/2023

## Section G - Contract Administration Data

### G-1 DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (Mar 2006) (5252.201-9201)

(a) The Contracting Officer hereby appoints the following individual as the Contracting Officer's Representative (COR) for this Task Order:

Name: [REDACTED]

Code: SPAWAR 4.0

Address: 4301 Pacific Highway, San Diego, CA 92110

Phone: [REDACTED]

E-mail: [REDACTED]

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

### G-2 TYPE OF CONTRACT (DEC 1999) (5252.216-9210)

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

### G-3 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 funds type and appropriation year are identified. Costs incurred under the referenced program, project, or PWS paragraph shall only be billed to the associated ACRN(s). The contractor is only authorized to invoice for work completed under the program, project, or PWS paragraph referenced within each ACRN. Within each program, project, or PWS paragraph, the Contractor shall invoice in the same proportion as the amount of funding currently 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 Contract 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-4 PAYMENT INSTRUCTIONS – OTHER (PGI 204-7.108(d)(12))

This task order is a cost-type contract funded by multiple funding types and/or customers, spanning several years. Funding for the CLINs contained in this contract are received from various funding sources and applied to specific tasking as defined in the funding modifications.

Based on the type of work contracted for on behalf of DOD/Navy customers, payment by CLIN/SLIN/ACRN is significantly important and using any of the payment methods specified in the table identified in PGI 204.7108(b)(2) would result in the funding resources of one customer being paid for work received by another customer. The contractor completes the effort in a fluid environment; therefore, in order to accurately track and account for funding expenditures in accordance with the specific tasking associated with each funding line, payment instruction (d)(12) "Other" applies as expenditures must reflect the actual work performed, in alignment with the type of funding to avoid violations to the Anti-Deficiency Act.

Payment shall be made in accordance with the Contracting Officer/DCAA approved billing whereby the contractor shall include identification of the CLIN, SLIN, and ACRN on each invoice. This will allow for appropriate contractor invoicing based on the unique customer requirement funding and Contracting Officer's instructions. This approach also allows for proper matching of the charge to the activity that have received the service/product with the application of the payment to the corresponding entity.

#### **G-5 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013) (252.232-7006)**

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

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

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

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

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

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

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

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

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

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

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

(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.

See G-1

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

#### Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0339
Issue By DoDAAC	N00039
Admin DoDAAC	S0514A
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)	N00039
Service Acceptor (DoDAAC)	N00039
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.

COR: [REDACTED]

(g) *WAWF point of contact.*

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

N/A

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

#### **G-6 ACTIVITY OMBUDSMAN**

The SPAWAR Ombudsman for this Task Order is:

Name: [REDACTED]

Code: SPAWAR 2.0B

Address: 4301 Pacific Highway, San Diego, CA 92110

Phone: [REDACTED]

Email: [REDACTED]

### **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.

700101 130068440500002 89000.00

LLA :

AA 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A20004641341

4.2 SPIDER (Initial Funding \$89,000 per PR 1300684405-0001 CIN 130068440500002)

(O&MN,N)

700102 130068440500003 186000.00

LLA :

AB 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A30004641341

4.2 SPIDER (Initial Funding \$186,000 per PR 1300684405-0001 CIN 130068440500003)

(O&MN,N)

900101 130068440500002 10000.00

LLA :

AA 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A20004641341

4.2 SPIDER (Initial Funding \$10,000 per PR 1300684405-0001 CIN 130068440500002)

(O&MN,N)

BASE Funding 285000.00

Cumulative Funding 285000.00

MOD P00001

700101 130068440500008 118000.00

LLA :

AA 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A20004641341

4.2 SPIDER (Initial Funding \$89,000 per PR 1300684405-0001 CIN 130068440500002)

(O&MN,N)(Add \$118,000 per Mod 01 PR 1300684405-0002 CIN 130068440500008)(O&MN,N)

700102 130068440500009 1000000.00

LLA :

AB 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A30004641341

4.2 SPIDER (Initial Funding \$186,000 per PR 1300684405-0001 CIN 130068440500003)

(O&MN,N)(Add \$1,000,000 per Mod 01 PR 1300684405-0002 CIN 130068440500009)(O&MN,N)

700103 130068440500004 1236.00

LLA :

AC 1781804 5FIT 257 00039 0 050120 2D 000000 COST CODE: C70004641341

4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$1,236 per Mod 01 PR 1300684405-0002 CIN

130068440500004)(O&MN,N)

700104 130068440500005 42819.00

LLA :

AD 1781804 5C1C 257 00039 0 050120 2D 000000 COST CODE: C90004641341

4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$42,819 per Mod 01 PR 1300684405-0002

CIN 130068440500005)(O&MN,N)

700105 130068440500006 50000.00

LLA :

AE 1781804 5B2B 257 00039 0 050120 2D 000000 COST CODE: D20004641341

4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$50,000 per Mod 01 PR 1300684405-0002

CIN 130068440500006)(O&MN,N)

700106 130068440500007 111000.00

LLA :

AF 1781804 5FIT 257 00039 0 050120 2D 000000 COST CODE: D10004641341

4.2 SPIDER / 4.0 IT TOOLS (Initial Funding \$111,000 per Mod 01 PR 1300684405-0002

CIN 130068440500007)(O&MN,N)

MOD P00001 Funding 1323055.00

Cumulative Funding 1608055.00

MOD P00002

700107 130068440500010 49000.00

LLA :

AG 1781804 5CCY 257 00039 0 050120 2D 000000 COST CODE: D30004641341

4.2 SPIDER (Initial Funding \$49,000 per Mod 02 PR 1300684405-0003 CIN

130068440500010)(O&MN,N)

MOD P00002 Funding 49000.00  
Cumulative Funding 1657055.00

MOD P00003 Funding 0.00  
Cumulative Funding 1657055.00

MOD P00004

700108 130079381300001 50000.00

LLA :

AH 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005121563

4.2 SPIDER / 4.0 IT TOOLS

\$50,000 per Mod 04 PR 1300793813 CIN 130079381300001 (O&MN,N)

MOD P00004 Funding 50000.00  
Cumulative Funding 1707055.00

MOD P00005

710101 130079778200001 350000.00

LLA :

AJ 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005162741 A00005162741

4.2 SIPR SPIDER/SDEE (Initial Funding \$350,000 per Mod 05 PR 1300797782 CIN

130079778200001)(O&MN,N)

710102 130079778200002 46000.00

LLA :

AJ 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A10005162741 A10005162741

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$46,000 per Mod 05 PR 1300797782 CIN

130079778200002)(O&MN,N)

710103 130079778200003 54000.00

LLA :

AK 1791804 5FIT 257 00039 0 050120 2D 000000 COST CODE: A20005162741 A20005162741

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$54,000 per Mod 05 PR 1300797782 CIN

130079778200003)(O&MN,N)

MOD P00005 Funding 450000.00  
Cumulative Funding 2157055.00

MOD P00006

710104 130079778200004 115000.00

LLA :

AL 1791804 5C1C 257 00039 0 50120 2D 000000 COST CODE: A3005162741 A3005162741  
4.2 SPIDER SUSTAINMENT (Initial Funding \$115,000 per Mod 06 PR 1300797782-0001 CIN  
130079778200004)(O&MN)

910101 130079778200004 25000.00

LLA :

AL 1791804 5C1C 257 00039 0 50120 2D 000000 COST CODE: A3005162741 A3005162741  
4.2 SPIDER SUSTAINMENT (Initial Funding \$25,000 per MOD 06 PR 1300797782-0001 CIN  
130079778200004) (O&MN,N)

MOD P00006 Funding 140000.00

Cumulative Funding 2297055.00

MOD P00007

700108 130079381300001 (50000.00)

LLA :

AH 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005121563  
4.2 SPIDER / 4.0 IT TOOLS  
\$50,000 per Mod 04 PR 1300793813 CIN 130079381300001 (O&MN,N)

710102 130079778200002 (29864.62)

LLA :

AJ 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A10005162741 A10005162741  
4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$46,000 per Mod 05 PR 1300797782 CIN  
130079778200002)(O&MN,N)

710105 130079778200007 138000.00

LLA :

AM 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A40005162741  
4.3.3 SAILOR/4.0 IT TOOLS  
(Initial Funding \$138,000 per Mod 07 PR 1300797782-0002 CIN  
130079778200007)(O&MN,N)

MOD P00007 Funding 58135.38

Cumulative Funding 2355190.38

MOD P00008

710101 130079778200011 50000.00

LLA :

AJ 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005162741 A00005162741  
4.2 SIPR SPIDER/SDEE (Initial Funding \$350,000 per Mod 05 PR 1300797782 CIN  
130079778200001)(O&MN,N)

710104 130079778200008 520407.00

LLA :

AL 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A3005162741

4.2 SPIDER SUSTAINMENT (Initial Funding \$115,000 per Mod 06 PR 1300797782-0001 CIN 130079778200004)(O&MN)

710105 130079778200010 42198.00

LLA :

AM 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A40005162741

4.3.3 SAILOR/4.0 IT TOOLS

(Initial Funding \$138,000 per Mod 07 PR 1300797782-0002 CIN 130079778200007)(O&MN,N)

710106 130079778200009 66960.00

LLA :

AN 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A50005162741

(Initial Funding \$66,960 per Mod 08 PR 1300797782-0003 CIN 130079778200009)(O&MN)

710107 130079778200012 250000.00

LLA :

AP 1791804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A60005162741

4.2 SPIDER SUSTAINMENT

(Initial Funding \$250,000 per Mod 08 PR 1300797782-0003 CIN 130079778200012)(O&MN)

710108 130079778200013 150000.00

LLA :

AQ 9790111 5ACQ 257 00039 0 050120 2D 000000 COST CODE: A70005162741

4.2 SPIDER Intro CBT

(Initial Funding \$150,000 per Mod 08 PR 1300797782-0003 CIN 130079778200013)(O&MN)

MOD P00008 Funding 1079565.00

Cumulative Funding 3434755.38

MOD P00009 Funding 0.00

Cumulative Funding 3434755.38

MOD P00010 Funding 0.00

Cumulative Funding 3434755.38

MOD P00011

710109 130083008100001 100000.00

LLA :

AR 1701804 5C1C 257 00039 0 050120 2D 000000 A00005448780

MOD P00011 Funding 100000.00

Cumulative Funding 3534755.38

MOD P00012

710110 130083008100002 20400.00

LLA :

AR 1701804 5C1C 257 00039 0 050120 2D 000000 A00005448780

710111 130083008100003 282000.00

LLA :

AS 1701804 5CCY 257 00039 0 050120 2D 000000 A10005448780

MOD P00012 Funding 302400.00

Cumulative Funding 3837155.38

**Accounting Data**

CLIN/SLIN	PR Number	Amount
N0003918F3006P00013		
710110	1300830081-0001	(\$20,400.00)
LLA :		
AR 1701804 5C1C 257 00039 0 050120 2D 000000 A00005448780		
Standard Document #:		
4.3.3 SAILOR/4.0 IT Tools Support Labor (De-obligate \$20,400 per Mod 13 per PR 1300830081-0002, ITEM: 0007)		
710112	130083008100004	\$198,000.00
LLA :		
AT 1701804 5C1C 257 00039 0 050120 2D 000000 A20005448780		
Standard Document #:		
4.2 SIPR SPIDER CIN:130083008100004 ITEM: 0004		
710113	130083008100005	\$218,000.00
LLA :		
AU 1701804 5C1C 257 00039 0 050120 2D 000000 A30005448780		
Standard Document #:		
4.2 SPIDER Integration CIN: 130083008100005 ITEM: 0005		
710114	130083008100006	\$78,000.00

**Accounting Data**

LLA :

AV 1701804 5C1C 257 00039 0 050120 2D 000000 A40005448780

Standard Document #:

4.2 SPIDER Sustainment Digital Trans CIN:130083008100006 ITEM: 0006

710115 130083008100008 \$20,400.00

LLA :

AW 1701804 5C1C 257 00039 0 050120 2D 000000 A50005448780

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS CIN:130083008100008 ITEM: 0008

910102 130083008100006 \$4,000.00

LLA :

AV 1701804 5C1C 257 00039 0 050120 2D 000000 A40005448780

Standard Document #:

4.2 SPIDER Sustainment Digital Trans CIN:130083008100006 ITEM: 0006

MOD Funding: \$498,000.00

Cumulative Funding: \$4,335,155.38

N0003918F3006P00014

710111 130083008100003 (\$22,500.00)

LLA :

AS 1701804 5CCY 257 00039 0 050120 2D 000000 A10005448780

Standard Document #:

SAILOR/4.0 IT TOOLS CIN: 130083008100003 MOD 14: PR 1300830081-0003 deobligate \$22,500.00.

\$282,000.00-\$22,500.00=\$259,500.00 MOD 15: PR 1300830081-0004 deobligate \$36,000.00.

\$259,500.00-\$36,000.00=\$223,500.00

710116 130083008100009 \$315,000.00

LLA :

AX 1701804 5C1C 257 00039 0 050120 2D 000000 A60005448780

Standard Document #:

4.2 SPIDER Code Modernization CIN: 130083008100009 ITEM: 0009 Mod 15: PR 1300830081-0004 deobligte

\$207,000 (\$315,000.00-\$207,000.00=\$108,000.00)

MOD Funding: \$292,500.00

Cumulative Funding: \$4,627,655.38

**Accounting Data**

N0003918F3006P00015

710111 130083008100003 (\$36,000.00)

LLA :

AS 1701804 5CCY 257 00039 0 050120 2D 000000 A10005448780

Standard Document #:

SAILOR/4.0 IT TOOLS CIN: 130083008100003 MOD 14: PR 1300830081-0003 deobligate \$22,500.00.

\$282,000.00-\$22,500.00=\$259,500.00 MOD 15: PR 1300830081-0004 deobligate \$36,000.00.

\$259,500.00-\$36,000.00=\$223,500.00

710116 130083008100009 (\$207,000.00)

LLA :

AX 1701804 5C1C 257 00039 0 050120 2D 000000 A60005448780

Standard Document #:

4.2 SPIDER Code Modernization CIN: 130083008100009 ITEM: 0009 Mod 15: PR 1300830081-0004 deobligte

\$207,000 (\$315,000.00-\$207,000.00=\$108,000.00)

720101 130086876100001 \$200,000.00

LLA :

AY 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005712874

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$200,000 per Mod 15 PR 1300868761 CIN 130086876100001)

(O&amp;MN,N)

720102 130086876100002 \$22,500.00

LLA :

AZ 1701804 5CCY 257 00039 0 050120 2D 000000 COST CODE: A10005712874

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$22,500 per Mod 15 PR 1300868761 CIN 130086876100002)

(O&amp;MN,N) (Obligate \$21,570.00 per Mod 16 PR 1300868761-0001; ITEM 0008 CIN 130086876100008

\$22,500+\$21,570=\$44,070)

720103 130086876100003 \$92,000.00

LLA :

BA 1701804 5FIT 257 00039 0 050120 2D 000000 COST CODE: A20005712874

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding Mod 15 \$92,000 PR 1300868761 CIN 130086876100003) O&amp;MN

720104 130086876100004 \$143,349.00

LLA :

BB 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A30005712874

**Accounting Data**

Standard Document #:

4.2 SPIDER Sustainment/NIPR (Initial Mod 15 \$143,349 PR 1300868761 CIN 130086876100004 O&MN)  
(Obligate \$30,651 per Mod 16 PR 1300868761-0001; ITEM 0010 CIN 130086876100010  
\$143,349+\$30,651=\$174,000)

720105	130086876100005	\$100,000.00
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LLA :

BC 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A40005712874

Standard Document #:

4.2 SPIDER Sustainment/SIPR (Initial Funding \$100,000 Mod 15 PR 1300868761 CIN 130086876100005 O&MN)

720106	130086876100006	\$400,000.00
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LLA :

BD 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A60005712874

Standard Document #:

4.2 SPIDER Software Modernization (Initial Funding \$400,000 M Od 15 PR 1300868761 CIN 130086876100006  
O&MN)(Obligate \$181,150 per Mod 16 PR 1300868761-0001; ITEM 0011 CIN 130086876100011  
\$400,000+\$181,150=\$581,150)

720107	130086876100007	\$73,000.00
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LLA :

BE 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A50005712874

Standard Document #:

4.2 SPIDER Integration (Initial Funding \$73,000 Mod 15 PR 1300868761 CIN 130086876100007 O&MN)

MOD Funding: \$787,849.00

Cumulative Funding: \$5,415,504.38

N0003918F3006P00016

720102	130086876100002	\$21,570.00
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LLA :

AZ 1701804 5CCY 257 00039 0 050120 2D 000000 COST CODE: A10005712874

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding \$22,500 per Mod 15 PR 1300868761 CIN 130086876100002)  
(O&MN,N) (Obligate \$21,570.00 per Mod 16 PR 1300868761-0001; ITEM 0008 CIN 130086876100008  
\$22,500+\$21,570=\$44,070)

720104	130086876100004	\$30,651.00
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LLA :

BB 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A30005712874

**Accounting Data**

Standard Document #:

4.2 SPIDER Sustainment/NIPR (Initial Mod 15 \$143,349 PR 1300868761 CIN 130086876100004 O&MN)  
(Obligate \$30,651 per Mod 16 PR 1300868761-0001; ITEM 0010 CIN 130086876100010  
\$143,349+\$30,651=\$174,000)

720106	130086876100006	\$181,150.00
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LLA :

BD 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A60005712874

Standard Document #:

4.2 SPIDER Software Modernization (Initial Funding \$400,000 M0d 15 PR 1300868761 CIN 130086876100006  
O&MN)(Obligate \$181,150 per Mod 16 PR 1300868761-0001; ITEM 0011 CIN 130086876100011  
\$400,000+\$181,150=\$581,150)

720108	130088031000001	\$100,000.00
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LLA :

BF 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A00005793940

Standard Document #:

4.2 SPIDER FRD Software (Initial Funding per PR 1300880310, ITEM 0001 obligate \$100,000.00)

720109	130088031000002	\$50,000.00
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LLA :

BG 1701804 5B2B 257 00039 0 050120 2D 000000 COST CODE: A10005793940

Standard Document #:

4.2 SPIDER FRD Software (Initial Funding per PR 1300880310, ITEM 0002 obligate \$50,000.00)

720110	130086876100009	\$1,625.00
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LLA :

BH 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A70005712874

Standard Document #:

4.3.3 SAILOR/4.0 IT TOOLS (Initial Funding per Mod 16 PR 1300868761-0001, ITEM 0009 Obligate \$1,625.00)

720111	130086876100012	\$3,495.00
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LLA :

BJ 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A80005712874

Standard Document #:

4.2 SPIDER Sustainment/NIPR (Initial Funding per Mod 16 PR 1300868761-0001, ITEM 0012 obligate \$3,495.00)  
(Per Mod 17 PR 1300868761-0002, ITEM 0013 obligate \$118,000 CIN 130086876100013)

920101	130086876100012	\$15,000.00
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LLA :

**Accounting Data**

BJ 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A80005712874

Standard Document #:

4.2 SPIDER Sustainment/NIPR (Initial funding obligate \$15,000 per Mod 16 PR 1300868761-0001; ITEM 0012)

MOD Funding: \$403,491.00

Cumulative Funding: \$5,818,995.38

N0003918F3006P00017

720111 130086876100012 \$118,000.00

LLA :

BJ 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A80005712874

Standard Document #:

4.2 SPIDER Sustainment/NIPR (Initial Funding per Mod 16 PR 1300868761-0001, ITEM 0012 obligate \$3,495.00)  
(Per Mod 17 PR 1300868761-0002, ITEM 0013 obligate \$118,000 CIN 130086876100013)

720112 130086876100014 \$75,000.00

LLA :

BK 1701804 5C1C 257 00039 0 050120 2D 000000 COST CODE: A90005712874

Standard Document #:

4.2 SPIDER Sustainment/SIPR (Obligate \$75,000 per Mod 17 PR 1300868761-0002, ITEM 0014)

MOD Funding: \$193,000.00

Cumulative Funding: \$6,011,995.38

# 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 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 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 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 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 (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 SPAWAR 4.0 IT Tools. 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.

#### **H-10 ORGANIZATIONAL CONFLICT OF INTEREST (Dec 2004) (5252.209-9205)**

- (a) Definition.

“Support Services” are services provided to support and assist a program office or staff code with their acquisition responsibilities, including but not limited to, program management support services, preparing program budget submissions, business financial reporting or accounting services, data collection and reporting, general administration, performance and earned value monitoring; or advisory and assistance services including but not limited to consultant services, requirements analysis and planning, contract management, systems engineering and technical direction, logistics management, information technology management, test and evaluation, production and

installation management.

(b) The Contracting Officer has determined that potentially significant Organizational Conflicts of Interest (OCIs) 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 “prime mission products” related to, or arising from the “support services” provided by the Contractor. Additionally, 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 Contract (GIC), as well as the follow-on SPAWAR C4ISR Installation contract(s). Should the Contractor’s performance under this task order give rise to OCI issues with respect to future SPAWAR “support services” procurements, the Contractor shall be similarly ineligible.

(c) These restrictions shall apply to the prime awardee of this task order. This clause shall remain in effect during the life of this task order (including option periods, if exercised) and for three (3) years after completion of this task order. This restriction does not apply to any recompetition for equipment or services furnished pursuant to this task order.

(d) The Contractor shall flow down this clause to any subcontractors or consultants that have access to information, participate in the development of data, or perform any other efforts which are subject to terms of this clause at the prime contractor level.

#### **H-11 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.

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

(c) Per Diem

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

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

(3) Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel.

The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

(d) Transportation

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

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

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

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

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

(6) Definitions:

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

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

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

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

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

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

(iv) "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or

under contract to an agency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **H-12 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 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: Any warranted Contracting Officer

Code: 20000

Address: Space and Naval Warfare Systems Command

4301 Pacific Highway, San Diego, CA 92110-3127

### **H-13 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-14 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.

# 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 LIMITATIONS ON 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) concerns;

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

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

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

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

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

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

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

**I-4 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 contract a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

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

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

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

(2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

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

(d) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before entering into *any* subcontract that exceeds the Simplified Acquisition Threshold (SAT) that was not initially proposed regardless of whether the potential subcontractor(s) have an approved accounting system.

(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 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:

[REDACTED]

**I-5 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 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-6 RESTRICTIONS ON THE USE OF MANDATORY ARBITRATION AGREEMENTS (DEC 2010) (252.222-7006)**

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

"Covered subcontractor" means any entity that has a subcontract valued in excess of \$1 million, except a subcontract for the acquisition of commercial items, including commercially available off-the-shelf items.

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

(b) The Contractor—

(1) Agrees not to—

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

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

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

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

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

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

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

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

(d) The Secretary of Defense may waive the applicability of the restrictions of paragraph (b) of this clause in accordance with Defense Federal Acquisition Regulation Supplement 222.7404.

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

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/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)

52.204-2 Security Requirements (AUG 1996)

52.204-9 Personal Identity Verification of Contractor Personnel (JAN 2011)

52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013)

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2020)

52.219-6 Notice of Small Business Set-Aside (NOV 2011)

52.222-35 Equal Opportunity for Veterans (OCT 2015)

52.222-37 Employment Reports on Veterans (JUL 2014)

52.222-54 Employment Eligibility Verification (OCT 2015)

52.245-1 Government Property (JAN 2017)

52.245-9 Use and Charges (APR 2012)

252.204-7008 Compliance with Safeguarding Covered Defense Information Controls (OCT 2016)

252.204-7009 Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information

(OCT 2016)

252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016)

252.211-7007 Reporting of Government-Furnished Property (AUG 2012)

252.225-7004 Report of Intended Performance Outside the United States and Canada - Submission after Award (OCT 2015)

252.232-7003 Electronic Submission of Payment Requests and Receiving Reports (JUN 2012)

252.239-7001 Information Assurance Contractor Training and Certification (JAN 2008)

252.242-7005 Contractor Business Systems (FEB 2012)

252.245-7001 Tagging, Labeling, and Marking of Government-Furnished Property (APR 2012)

252.245-7002 Reporting Loss of Government Property (DEC 2017)

252.245-7003 Contractor Property Management System Administration (APR 2012)

252.245-7004 Reporting, Reutilization, and Disposal (DEC 2017)

## Section J - List of Attachments

Attachment 1 - Performance Work Statement Revision 2, dated 22 October 2019 (P00009)

Attachment 2 - Quality Assurance Surveillance Plan Revision 3, dated 31 December 2019 (P00011)

Attachment 3 - DD254, dated 26 July 2018

Attachment 4 - Personnel Qualifications

Attachment 5 - Payment Memo for Record (MFR), dated 25 January 2019 (P00003)

Exhibit A - DD1423 Contract Data Requirements List (CDRL) Revision 3, dated 02 June 2020 (P00014)

Attachment Number	File Name	Description
	Attachment_2_QASP_N0017814D7718_TO_N0003918F3006_(20190107)_(P00003).pdf	Attachment 2 QASP Revision 1 20190107
	Attachment_4_Personnel_Qualifications_02MAR2018.pdf	Attachment 4 - Personnel Qualifications, dated 02 March 2018
	Attachment_3_DD_254_N0017814D7718_TO_N0003918F3006_Scanned.pdf	Attachment 3 - DD254, dated 26 July 2018
	Attachment_5_Payment_Memo_for_Record_20190125.pdf	Payment Memo for Record (MFR)
	Attachment_1_PWS_02MAR2018_N0017814D7718_TO_N0003918F3006.pdf	Attachment 1 - Performance Work Statement, dated 02 March 2018
	Attachment_1_PWS_02MAR2018_R1_20190124_(P00003).pdf	Attachment 1 PWS Revision 1 20190124
	Exhibit_A_DD1423_(CDRL)_N0003918F3006_R2_20191022_(P00009).pdf	Exhibit A DD1423 (CDRL) Revision 2, dated 22 October 2019
	Exhibit_A_DD1423_(CDRL)_N0003918F3006.pdf	Exhibit A - DD1423 CDRL
	Exhibit_A_DD1423_Contract_Data_Requirements_List_(CDRL)_Revision_3_dated_02_June_2020_(P00014).pdf	Exhibit A - DD1423 Contract Data Requirements List (CDRL) Revision 3, dated 02 June 2020 (P00014)
	Attachment_2_QASP_N0017814D7718_TON0003918F3006_(20190723)_(P00005).pdf	Attachment 2 QASP Revision 2 20190723
	Attachment_1_PWS_02MAR2018_R2_20191022_(P00009).pdf	Attachment_1_PWS_02MAR2018_R2_20191022_(P00009)
	Exhibit_A_DD1423_(CDRL)_N0003918F3006_R1_20190123_(P00003).pdf	Exhibit A DD1423 (CDRL) Revision 1 20190123
	Attachment_2_QASP_N0017814D7718_TON0003918F3006_(20191231)_(P00011).pdf	Attachment 2 QASP Revision 3 20191231

**ATTACHMENT 1: PERFORMANCE WORK STATEMENT (REVISION 2,  
10/22/2019)**

**SHORT TITLE: 4.0 IT SYSTEMS TECHNICAL SUPPORT**

**1.0 INTRODUCTION**

The Naval Information Warfare Systems Command (NAVWAR) Logistics and Fleet Support Directorate (4.0) is acquiring full-lifecycle software engineering services for the following Information Technology (IT) systems: SPAWAR Program Executive Office (PEO) Integrated Data Environment Repository (SPIDER), SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR), Human Analysis and Requirements Planning System (HARPS), Technical Documentation Acquisition and Development (TDAD), SPAWAR Casualty Response Action Tracker (SCRAT) applications, and other systems, collectively referred to herein as the “4.0 IT Tools.”

**2.0 BACKGROUND**

**2.1 Purpose**

The objective of this task order is to reduce the overall lifecycle cost of the 4.0 IT Tools portfolio through the sharing of resources between the IT tools, optimization of the mix of skills/labor categories within the resource pool, the use of an Application Lifecycle Management (ALM) solution to facilitate the resource pool concept, and the introduction and development of more efficient processes/best practices in software lifecycle sustainment. The Government intends to transfer support for the IT tools from existing contracts to this contract in a phased manner, at the expiration of each current support contract, or as other circumstances dictate.

**2.2 SPAWAR 4.0 Applications**

SPIDER (support begins at task order award) is the authoritative installation management tool of Fleet Command, Control, Communications, Computers & Intelligence (C4I) and Enterprise Information Systems (EIS) capability deployed on Ship, Shore, Submarine, and U.S. Coast Guard (USCG)/ Military Sealift Command (MSC) platforms. SPIDER automates the Advance Planning, Configuration Management, Design, Installation Planning, and Installation Execution functions performed by the product program offices. SPIDER is a Department of Navy (DoN) Chief Information Officer (CIO) Designated Mission Critical System with established internal and external data interfaces enabling critical data sharing, and end-to-end Configuration Management of Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) capability in the Fleet in support of Navy Modernization.

SAILOR (anticipated phase-in period is Option Year One) is a centralized repository that provides both classified and unclassified Final Issue technical, logistics, and configuration documentation to fleet combatants and Navy support personnel. SAILOR also provides a single point of entry to retrieve system support information for SPAWAR programs of record.

HARPS (anticipated phase-in period is Option Year Three) is a web-based solution used by Acquisition Programs for development, review and validation of their Navy Training System Plan (NTSP) documents. The goal of the HARPS tool is to make NTSP development more efficient, and to improve the uniformity and quality of delivered training plan products.

TDAD (anticipated phase-in period is Option Year One) simplifies and communicates standards and policy for all SPAWAR programs developing, delivering and disposing of technical manuals. TDAD enables SPAWAR compliance with the DoN policy that requires technical manuals be developed in Extensible Markup Language (XML) and delivered to the fleet in Portable Document Format (PDF) by providing the resources and tools built specifically for SPAWAR technical manual acquisition, development, and publication.

SCRAT (support begins at task order award) provides near-real-time, collaborative, and validated SPAWAR C4ISR Casualty Report (CASREP) status/resolution information for Fleet, Regional Maintenance Centers (RMCs), Fleet Support Officers (FSOs), In-Service Engineering Activities (ISEAs), and ship maintenance personnel. It is a consolidated database of C4ISR CASREPs for the entire SPAWAR enterprise of products, i.e., software, hardware, and equipment components, produced and installed on U.S. Navy ships, MSC ships, USCG ships and vessels, U.S. Marine Corps (USMC) aircraft and vehicles, and various shore sites, e.g., Command Centers, training centers, communication stations, Navy Data Centers, Joint Command Centers, etc.

### **3.0 SCOPE**

This Performance Work Statement (PWS) covers engineering services to maintain, modify, deploy, and sustain the 4.0 IT Tools. This includes business analysis, requirements development, database architecture and development, User Interface (UI) design, project and release management, configuration management, software architecture, design and engineering, testing, sustainment engineering, graphic design, technical writing, technical data maintenance services, training, and other user support services. The Contractor shall perform engineering reviews of technical data, analysis and development of potential solutions for 4.0 IT Tools modernization; provide subject matter expertise and interact with SPAWAR stakeholders regarding 4.0 IT Tools performance; provide information and software assurance support; and provide program support services.

### **4.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)**

The Contractor shall adhere to the following documentation in accordance with paragraph 5.0, Performance Requirements. The Contractor shall ensure all work accomplished on task utilizes the best commercial practices and current acceptable industry standards.

#### **4.1 Required Documents**

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

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
AMD		Total Force Manpower Management System N12 Decision Matrix for Activity Manpower Document (AMD) Change Requests	Apr 03
CJCSI	3170.01G	Joint Capabilities Integration and Development System	01 Mar 09
DoD Directive	5200.1r	DoD Directive 5200.1r Controlled Unclassified Information, Appendix C	24 Feb 12
DoD Directive	5000.01	The Defense Acquisition System	03 Mar 17
DoD Instruction	5000.02	Operation of the Defense Acquisition System	8 Dec 08

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
DoD Instruction	8500.01	Cybersecurity	14 Mar 14
DoD Instruction	8510.01	Risk Management Framework (RMF) for DoD Information Technology (IT)	12 Mar 14
DoD Instruction	8510.01 Ch1	Risk Management Framework (RMF) for DoD Information Technology (IT)	24 May 16
DoN Handbook	Version 1.0	United States Navy Risk Management Framework Process Guide	13 Dec 2016
Memorandum		Navy Authorizing Official (NAO) Guidance Memorandum; Approval of Changes to Accredited Systems, Networks or Applications	20 Nov 15
Memorandum		Risk Management Framework Implementation Efficiency	20 Dec 16
Memorandum		US Navy Risk Management Framework Implementation Strategy	24 Jan 17
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> )	Sep 08
Guidebook	DAG	Defense Acquisition Guidebook, Chapters 3 Systems Engineering (2.3.1 Software), 4 Life Cycle Sustainment, 9 Program Protection	2017
DoD Directive	8140.01	Cyberspace Workforce Management	11 Aug 15
SECNAV Instruction	5239.20A	Department of the Navy Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification	10 Feb 16
DoN Manual	SECNAV M-5239.2	Department of the Navy Cyberspace Information Technology and Cybersecurity Workforce Management and Qualification Manual	Jun 16
SECNAV Instruction	5239.3B	DoN Information Assurance Policy	17 Jun 09
SPAWAR Instruction	5721.1B	SPAWAR Section 508 Implementation Policy	17 Nov 09
Guidebook		Navy Validator Qualification Standards and Registration Guidebook ( <a href="https://www.Portal.Navy.mil/NETWARCOM/NavyCandA/default.aspx">https://www.Portal.Navy.mil/NETWARCOM/NavyCandA/default.aspx</a> )	Latest version
Guidebook	CMU/SEI-2010-TR-033	CMMI® for Development, Version 1.3	November 2010
Memorandum		ASN (RD&A) Memorandum, Subject: Department of the Navy Policy for Acquisition of Naval Software Intensive Systems	16 Sep 08
Handbook	SAE GEIA-HB-649A	Implementation Guide for Configuration Management	2016-03-01
NIST	SP 800-53 Rev4	Security and Privacy Controls for Federal Information Systems and Organizations	April 2013

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
NIST	NIST.SP.800-160	Systems Security Engineering Considerations for a Multidisciplinary Approach in the Engineering of Trustworthy Secure Systems	Nov 2016
NIST	NIST SP 500-268 v1.1	Source Code Security Analysis Tool Functional Specification	Feb.2011
NIST	NIST SP 500-270 v1.1	Source Code Security Analysis Tool Test Plan	July 2011
NAVEDTRA	130B – 137	Task Based Curriculum Development Manuals	29 Aug 11
OPNAVINST	1000.16L	Navy Total Force Manpower Policies and Procedures	1 Apr 00
OPNAVINST	1500.76C	Naval Training Systems Requirements, Acquisition, and Management	14 Aug 13
OPNAVINST	11102.2	Training System Installation and Transfer	31 Oct 07
OPNAVNOTE	1500	Training Transfer Agreement	07 Mar 11
SPAWAR Instruction	1500.6	Manpower, Personnel and Training Requirements Planning and Analysis Process	21 Mar 2016
SPAWAR Instruction	5270.5B	Information Technology Asset Registration and Management	3 Oct 16
Software Process Improvement Initiative		ASN Software Process Improvement Initiative (SPII) Guidance for Use of Software Process Improvement Contract Language	16 Sep 08
SPAWAR Instruction	3432.100A-16	Operations Security (OPSEC) Policy	2 Feb 05
SPAWAR Instruction	4130.3	SPAWAR Life Cycle Configuration Management Policy	28 Mar 13
SPAWAR Instruction	5230.44 00P	Security and Policy Review of Information Intended for Public Release	9 Sep 04
SPAWAR Instruction	5720.4CH1 (or latest edition)	SPAWAR Web Policy	9 Oct 02
SPAWAR Instruction	5721.1B	SPAWAR Section 508 Implementation Policy	17 Nov 09
SPAWAR Instruction	5728.1	Establishment of SPAWAR Branding Guidelines	7 Aug 09
SPAWAR Instruction	4160.3C	SPAWAR, PEO C4I, PEO SPACE and PEO EIS Policy, Procedures and Responsibilities for Technical Manual Management Operations and Product/Technical Data Lifecycle Support	13 Feb 13
SPAWAR Instruction	4121.1A	Establishment of Policy and Use of SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR)	21 Mar 2016
SPAWAR Instruction	1500.1B	Team SPAWAR Training Management and Delivery Process	22 Feb 16
SPAWAR Instruction	5400.3	Systems Engineering Technical Review Process	9 Oct 07
Specification	Version 4.X	S1000D Specification	Jan 09
Standard	IEEE/EIA 12207-2008	Systems and Software Engineering—Software Lifecycle processes	2008
Standard	SAE/EIA-699B	Standard for Configuration Management	4 Apr 2011

<b>Document Type</b>	<b>No./Version</b>	<b>Title</b>	<b>Date</b>
Standard	ANSI/EIA 2003	Processes for Engineering a System	2003
Standard	IEEE 1058-1998	IEEE Standard for Software Project Management Plans	1998
Standard	IEEE 15288	Systems and software engineering – System life cycle processes	20 March 2017
Standard	IEEE 15288.1	Standard for Application of Systems Engineering on Defense Programs	
Standard	IEEE 15288.2	Standard for Technical Reviews and Audits on Defense Programs	
SPAWARINST	4440.12	Management of Operating Materials and Supplies (OM&S), Government Furnished Property (GFP), Contractor Acquired Property (CAP), Property, Plant and Equipment (PP&E), and Inventory	
DoDI	4161.02	Accountability and Management of Government Contract Property	27 Apr 2012
SPAWAR 4.0 Memo	2.0	SPIDER Software Change Management Process (SCMP)	Sept 2017
Standard	IATA-STD-023-SwA-V1.0	Information Assurance Technical Authority (IATA) Software Assurance (SwA) Standard	12 Jun 2017
Guide	OWASP v2.0	OWASP Secure Coding Practices Quick Reference Guide	Nov 2010
DODI	DoDI 5000.02	Enclosure 3 Systems Engineering	Jan 2015

## **4.2 Source Of Documents**

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

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

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

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

## **5.0 PERFORMANCE REQUIREMENTS**

The Contractor shall provide life cycle software engineering services for the 4.0 IT Tool portfolio in the work areas listed below.

### **5.1 Project and Task Management**

The Contractor shall provide project management services, including scheduling, allocation of shared resources to individual software tool development efforts, development of project plans and work breakdown structures, management of project work in execution, maintenance of an Integrated Master Schedule, maintenance of a project plan in execution, support for release management and reporting of project status.

Contractor shall manage a shared resource pool, including allocation of shared resources between individual 4.0 IT Systems, and across multiple software releases, and other system-specific or shared project efforts.

Contractor project management methodology shall support different software development methodologies, e.g. formal, agile, iterative/incremental, lean, etc.

The Contractor shall identify, track and report metrics for software technical performance (with respect to product performance, process, development progress and quality). (CDRL A019)

The Contractor shall identify cost, schedule and performance risks along with mitigation steps, to be reviewed on a regular basis during program meetings and conduct risk assessments that cover the full scope of the system. (CDRL A019)

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. In coordination with the Government, the Contractor shall develop and submit meeting agendas and presentation materials and prepare and submit meeting minutes (CDRL A001).

The Contractor shall support the sustainment of the 4.0 IT Tools by participating in technical reviews, SPAWAR enterprise forums, customer events, configuration control boards, and status reviews meetings. During these meetings the Contractor shall actively participate by providing technical input, including: suggested courses of action for software changes, pros and cons of each option and resulting user impact(s), source code modification progress, internal testing status, configuration/integration status, and operator use of the 4.0 IT Tools applications.

The Contractor shall actively participate in weekly Integrated Product Team (IPT) meetings and interact in technical discussions between programmers and the user community regarding the technical vision, tradeoffs, interface considerations, and other technical matters involving active technical reviews and evaluations.

The Contractor shall support ad hoc meetings between engineers, the user community, and Navy Enterprise Data Center (NEDC) to ensure efficiencies in building the software updates.

The Contractor shall conduct quarterly Project Management Reviews (PMRs) to discuss the funding status, technical and schedule progress of the tasks in this PWS, and to establish a forum for the interchange of technical information. The Contractor shall develop agendas and minutes for the PMRs (CDRL A002). The Government will have the right to modify or add items to the PMR agenda.

The Contractor shall assist the Government in coordinating support for and providing a monthly schedule of all sustainment efforts to include cost, schedule and performance issues.

### **5.1.1 Integrated Master Schedule**

The Contractor shall develop and maintain an integrated project schedule using Microsoft Project that shows all resource-loaded tasks through Level 2, durations, dependencies, and deliverables (**CDRL A003**). This integrated schedule shall include all project work for 4.0 IT systems resourced from the common resource pool. The schedule shall reflect the concept of a shared resource pool, including allocation of shared resources between individual 4.0 IT Systems, and across multiple software releases, and other system-specific or shared project efforts.

### **5.1.2 Reporting and Status**

The Contractor shall provide, on monthly basis, a Monthly Status Report (MSR) (**CDRL A004**) detailing the schedule of events and the integrated cost and schedule status of work progress on the contract. The report shall be prepared for planning work, controlling costs, and generating timely, reliable and valuable information for SPAWAR 4.0. The Contractor shall include a section in the Monthly Status Report (MSR) any Contractor-originated suggestions for technical improvements or technical efficiencies for the 4.0 IT Tools applications. Supporting schedules detailing the sub-events required to achieve milestones in the schedule shall also be prepared and maintained. Changes to the schedule shall be highlighted, with reasons for the changes. The Contractor shall address the effect of the changes on interrelated milestones. The Contractor shall also relate technical accomplishment with cost and schedule accomplishment. The MSR shall be also briefed and discussed at any In-Process Reviews (IPRs).

## **5.2 Support Activities**

### **5.2.1 Systems Administration**

The Contractor shall ensure the 4.0 IT Tool production servers configuration remain operational in the NEDC or other Data Center Application Optimization (DCAO)-designated hosting environment (e.g. Amazon Web Services Government “cloud”) environment.

The Contractor shall ensure the 4.0 IT tool development and test server configurations remain operational on the SPAWAR Systems Center Pacific Research, Development, Test and Evaluation Environment (RDT&E) as necessary for system maintenance and testing purposes. The Contractor shall maintain the 4.0 IT Tools developmental, and test, servers including software upgrades, security patches, accounts administration, daily backups, and perform system problem troubleshooting. The Contractor shall monitor system performance and servers configuration maintenance as required. The Contractor shall provide database administration and maintenance support.

The Contractor shall execute 4.0 IT Tools applications deployment to Test and Production environments.

The Contractor shall have the physical proximity to respond within one hour of the IT hosting environment located at the SPAWAR Systems Center Pacific (SSC-PAC) RDT&E environment in San Diego, CA and within twenty-four hours to SPAWAR Systems Center Atlantic (SSC LANT) production environment in Charleston, SC, when on-site system administration, Disaster Recovery (DR), or Continuity of Operations (COOP) services are needed.

### **5.2.2 Enterprise Software Licensing**

The Contractor shall provide recommendations regarding commercial software license renewal options that are available via the Navy Enterprise Licensing Agreement, Enterprise Software Initiative (ESI) (<http://www.esi.mil>), or GSA SmartBUY Program (<http://www.gsa.gov/smartbuy>) to the maximum extent possible.

The Contractor shall acquire annual 4.0 IT Tools COTS software license renewals in compliance with SPAWARSSYSCOM 8.2.1 IT policies (i.e. Navy Enterprise Licensing agreements, GSA schedule, Information Technology Procurement Request/ITPR).

The Contractor shall maintain a record of software licenses and associated licensing agreements (**CDRL A005**), and maintain Department of the Navy (DoN) Application and Database Management System (DADMS) records for all application versions being used within the 4.0 IT Tools architecture. The Contractor shall install licenses on Government servers only in support of the efforts in this PWS.

### **5.2.3 Technical Writing**

The Contractor shall develop, staff and maintain under version control all types of system documentation, including requirements and interface specifications, design and architecture description, software development plan, test and evaluation plan, software requirements traceability matrix, software version description, and software product specification, user training manuals, and reference technical guides to comply with software engineering best practices (**CDRL A019**).

### **5.2.4 User Training**

The Contractor shall create, update and maintain existing training materials and user manuals for job-skills type training to enable customers to use the 4.0 IT Tools applications. Training material and presentations shall also address the associated policies and processes for which the 4.0 IT Tools systems support. All training materials and user manuals required for instruction shall be developed by the Contractor, and subject to Government validation (**CDRL A006**).

### **5.2.5 User Support**

The Contractor shall provide user support on the use of 4.0 IT Tools applications in response to telephone or email contacts Monday through Friday during normal business hours, typically 7:00 AM through 4:00 PM Pacific Time.

The Contractor shall provide monthly metrics that detail the operational usage and sustainment for each of the application systems, to be included in the Monthly Status Report (**CDRL A004**). Metrics shall include the number of new users account creation, number of User Support Tickets Open and Closed, system utilization metrics, and associated detailed description including time spent repairing problems to operating software.

### **5.2.6 Graphic Design**

The Contractor shall provide graphic design services in support of design, development, and briefings for the 4.0 IT Tools. This will include development of graphic design concepts, wireframe/storyboard design concepts for application UI design and layout concepts, and production art assets for use in web applications, web sites and print media. The Contractor shall ensure that Graphic Design services provided conform to industry standard software development practices.

## **5.3 Software Maintenance**

The Contractor shall provide engineering services necessary to investigate, analyze, and describe the recommended software engineering methods associated with the 4.0 IT Tools applications.

### **5.3.1 Business Analysis and Requirements Development**

The Contractor shall perform requirements analysis in support of development of IT tools functional requirements, new capability development, and sustainment engineering. The Contractor shall work closely with the IT system Owner, Stakeholders, Customers and Users to understand the business context in which the IT system operates, and business requirements of the IT system. The Contractor shall create and maintain Software Requirements Specifications (SRS) and associated software artifacts, such as wireframes, User Interface concepts, and design mock-ups (**CDRL A007**). The Contractor shall maintain configuration control of the requirements artifacts. The Contractor shall maintain requirements traceability in the process of developing requirements documentation, such that functional requirements shall be traceable back to the Stakeholder requirements and to the lower level functional and technical requirements. The Contractor shall maintain a current Functional Baseline as required in Configuration Management. The Contractor shall create a requirements process and conduct Requirements and Design Reviews.

#### **5.3.1.1 S1000D Standards and Technical Manual Development Requirements**

The Contractor shall make recommendations to the Government for implementing industry and Navy best practices and standards, such as the implementation of S1000D standards and delivery of S1000D technical documentation development and viewing capabilities in the most cost effective manner. Upon Government approval, the Contractor shall implement and sustain the solution in accordance with documented requirements. The Contractor shall review and provide recommendations on SYSCOM, program of record, and DoN S1000D practices and their impact on S1000D artifacts, such as Joint Service, DoN, and SPAWAR business rules, the information code library, the information set template, the functionality matrix and SPAWAR S1000D capability. The Contractor shall maintain Data Type Definitions (DTDs), stylesheets, and applications used to develop and render SPAWAR-approved XML “content chunks” into Interactive Electronic Technical Manual (IETM) and Portable Document Format (PDF) technical manual. (**CDRL A019**)

#### **5.3.1.2 Technical Manual Subject Matter Expertise**

The Contractor shall provide Subject Matter Expertise (SME) in support of the SPAWAR TMMP policy and process. This includes reviewing and providing input and guidance to TDAD customers pertaining to technical data requirements, policies and procedures in accordance with the DoN Digital Data Policy, SPAWARINST 4160.3C, and the SPAWAR TMMP Operations and Lifecycle Support Procedures.

### **5.3.2 System Architecture and Design**

The Contractor shall perform software engineering and security evaluations and reviews of the existing 4.0 IT Tools baseline architectures, drawings, and documentation to determine where changes may be recommended to correct deficiencies, meet new security/Information Assurance (IA) requirements, achieve cost savings, and/or improve the architecture and/or operations of the applications using new technologies and commercial and DoD standards. The Contractor shall develop and maintain the load balancer and proxy customizations such as F5’s Big-IP product to enable PKI user authentication and single sign-on for 4.0 IT Tools. The Contractor shall conduct periodic design reviews to determine design maturity and compliance with 4.0 IT Tools strategy to achieve efficiencies and cost savings from a consolidated/reduced IT system architecture “footprint.”

The Contractor shall create and maintain design documents, including Software Design Document (SDD) and Software Database Design Document (SDDD) (**CDRL A008**), as required and execute configuration management in accordance with the Configuration Management section. The Contractor shall select

software technologies, such as programming language, in the context of the systems and software engineering factors that influence system performance, overall life-cycle costs, risks, and the potential for interoperability. The Contractor shall use latest standard technologies and design patterns to increase application portability and maintainability.

### **5.3.3 Software Engineering Support**

The Contractor shall have experience with the following technologies: Angular JS/Angular 2, REST-ful web services, Microsoft .NET, C# programming language, ASP.NET, Bootstrap, Ajax, Team Foundation Server Application Lifecycle Management (ALM) solution, Oracle and Microsoft SQL DB, SharePoint, Microsoft IIS Web Server, “cloud” application hosting (e.g. Amazon Web Services or Microsoft Azure), Java, Java Server Pages (JSP), JQuery and Bootstrap application technologies, lower-level database programming, web development technologies including HTML5, JSON, web application frameworks including Model-View-Controller (MVC), current Integrated Development Environments including Microsoft Visual Studio and Eclipse, software version control systems such as Git or Subversion, software version control solutions such as Subversion or Git, software defect tracking systems, database (Oracle or SQL Server) database administration best practices, BMC Remedy Action Request System, Apache Tomcat.

### **5.3.4 Software Sustainment**

The Contractor shall plan for software sustainment by selecting appropriate software life-cycle models (e.g., agile, spiral, iterative, evolutionary). This plan shall be documented in a Software Development Plan (SDP) (**CDRL A009**). The Contractor shall perform software coding, code reviews, automated unit testing and select an appropriate strategy for code refactoring (i.e., code improvement after functionality is implemented) to ensure that IT system source code base is extensible, reusable, well-documented and, and sustainable. Where commercial-of-the-shelf (COTS) applications are used, the Contractor shall work closely with the COTS vendor to ensure current and future products meet the cyber security requirements necessary to maintain the system’s accreditation. In addition, the Contractor shall make available associated COTS software documentation.

The software sustainment process shall be described in the SDP. The Contractor shall develop and deliver monthly software metrics that will be used to measure agile effectiveness and development progress (Agile metrics – such as Team & Aggregate Velocity) in addition to traditional software metrics, to be included in the Monthly Status Report. (A004). The Contractor shall ensure software requirements are stable, traceable, allocated to iterations and assessed for dependencies to meet iteration goals for capability and test.

### **5.3.5 Integration And Testing**

The Contractor shall plan and execute test events and provide software testing services. The Contractor shall create and maintain a Software Test Plan (STP) (**CDRL A010**) applicable to all 4.0 Tools including Software Test Procedures to perform verification and validation activities of the 4.0 IT Tools applications. Each revised test shall be traceable to modified individual 4.0 IT Tools software unique requirements as listed in the Software Requirements Specification. The test activities shall include Development, Integration, User Acceptance Testing, regression End to End and Operational. Test results shall be documented in Software Test Report (**CDRL A011**).

#### **5.3.5.1 Maintenance of Test Environments**

The Contractor shall maintain development and integration test environments representative of the production environment and maintain proper configuration control of each environment's IT component and content.

### **5.3.6 Release Management And Sustainment**

The Contractor shall provide release management services, to include managing, planning, scheduling and controlling software builds through different stages off of software lifecycle and environments: development, testing and production. The Contractor shall establish a build plan that addresses dependencies, synchronization and integration. The Contractor shall support maintenance of the release cycle and schedule for supported IT systems, ensure all release quality and governance requirements are met, and coordinate the hand-off of software releases to operations. The Contractor shall support the establishment and maintenance of program roadmap, such as product and technology roadmaps. The Contractor shall support Production Readiness Reviews. The Contractor shall create, maintain, and implement communication plans in support software releases.

The Contractor shall create and maintain a Software Version Description (SVD) document (**CDRL A012**) for each software release. The Contractor shall create and maintain Software Product Specification (SPS) when required (**CDRL A013**).

## **5.4 Cybersecurity and Software Assurance**

### **5.4.1 Certification and Accreditation**

The Contractor shall conduct Certification and Accreditation (C&A) activities. The Contractor shall ensure that the 4.0 IT Tools are accreditable from an IA perspective. As required, the Contractor shall provide IA technical strategies and plans. The Contractor shall provide documentation necessary to obtain IA Certification/System Accreditation using the Risk Management Framework (RMF) or other, current Navy Certification and Accreditation process.

The Contractor shall maintain the Risk Management Framework/RMF Accreditation Process package. As directed, the Contractor shall maintain the RMF package and artifacts in the applicable databases (e.g. eMASS). The Contractor shall update the accreditation artifacts as required when changes occur (**CDRL A014**). At a minimum, the Contractor shall perform annual reviews of the package. The Contractor shall conduct C&A validation and collaboration events as required.

### **5.4.2 Federal Information Security Management Act (FISMA) Support**

The Contractor shall support SPAWAR FISMA reporting requirements, including assessment of current FISMA reporting requirements and guidance for SPAWAR. Assessments shall include review of current FISMA IT Registry reporting requirements, and shall include recommendations in coordination with SPAWAR 8.2 Information Technology Management for updates required to comply with FISMA guidance, IT registry, and FISMA reporting.

The Contractor shall review and assess status of IT Registry entries and FISMA reports. The Contractor shall maintain FISMA Status Reporting 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 CIO FISMA report (including the results of Gold disk and retina security scans).

The Contractor shall provide SPAWAR FISMA support in accordance with the SPAWAR Business Rules for C&A and FISMA.

#### **5.4.3 VRAM Management**

Information Assurance Vulnerability Alerts/Bulletins (IAVAs/IAVBs) and Computer Tasking Orders (CTOs). The Contractor shall maintain system records in the Vulnerability Remediation Asset Manager (VRAM) system on a regular basis for notifications of the latest DoD IAVAs, IAVBs, and CTOs. The Contractor shall evaluate each IAVA, IAVB, and CTO for system applicability and 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, IAVB, and CTO compliance data directly to VRAM by the required deadline. The Contractor shall work jointly with NEDC on Information Assurance tasks pertaining to the 4.0 IT Tools.

#### **5.4.4 System Registration and Governance Support**

The Contractor shall update data repositories such as DADMS and DITPR- DoN. The Contractor shall generate and/or update metrics and reports, maintain required artifacts to ensure continued compliance to current DoD and Navy guidance.

#### **5.4.5 Software Assurance (SWA)**

The Contractor shall develop a secure coding guide which specifies language, required constructs/practices/patterns, prohibited constructs/practices/patterns, software comment requirements and shall be included in the SDP.

The Contractor shall implement formal (e.g., Fagan) code inspection and the Government may choose to participate.

The Contractor shall verify all code against the Common Weakness Enumeration (CWE), Common Vulnerabilities and Exposure (CVE), Open Web Application Security Project (OWASP), and the Common Attack Pattern Enumeration and Classification (CAPEC).

The Contractor shall ensure all developers are trained and held accountable for development of secure code.

The Contractor shall utilize static analysis tools to measure statement coverage, decision coverage, modified decision coverage in accordance with NIST SP 500-268, *Source Code Security Analysis Tool Functional Specification*, and NIST SP 500-270, *Source Code Security Analysis Tool Test Plan*.

The Contractor shall utilize at least two (2) different commercial tools to measure software quality and vulnerabilities.

The Contractor shall develop, document, and update for each release:

- The Software Assurance Analysis Report (**CDRL A015**), which shall provide a static analysis of all source code files listed in the SPS.
- The Vulnerability Assessment Report (**CDRL A016**) Technical Report/Study Services. The Contractor shall develop Vulnerability Assessment process or use existing one to identify and quantify the vulnerabilities in a system and provide report for each assessment completed.

## 5.5 Configuration Management

The Contractor shall develop and implement a Configuration Management Plan utilizing SPAWARINST 4130.3 SPAWAR Life Cycle Configuration Management (CM) Policy (00X, DI-MISC-80508 Technical Report–Study/Services) (**CDRL A017**). The Contractor shall make CM performance data available to the Government.

Performance metrics shall include (to be included in the Monthly Status Report (A004) reporting):

- a. Number of open changes and variances awaiting Acquirer disposition
- b. Number of closed Supplier changes and variances
- c. Number of minor changes/variances
- d. Number of major changes/variances
- e. Change processing cycle time
- f. Average amount of time (days) changes or variances remain open
- g. Percentage of requests for change/variance by category, nomenclature, CI identifier number, etc.
- h. Change request rejection rate and reason for rejection

The Contractor shall submit to the Government for review and approval the CM Plan describing the processes, methods and procedures used to manage the functional and physical characteristics of the assigned CI(s) for the life of the contract. This will also include the CM performance of sub-tier suppliers.

The Contractor shall implement a configuration management process in accordance with SAE GEIA-HB-649A Implementation Guide for Configuration Management to manage software source code, product baselines, commercial-off-the-shelf software (COTS) and all 4.0 IT Tools technical documentation.

## 5.6 Related Tools and Data Interface

The Contractor shall provide configuration control support of content (data & documentation) owned and stored within the SPAWAR 4.0 IT tool applications that is shared with non 4.0 IT tool applications. This includes data interfaced systems such as NAVSEA’s Navy Data Environment (NDE), NAVIDFOR’s Naval Tool for Interoperability Risk Assessment (NTIRA), SPAWAR’s Data Warehouse Business Intelligence System (DWBIS), SPAWAR’s enterprise scheduling tool Primavera, and ASN(RD&A)’s Naval Systems Engineering Resource Center (NSERC). (**CDRL A019**)

## 5.7 Key Personnel

The contractor shall provide key personnel for the labor categories and at the times specified in the table below. Key Personnel needed at time of award shall be submitted with the contractor’s proposal and will be evaluated as part of the solicitation and included in the task order award. For all other key personnel, the Government will notify the contractor in advance of the need for the key personnel. The contractor shall identify the key personnel within 45 days of notification. Once the key personnel candidate is identified, the contractor shall submit a package containing a complete resume for the candidate and any other information requested. The contractor shall ensure that any key personnel candidate meets the security requirements in PWS Para 9.5.3. The Government will evaluate any key personnel candidate

against the desired qualifications in the personnel qualifications, Attachment 10. The Contracting Officer or his/her authorized representative will evaluate the key personnel candidate package and promptly notify the contractor of his approval or disapproval in writing. If the key personnel are approved by the Government, the task order will be modified and the personnel will be added to clause “C-6 KEY PERSONNEL (DEC 1999) (5252.237-9601)”

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

### **6.1 Acquisition of Commercial Software Products, Hardware, and Related Services**

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

#### **6.1.1 DON Enterprise Licensing Agreement/DOD Enterprise Software Initiative Program**

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

#### **6.1.2 DON Application and Database Management System (DADMS)**

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

### **6.2 Section 508 Compliance**

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

## **7.0 CONTRACT ADMINISTRATION**

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

## **7.1 Contract Liaison**

The Contractor shall assign a technical single point of contact, also known as the Task Order Project Manager (TOPM) who shall work closely with the Government Contracting Officer and Contracting Officer's Representative (COR), as applicable. The Contractor PM shall ultimately be responsible for ensuring that the Contractor's performance meets all Government contracting requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for contract performance. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security.

## **7.2 Contract Monitoring and Maintenance**

### **7.2.1 Contract Administration Documentation**

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

#### Enterprise-wide Contractor Manpower Reporting Application

The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

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

The Contractor shall completely fill-in all required data fields using the following web address: <https://ecmra.mil/>.

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

### **7.2.2 Invoicing Support Documentation**

As requested, the Contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (**CDRL A018**) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

## **8.0 DOCUMENTATION AND DELIVERABLES**

### **8.1 Contract Data Requirement Listings (CDRLs)**

The following CDRL listing identifies the data item deliverables required under this contract and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that

itemize each Contract Data Requirements List (CDRL) required under the basic contract. The Contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The Contractor shall not develop any CDRL classified TOP SECRET with SCI.

<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Ref Para</b>	<b>Frequency</b>
A001	Meeting Agenda and Minutes	5.1	ASREQ
A002	PMR Agenda Minutes	5.1	ASREQ
A003	Integrated Master Schedule	5.1.1	MTHLY
A004	Monthly Status Report	5.1.2	MTHLY
A005	Software Licensing Records	5.2.2	One time with revisions (ONE/R)
A006	Training Materials	5.2.4	ASREQ
A007	Software Requirements Specification (SRS)	5.3.1	One time with revisions (ONE/R)
A008	Software Design Document (SDD)	5.3.2	One time with revisions (ONE/R)
A009	Software Development Plan (SDP)	5.3.4	One time with revisions (ONE/R)
A010	Software Test Plan (STP)	5.3.5	One time with revisions (ONE/R)
A011	Software Test Report	5.3.5	ASREQ
A012	Software Version Description (SVD)	5.3.6	One time with revisions (ONE/R)One/R
A013	Software Product Specification	5.3.6	One Time
A014	RMF/eMASS Accreditation Artifacts	5.4.1	One time with revisions (ONE/R)
A015	Software Assessment Analysis Report	5.4.5	One time with revisions (ONE/R)
A016	Vulnerability Assessment Report	5.4.5	One time with revisions (ONE/R)
A017	Configuration Management Plan	5.5	One time with revisions (ONE/R)
A018	Invoices	7.2.2	MTHLY
A019	Technical Report - Studies/ Services	5.1, 5.2.3, 5.3.1.1, 5.6	ASREQ

## 9.0 SECURITY

### 9.1 Common Access Card (CAC) Requirements

All Contractor personnel accessing SPAWAR workspaces shall obtain a Common Access Card (CAC). The Contractor shall obtain a CAC (<https://www.homeport.navy.mil/support/articles/obtain-cac/>) with a DoD public key infrastructure (PKI) certificate (<https://www.homeport.navy.mil/support/articles/cac-general-info/>). The Contractor shall adhere to Government and program regulations, policies and procedures controlling the access of program facilities, information and systems by visitors. Contractor personnel should be aware at all times of any unusual persons or packages in their work area and immediately report those to the building security staff. If Contractor personnel become aware of any person seeking unauthorized access to Controlled Unclassified Information materials, they should immediately report this to the COR.

Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The Contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, Contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

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

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

(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a Public Key Infrastructure (PKI). A hardware solution and

software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates will be associated with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, Contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract's specified COR. Note: In order for personnel to maintain a CAC with PKI, each Contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWAR/SSC Atlantic/SSC Pacific Information Assurance Management (IAM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWAR IAM office at phone number 619-524-7838. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
2. For SAAR-N form, the Contractor shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWAR IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>.

## **9.2 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 and whether the individual is a U.S. civilian contractor or a foreign national. The Task Order Project Manager 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, and adjudicated by DoD CAF. IT Position Categories are determined based on the following criteria:

### **9.2.1 IT-I Level (Privileged)**

Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal

gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudication of Single Scope Background Investigation (SSBI) or SSBI-PR. The SSBI or SSBI-PR is updated a minimum of every 5 years. Assignment to designated IT-I positions requires U.S. citizenship unless a waiver request is approved by CNO.

### **9.2.2 IT-II Level (Limited Privileged)**

Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a 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.

### **9.2.3 IT-III Level (Non-Privileged)**

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

## **9.3 Security Training**

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

## **9.4 Handling of Personally Identifiable Information (PII)**

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

## **9.5 Operations Security (OPSEC) Requirements**

The nature of this task requires access up to SECRET information. The work performed by the Contractor will include access up to SECRET data, information, and spaces. The Contractor will be required to attend meetings classified up to the SECRET level. The Contractor will be required to access to Classified, For Official Use Only (FOUO), and Controlled Unclassified Information (CUI) information.

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

### **9.5.1 Local and Internal OPSEC Requirement**

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

### **9.5.2 OPSEC Training**

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

### **9.5.3 Security Clearance**

All Contractor personnel shall be United States citizens and possess a current DoD Industrial Security Secret clearance, as specified in Attachment 4 Personnel Qualifications. The work in this PWS requires access to Classified and For Official Use Only (FOUO). Interim clearances acceptable unless otherwise noted.

The Contractor shall ensure that all personnel requiring access to any DoD information system meet the minimum criteria specified in DoD 5200.2-R, DoD Personnel Security Program. As an example, Information Security Analyst personnel and Network/System administrators shall be designated as ADP-II (IT-II). Current requirements are that other Contractor personnel assigned to this PWS shall be designated as ADP-III (IT-III). ADP-II requires a DNACI/NACI; ADPIII requires a NAC/ENTNAC. All Contractor personnel requiring access to the Government workspaces will complete a National Agency Check (NAC).

To initiate a NAC or NACI, go to the Defense Security Service website at the following address:  
[www.opm.gov/e-qip](http://www.opm.gov/e-qip).

## **9.6 Data Handling and User Controls**

### **9.6.1 Data Handling**

At a minimum, the Contractor shall handle all data received or generated under this contract as For Official Use Only (FOUO) material. The Contractor shall handle all classified information received or generated pursuant to the DD Form 254 and be in compliance with all applicable PWS references and other applicable Government policies and procedures that include DoD/Navy/SPAWAR.

### **9.6.2 Effective Use of Controls**

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

## **10.0 PLACE OF PERFORMANCE**

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

The Contractor shall be prepared to establish a local facility within an hour of SPAWAR facilities in San Diego, California. Close proximity allows for proper contract administration duties. The Contractor's facility is not necessary for the exclusive use of this contract and can be utilized on a shared basis. The Contractor's local facility shall include sufficient physical security to protect Government assets. The Contractor's facility shall meet all location and size requirements to perform work requirements within 30 days after contract award. Facility space shall include offices, conference rooms,

The Contractor shall be capable of hosting the Program Management Reviews, technical reviews, and ad hoc meetings between programmers and the user community within one hour physical proximity of the Space and Naval Warfare Systems Command Headquarters at Old Town San Diego, CA.