

# ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-10-D-6198		2. DELIVERY ORDER NO. N6523619F3010		3. EFFECTIVE DATE 2018 Dec 21		4. PURCH REQUEST NO. 1300684451		5. PRIORITY Unrated			
6. ISSUED BY SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022			CODE N65236		7. ADMINISTERED BY DCMA ATLANTA 2300 LAKE PARK DRIVE, SUITE 300 SMYRNA GA 30080			CODE S1103A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR NEXGEN DATA SYSTEMS 205 SAINT JAMES AVENUE, SUITE 2 PMB 310 GOOSE CREEK SC 29445			CODE 4FJ71		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS		
							12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL DISADVANTAGED WOMEN-OWNED		
							13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G				
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264			CODE HQ0338		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>	
16. TYPE OF ORDER	DELIVERY/ CALL	x	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED (YYYYMMDD) _____ If this box is marked, supplier must sign Acceptance and return the following number of copies: _____											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA				25. TOTAL		[REDACTED]	
				BY: [REDACTED]				12/21/2018 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
f. TELEPHONE					g. E-MAIL ADDRESS						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT		COMPLETE		35. BILL OF LADING NO.		
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			PARTIAL		FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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**GENERAL INFORMATION**

**DEPARTMENT OF THE NAVY**

**SPACE AND NAVAL WARFARE SYSTEMS CENTER ATLANTIC**

**P.O. BOX 190022, NORTH CHARLESTON, SC 29419-9022**

**Item Description: Data Center and Cloud Hosting Services (DC2HS)  
Database, Cyber Security, and Engineering**

**Terms: CPFF/LOE and Cost**

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## SECTION B SUPPLIES OR SERVICES AND PRICES

### CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	D301	Base Year - DC2HS Database, Cyber Security, and Engineering (WCF)	1.0	LO			
700001	D301	Incremental Funding ACRN: AA PR#: 1300684451 Funds Expiration: 12/20/2019 (WCF)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7010		CDRLS - Base Year - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	D301	Option 1 - DC2HS Database, Cyber Security, and Engineering (WCF) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7110		CDRLS - Option Year 1 - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	D301	Option 2 - DC2HS Database, Cyber Security, and Engineering (WCF) Option	1.0	LO			

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7210		CDRLS - Option Year 2 - Not Separately Priced	1.0	LO			NSP

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	D301	ODC in support of CLIN 7000 (WCF)	1.0	LO	██████████
900001	D301	Incremental Funding ACRN: AA PR#: 1300684451 Funds Expiration: 12/20/2019 (WCF)			
9100	D301	ODC in support of CLIN 7100 (WCF) Option	1.0	LO	██████████
9200	D301	ODC in support of CLIN 7200 (WPN) Option	1.0	LO	██████████

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

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

b. The Government shall make payments to the Contractor, subject to and in accordance with the clause in this contract entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this contract entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid fee at the hourly rate(s) specified in the table below per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this contract. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this contract.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base Year Funding	7000	██████████	██████████	██████████
Option Year 1 Funding	7100	██████████	██████████	██████████
Option Year 2 Funding	7200	██████████	██████████	██████████

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **SECTION C – DESCRIPTION/SPECS/WORK STATEMENT**

#### **SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT**

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

**SHORT TITLE:** DC2HS Database, Cyber Security, and Engineering

#### **1.0 PURPOSE**

##### **1.1 SCOPE**

The purpose of this work is to provide Information Technology (IT) planning, analysis, evaluation, design, development, engineering, cyber security, and Tier 3 support services to Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic, Data Center and Cloud Hosting Services (DC2HS) within the Enterprise Systems (ES) Department. This is in support of Data Center Consolidation (DCC), modernization initiatives, and hosting. This will encompass all Classified and Unclassified Data Center (DC) computing environments located at SPAWARSCEN Atlantic facilities in Charleston SC, New Orleans, LA, and Marine Corps facility in Kansas City, MO as well as Commercial Cloud Environments including Amazon Web Services (AWS), Microsoft Office 365 (O365), and Microsoft Azure.

##### **1.2 BACKGROUND**

The DC2HS Division is tasked with providing a hosting environment for Navy applications, as well as other Department of Defense (DoD) and Homeland Security (HLS) applications utilizing both Component Enterprise Data Centers (CEDC) and Commercial Service Providers (CSP) as hosting platforms. DC2HS hosting services reside on various networks including the Extended Demilitarized Zone (eDMZ) provided by NGEN, NIPRNET provided by Defense Information Systems Agency (DISA), Secret Internet Protocol Router Network (SIPRNET) provided by DISA, and commercial internet providers (hosting CSPs). Within each hosting platform, DC2HS offers a set of common services as Shared Services to resident mission owners.

The DC2HS mission is to transition and provide its customers with a hosting facility that is designed to consolidate systems into a virtual environment while lowering the cost of operations. This is accomplished with the use of the latest technologies in the areas of virtual servers and storage consolidation, consolidated and integrated support teams across geographical locations, and optimized IT resources via utilization of a shared service environment.

The DC2HS environment leverages three operational data centers at SPAWARSCEN Atlantic locations in Charleston, SC, New Orleans, LA, Kansas City, MO, as well as CSP offerings from AWS Public and GovCloud, Microsoft Azure, and O365. Under SPAWARSCEN Atlantic guidance an enterprise is established to ensure consistency across all CEDCs and CSPs for both

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technical and non-technical operations. This baseline will facilitate consistent Information Assurance Control (IAC) inheritance, Service Offerings, Mission Owner Capabilities and Responsibilities, and Disaster Recovery (DR) across the enterprise.

DC2HS is capable of supporting systems up to the Mission Assurance Category (MAC) II Sensitive and Classified levels in their respective enclaves. As part of the SPAWARSYSCEN Atlantic DC2HS Service Catalog, the DC2HS will provide hosting services that ensure the protection and assurance of the confidentiality, integrity, and availability of the respective systems.

## **2.0 PLACE(S) OF PERFORMANCE**

The following site(s) identify contractor employees' originating office location and the location of Government provided facilities, if applicable to this Task Order. Travel locations (i.e., temporary duty sites) are specified in the Travel Section under Task Order PWS Para 11.0.

- a. SPAWARSYSCEN Atlantic locations in New Orleans, LA
- b. Contractor facilities located in New Orleans, LA

### **2.1 GOVERNMENT FACILITIES**

Government facilities (i.e., office space or lab space) are provided to those labor categories that would otherwise adversely affect the work performance if they were not available on Government site. Contractor personnel with supplied government facilities shall be located at SPAWARSYSCEN Atlantic in New Orleans, LA. Work under this order will be performed during normal working hours when practical. The contractor is authorized telework to those labor categories in paragraph 4.4.4 that do not adversely affect the work performance if they were not on-site. No remote work will be performed on a secure network (e.g. SIPR), and all work for the SIPR network must be performed at the government site referenced in paragraph 2.0. No remote work is authorized on a secure network.

### **2.2 CONTRACTOR FACILITIES**

A significant portion of work issued under this task order requires close liaison with the Government. The contractor's facility location shall not present a hardship to complete work required on contract. The contractor shall have real-time communication available at time of award. No specific facility location is required.

## **3.0 PERFORMANCE REQUIREMENTS**

Contractor support for the SPAWARSYSCEN Atlantic DC2HS shall include engineering, cyber security, Certification and Accreditation (C&A), and database administrator support across the following technical areas: Windows, Unix, Linux, Network, Network Security, Storage and Storage Area Networks (SAN), Domain Name Services (DNS), Backups, Databases, and Virtualization including Hypervisor and Application. Support shall be for classified and

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unclassified systems located and hosted with CEDCs or CSPs. The contractor may utilize remote access capabilities to perform work at any unclassified DC2HS hosting platform.

### 3.1 PROGRAM MANAGEMENT

#### 3.1.1 Program Management Support

The contractor shall assign a dedicated Project Manager to organize, plan, schedule, implement, control, analyze, and report on all elements of the task order. The contractor shall directly coordinate knowledgeable resources to identify work requirements for current and planned program management (PM) tasking. The contractor shall prepare program support documentation necessary to ensure an adequate understanding and description of services is provided. The Project Manager shall:

3.1.1.1 Coordinate efforts between the Government and contractor workforce.

3.1.1.2 Have sufficient authority to direct, execute, and control all elements of this task order for their contractor personnel.

3.1.1.3 Prepare, present and discuss the current status of the task order in accordance with CDRL A001.

3.1.1.4 Respond to data calls in accordance with CDRL A001.

### 3.2 ENGINEERING SUPPORT

3.2.1 The contractor shall maintain industry certifications for Windows, Linux, Unix, Networking, Virtualization, Storage, Security, and Citrix for current and new technology as it is integrated into the DC2HS environment.

#### 3.2.2 Technology Investigations

The contractor shall investigate apparent solutions to problems in an assigned technology area and compare these solutions to the technical requirements determined under that task.

3.2.2.1 Obtain and review public, Government, and privately held literature. Obtain technical expertise and recommendations from experts, both inside and outside the Government, including private industry, colleges and universities, and international experts.

3.2.2.2 Conduct analysis to support how the possible solutions fulfill the technical requirements and operational mission requirements.

3.2.2.3 The contractor shall present findings through a series of meetings with the Engineering Lead. A project plan shall be developed for the Government-approved solution in accordance with CDRL A002.

3.2.2.4 The contractor shall support the development of an enterprise technological roadmap and advise the Engineering Lead on industry trends and standards.

3.2.2.5 The contractor shall decompose emerging technologies, evaluate, and provide guidance to DC2HS on Service Development and system integration. Contractor shall present the evaluations via briefs, point papers, or whitepapers.

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### 3.2.3 Research, Analysis, Planning and Preparation

The contractor shall research, analyze, and translate changes, updates, and new technology into qualitative and quantitative technical requirements to allow for Government planning and project start-up including site survey and analysis, identification of requirements, statement of existing systems/equipment/technologies, considerations and comparisons of candidate solutions, recommendations, scheduling and implementation schedule, work breakdown structures, logistics support, and cost.

3.2.3.1 Research involves investigation of existing or proposed functions of a site, including mission requirements, existing capabilities, physical specifications/ limitations, problem areas, inter-facility and intra-facility requirements, environmental impacts, scientific research affects, and special considerations.

3.2.3.2 Analysis includes evaluation of requirements derived from data gathered during the site survey. It also includes considerations and comparisons of candidate solutions including Course of Action (COA) and Analysis of Alternative (AoA), discussing the advantages and disadvantages of the systems/equipment/technologies explained above.

3.2.3.3 Planning and preparation includes the implementation schedule; presenting a systematic and integrated approach to accomplishing new installations and/or upgrade existing equipment, including dates of procurement, shipment/transit, installation and checkout, methods of dual operations, and training. It also reflects the logistics support approach for training, maintenance, parts support, and documentation. Cost data shall be provided to the Engineering Lead with estimated budgetary information for planning purposes.

3.2.3.4 The contractor shall prepare reports, plans, summaries and/or briefings that support the topics described above in accordance with CDRL A003.

### 3.2.4 Systems Engineering

3.2.4.1 The contractor shall support the evaluation, planning, architectural analysis, design, engineering, testing, documentation, and integration activities necessary for developing and implementing the below. Within the described areas the contractor shall develop requirements, design documentation, build documentation, test plans, test reports, installation guides, user guides, administrator guides, and installation checklists.

3.2.4.1.1 Wide Area Network (WAN) solutions and services such as unicast routing, multicast routing, traffic engineering, QoS, WAN optimization, Multiprotocol Label Switching (MPLS) Virtual Private Networks (VPN), site-to-site VPNs, and remote access solutions.

3.2.4.1.2 Data Center and Cloud LAN, SAN, network security solutions and services

3.2.4.1.3 Data Center and Cloud multi-vendor block input/output and file-based storage solutions for disk storage and tape storage

3.2.4.1.4 Disaster recovery solution and services

3.2.4.1.5 Server virtualization and application virtualization solutions in a multi-vendor and hardware environment

3.2.4.1.6 Operating Systems including Windows, Redhat, and Solaris.



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3.2.4.1.7 Data Center and Cloud orchestration, management, troubleshooting, and management tools in accordance with NIST 800-145.

3.2.4.1.8 Server Compute including rack servers, blade chassis, converged and hyper converged platforms.

3.2.4.1.9 Data Protection and Backup solutions including on and off prem.

3.2.4.1.10 Database management software, data distribution management software, transaction processing monitors, and associated middleware.

3.2.4.2 The contractor shall support the planning, architectural design, engineering, testing, documentation, and integration activities necessary for developing and implementing management and monitoring solutions.

3.2.4.3 The contractor shall provide support for technical briefs, documentation, and diagrams for the documentation of system requirements, system designs, test plans, test reports, installation and build guides, and user and administrator manuals for engineering projects.

3.2.4.4 The contractor shall utilize and comply with the DC2HS Systems Engineering Process as well as SPAWAR Service Delivery Framework. The contractor shall provide updates and feedback to the Engineering Lead for continuous process improvement of engineering processes.

3.2.4.5 The contractor shall create logical and physical designs of new systems internal and external interfaces with Navy/Marine Corps Intranet (NMCI), NIPRNET, SIPRNET, commercial networks, and other DON, DoD and Federal networks.

3.2.4.6 Understand and adhere to standards, guidelines and policies for the use and integration of technology.

3.2.4.7 Provide engineering solutions that accommodate multiple Commercial Off the Shelf (COTS) products in a single system.

3.2.4.8 Evaluate, recommend, integrate and implement new system architectures, tools and techniques.

3.2.4.9 Provide assistance with developing engineering schedules and provide weekly updates on schedules.

### 3.2.5 Tier 3 Support

3.2.5.1 The contractor shall provide subject matter expertise as an escalation to operations support in the following subject areas: Windows, Unix, Linux, Network, Network Security, Storage and Storage Area Networks (SAN)s, Domain Name Services (DNS), Backups, Databases, Virtualization including Hypervisor and Application, Host Based Security Systems (HBSS), ACAS, and Cloud Hosting.

3.2.5.2 Perform Problem Management activities and root cause analysis for recurring operational issues.

3.2.5.3 The contractor shall Interpret server operational characteristics, accurately determine the presence

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of a problem, identify possible solutions, recommend the most appropriate solution, and pass that solution to engineering.

3.2.5.4 The contractor shall support investigation into customer servers for performance troubleshooting and “right sizing” efforts.

### 3.3 DATABASE ENGINEERING

3.3.1 The contractor shall provide qualified and certified Database Support personnel in their respective subject matter (e.g. SQL Server, Oracle) to perform sustainment database administration functions as well as provide support to the system transition process to successfully move systems into sustainment

3.3.2 The contractor shall provide database support outlined in this section for DC2HS hosting locations both unclassified and classified enclaves and NIPRNet and NMCI eDMZ architectures.

3.3.4 “The contractor shall install, configure, patch, and administer databases in use within the DC2HS to include both Oracle RDBMS, Microsoft SQL Server RDBMS, as well as: DynamoDB, Sybase, MongoDB, or Postgres. Ensure administration is conducted in accordance with DoD Security Requirements and industry best practices.

3.3.5 The contractor shall install, configure, patch, and administer Oracle Fusion Middleware products in use within the DC2HS.

3.3.6 The contractor shall provide database storage utilization and trends for future capacity planning. Monitor capacity/availability/performance at all times and report any outages weekly in systems status report. The contractor shall:

3.3.6.1 Gather metrics and perform analysis for future capacity planning and reporting.

3.3.6.2 Report when any systems/applications reach 75% use of database storage.

3.3.6.3 Monitor appropriate logs for database and middleware error and warning conditions.

3.3.6.4 Monitor temporary table space usage.

3.3.6.5 Analyze and optimize Database performance

3.3.7 The contractor shall provide input to the DoD Information Assurance Certification and Accreditation Process (DIACAP)/Risk Management Framework (RMF) accreditation/authorization documentation in accordance with (ND-2).

3.3.7.1 The contractor shall provide mitigation statements for ongoing security risks to the Accreditation team in support of mitigation Plan of Action and Milestones (POAM) requirements in accordance with CDRL A003.

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3.3.8 The contractor shall provide support to the customers and Government in the installation, configuration and maintenance of database client configurations.

3.3.9 The contractor shall provide performance tuning support of all databases referenced in 3.3.4 in support of all DC2HS customers and the Government.

3.3.10 The contractor shall support development of system technical architecture by providing input on database management software, data distribution management software, transaction processing monitors, and associated middleware.

3.3.11 The contractor shall support database recovery, integrity, availability, scalability and performance.

3.3.12 In close coordination with the Database Lead, the contractor shall develop, implement, and execute backup/recovery procedures for each database.

3.3.13 The contractor shall verify successful daily backups and report any unsuccessful backup or system anomalies to the Database Lead in accordance with (ND-2).

3.3.14 The contractor shall demonstrate database recovery at least semi-annually.

3.3.15 The contractor shall maintain compliance with IAVM mandated timeframes associated with the DC2HS

3.3.16 The contractor shall install, update and maintain Oracle Fusion Middleware and other COTS database software as updates become available.

3.3.17 As new versions become available, the contractor shall, in close coordination with the Database Lead, perform migration of databases from the older version to the newer version.

3.3.18 The contractor shall apply database standards and naming conventions IAW DoD and Navy and/or Marine Corps policy to ensure consistency across all CEDC supported programs.

3.3.19 The contractor shall maintain configuration control of database scripts, backup scripts, and database plans, initialization files, and procedures according to CEDC processes.

3.3.20 The contractor shall provide 24X7 database support, acknowledge receipt of alert with operations manager or their designee within 30 minutes and be on site within 2 hours if required to fix issue in accordance with ND-1.

3.3.21 The contractor shall respond to Command and Navy IA data calls in accordance with CDRL A001.

3.3.22 The contractor shall maintain System Architecture Diagrams and system configurations in a central repository in use within the DC2HS, to include Oracle Database, SQL Server Database, DynamoDB, Sybase, MongoDB, and Postgres. in accordance with CDRL A001.

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3.3.23 The contractor shall design non-relational models for any NoSQL database technology as needed per customer requirements.

3.3.24 The contractor shall prepare and submit weekly status report on issues and tasking for the associated team in accordance with CDRL A004.

3.3.25 The contractor shall design and implement the logical and physical data models for OLTP-OLAP data architectures; define the database architecture that maximizes availability, usability, performance, scalability and fault tolerance and design and develop T&E, development, production, and new release environments.

3.3.26 The contractor shall support the database lifecycle to include transition, engineering, security compliance, and sustainment.

3.3.27 The contractor shall assist and/or implement database and middleware performance tuning efforts to optimize performance.

3.3.28 The contractor shall follow and execute the Configuration Management process approved for the DC2HS infrastructure.

3.3.29 The contractor shall monitor and advise the Database Lead on licensing issues while ensuring compliance with COTS Vendor License Agreements.

3.3.30 In close coordination with the Database Lead, the contractor shall perform migration of databases to the latest version available.

3.3.31 The contractor shall support external and internal data calls.

3.3.32 The contractor shall install, update, maintain, administer and tune all supported database technologies (including all feature sets) as required by 3.3.4.

3.3.33 The contractor shall support planning, coordination and testing of system releases and database support tools.

#### 3.4 CYBER SECURITY SUPPORT

3.4.1 The contractor shall provide qualified and certified sustainment support personnel knowledgeable in their respective subject/system to perform their related cyber security functions. (CDRL A006)

3.4.2 The contractor shall provide cyber security support outlined in this section for DC2HS hosting locations both unclassified and classified enclaves and NIPRNet and NMCI eDMZ architectures.

3.4.1 The contractor shall coordinate with the transition team to identify IA requirements prior to customer migration.

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3.4.2. The contractor shall perform DADMS and DITPR-DON adds and renewals.

3.4.3 The contractor shall ensure Information Assurance Vulnerability Alert Message (IAVM), Communications Tasking Order (CTO), Security Technical Implementation Guide (STIG) compliance and reporting.

3.4.4 The contractor shall maintain security compliance for all DC2HS applications and software. This includes responding to all IAVAs and Communications Task Orders (CTOs) for infrastructure and tracking of patches in an enterprise environment

3.4.5 The contractor shall maintain compliance with IAVM mandated timeframes associated with the DC2HS infrastructures in accordance with ND-1.

3.4.6 The contractor shall support DC2HS by providing responses on IA and system Data Calls.

3.4.7 The contractor shall create and maintain the updates to C&A packages under DIACAP or RMF for both inheritance provider packages and information system owner packages. An inheritance provider package is an accreditation package that provides inheritance to systems that rely on it. An information system owner package is for a specific system and often inherits from an inheritance provider.

3.4.8 The contractor shall create IA documentation (External Connection requirements, IT Interconnection Agreements, Security Memorandums of Agreement, Security Memorandums of Record, Risk Assessments, Vulnerability Analysis, POAMs and IAVM program support and guidance) in accordance with CDRL A005.

3.4.9 The contractor shall ensure that Sustainment team is notified of new STIG releases and track STIG implementation.

3.4.10 The contractor shall report on Audit Readiness capability on a weekly basis on DISA and SPAWAR scoring cards in accordance with CDRL A001.

3.4.11 The contractor shall support the development for a process for maintaining and enforcing security for the DC2HS infrastructure.

3.4.12 The contractor shall report on IAVM requirements monthly in accordance with CDRL A001.

3.4.13 The contractor shall support security/IA requirements definition by identifying security controls to be put in place for systems and networks in the DC2HS. Recommend processes for maintaining and enforcing security/Information Assurance for identified systems, networks and systems in support of security engineering. Document the certification and accreditation (C&A) requirements and processes in accordance with DODI 8510.1 in support of security engineering in accordance with Section 3 of the Systems Security Authorization Agreement (SSAA), System Identification Profile (SIP) and Plan of Actions and Milestones (POA&M).

3.4.14 The contractor shall execute security scans on monthly basis for infrastructure and customer systems.

3.4.15 The contractor shall provide reporting on customer hosted systems accreditation status monthly in accordance with CDRL A001.

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3.4.16 The contractor shall provide vulnerability assessment scans.

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

The contractor shall provide Information Technology support in accordance with the Task Order requirements.

##### **4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS**

The contractor shall be responsible for the following:

4.1.1 Ensure that no production systems are operational on any research, development, test and evaluation (RDT&E) network.

4.1.2 Follow DoDI 8510.01 when deploying, integrating, and implementing IT capabilities.

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

4.1.5 Follow SECNAVINST 5239.3B & DoDI 8510.01 prior to integration and implementation of IT solutions or systems.

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

4.1.7 Ensure 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.

##### **4.2 SOFTWARE DEVELOPMENT/MODERNIZATION AND HOSTING**

The contractor shall ensure all programs utilizing this task order for software development/modernization (DEV/MOD), including the development of IT tools to automate SPAWARSYSCEN Atlantic business processes are compliant with DON Information Management/Information Technology (DON IM/IT) Investment Review Process Guidance requirements. Contractors shall neither host nor develop IT tools to automate SPAWARSYSCEN Atlantic business processes unless specifically tasked within the task order. The contractor shall ensure IT tools developed to automate SPAWARSYSCEN Atlantic business processes will be delivered with full documentation, human-readable source code organized in a manner conducive to further software development, and all required licensing to administer, modify, re-engineer, and re-architect operation. The contractor shall ensure all programs are submitted with proof of completed DEV/MOD certification approval from the appropriate

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authority in accordance with DON policy prior to task order award. (DITPR-DON Update)

\*Note must be listed on Investment Review Board (IRB) approved list.

#### 4.3 SECURITY 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 (and subsequent revisions), 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 contractor PM shall assist the Government Project Manager or Contracting Officer's representative (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 SPAWARSCEN Atlantic Security Office, processed by the OPM, and adjudicated by Department of Defense Consolidated Adjudications Facility (DoD CAF). IT Position Categories are determined based on the following criteria:

##### 4.3.1 IT-I Level (Privileged)

Personnel in this position support cybersecurity roles at command enclave infrastructure to include RDT&E, Data Centers and any other network and/or are 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 shall have a favorably adjudicated Tier 5 (T5) investigation (formerly a Single Scope Background Investigation (SSBI) or SSBI-PR). The T5 is updated a minimum of every 5 years. Personnel assigned to designated IT-I positions shall have a U.S. citizenship unless a waiver request is approved by CNO. IT-I roles include the following:

- Boundary Devices Management (proxies, firewalls, traffic analyzers, VPN Gateways)
- Intrusion Detection/Prevention Systems (IDS/IPS)
- Host Based Security Systems (HBSS)
- Network infrastructure (routers, switches, enterprise wireless)

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- Domain and Authentication System Administrators (Active Directory, LDAP, Kerberos, etc.) (enclave wide scope)
- Vulnerability Scanner Operators (Retina, ACAS, HP Web Inspect, etc.)
- Virtualization Technology Administrators that host any of the above (ESX, Solaris Zones, etc.)
- Webserver Administrators
- Developers
- Testers
- Database Administrators

#### 4.3.2 IT-II Level (Limited Privileged)

Personnel in this position support the-direction, planning, design, operation, or maintenance of a computer system, have privileged access to assets and systems that are tenants on SPAWARSYSCEN Atlantic networks and/or similar system constructs, and has work that 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 shall have a favorably adjudicated Tier 3 (T3) investigation (formerly National Agency Check with Law and Credit (formerly ANACI/NACLIC). Personnel assigned to designated IT-II positions shall have a U.S. citizenship unless a waiver request is approved by CNO.

#### 4.3.3 IT-III Level (Non-privileged)

Personnel in this position support include all other positions (not considered IT-I or IT-II) involved in computer activities. A contractor 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 shall have a favorably adjudicated Tier 1 (T1) investigation National Agency Check with Written Inquiries (formerly NACI).

### 4.4 CYBERSECURITY SUPPORT

Cybersecurity (which replaced the term Information Assurance (IA)) is defined as prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. Contractor personnel shall perform tasks to ensure Navy applications, systems, and networks satisfy Federal/DoD/DON/Navy cybersecurity requirements.

#### 4.4.1 Cyber IT and Cybersecurity Personnel

4.5.1.1 The Cyberspace workforce elements addressed include contractors performing functions in designated Cyber IT positions and Cybersecurity positions. In accordance with DFARS Subpart 5239.71, DoDD 8140.01, SECNAVINST 5239.20A, and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M and subsequent manual [DoD 8140] when applicable prior to accessing DoD information systems. Proposed contractor Cyber IT and



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cybersecurity personnel shall be appropriately qualified prior to the start of the task order performance period or before assignment to the task order during the course of the performance period.

4.4.1.2 Contractors that access Navy IT shall also follow guidelines and provisions documented in Navy Telecommunications Directive (NTD 10-11) and are required to complete a System Authorization Access Request (SAAR) or other applicable system access request form – Navy form as documented in Para 8.2.2.4(b).

4.4.1.3 Contractor personnel with privileged access shall acknowledge special responsibilities with a Privileged Access Agreement (PAA) IAW SECNAVINST 5239.20A.

#### 4.4.2 Design, Integration, Configuration or Installation of Hardware and Software

The contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO Memorandum: Acceptable Use of Department of the Navy Information Technology (IT). Use of blacklisted software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used as documented in Para 4.2.2. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec, ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded.

#### 4.4.3 Cybersecurity Workforce (CSWF) Report

In accordance with DFARS clause 252.239-7001 and DoD 8570.01-M, the contractor shall identify cybersecurity personnel, also known as CSWF and Cyber IT workforce personnel. The contractor shall develop, maintain, and submit a monthly CSWF Report (CDRL A006) identifying CSWF individuals who are IA trained and certified. Utilizing the format provided in CDRL A007 Attachment 1 of Exhibit A, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Although the minimum frequency of reporting is monthly, the COR can require additional updates at any time. Contractor shall verify with the COR or other Government representative the proper labor category CSWF designation and certification requirements. The primary point of contact (POC) for all related CSWF questions is the Command CSWF Program Manager (PM) in the office of the SPAWARSYSCEN Atlantic Information Systems Security Manager (ISSM).

#### 4.4.4 Cybersecurity Workforce (CSWF) Designation

CSWF contractor personnel shall perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the CSWF is comprised of the following categories: IA Technical (IAT) and IA Management (IAM)); and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects

and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional /Embedded hours performing IA duties:

<b>Labor Category</b>	<b>Quantity Personnel</b>	<b>IA Designator</b>	<b>IA Level/Position</b>	<b>IA Duty Hours</b>	<b>IA Cert</b>	<b>OS/OE or Trng Cert</b>
<i>Computer System Analyst II</i>	■	IAT	Level 2	Primary	Sec+	OS
<i>Computer System Analyst III</i>	■	IAT	Level 2	Primary	Sec+	OS
<i>Security Specialist 1</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Security Specialist 2</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Security Specialist 3</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>ENG/SCI 4</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Subject Matter Expert (SME) 2</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Subject Matter Expert (SME) 3</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Subject Matter Expert (SME) 4</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Subject Matter Expert (SME) 5</i>	■	IAT	Level 1	Primary	Sec+	OS
<i>Technical Writer 2</i>	■	IAT	Level 2	Embedded	Sec+	OS
<i>Project Manager</i>	■	IAT	Level 3	Embedded	Sec+	OS
<i>Program Manager</i>	■	IAT	Level 3	Embedded	Sec+	OS

## 5.0 CONTRACT ADMINISTRATION

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

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## 5.1 CONTRACTING OFFICER'S REPRESENTATIVE (COR) DESIGNATION

The COR for this task order is identified in task order clause G-TXT-01.

## 5.2 CONTRACTOR LIAISON

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

## 5.3 CONTRACTOR MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day including business and non-business hours in order to facilitate a timely contract/task order response or modification in particular during urgent requirements.

### 5.3.1 Task order Administration & Documentation

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

#### 5.3.1.1 Task Order Status Report (TOSR)

The contractor shall develop a Task Order Status Reports (CDRL A004) and submit it monthly, weekly, and/or as cited in the requirements of each task order. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR include the following variations of reports:

- (a) Monthly TOSR – the contractor shall develop and submit a task order status report monthly at least 30 days after task order award on the 10<sup>th</sup> of each month for those months the task order is active. The contractor shall report on various task order functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (CDRL A007 Attachment 1 of Exhibit A), Personnel Listing (CDRL A007 Attachment 2 of

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Exhibit A), and Government-furnished property (GFP) Template (CDRL A007 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

#### 5.3.1.2 Contract/Task Order Closeout Report

The contractor shall develop a contract/task order closeout report (CDRL A008) and submit it no later than 15 days before the contract/task order completion date. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.3.1.3 Enterprise-wide Contractor Manpower Reporting Application

Pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). The Product/Service Codes (PSC) for contracted services excluded from reporting are as follows:

- (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://https://www.ecmra.mil> Reporting inputs consists of labor hours executed during the task order 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 shall direct questions to the help desk at <http://www.ecmra.mil/>.

#### 5.3.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure Government web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. When requested by the COR, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A009) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.3.1.5 Labor Rate Limitation Notification

The contractor shall monitor labor rates as part of the monthly CSR/TOSR (see CDRL A007

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Attachment 2 of Exhibit A – Personnel Listing). The contractor shall deliver required notification if specified criteria and threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per individual (subcontractor included) – If the fully burdened rate (including fee, which also extends to prime contractor fee on subcontractor labor) of any individual in any labor category exceeds the threshold amount of [REDACTED]/hour and the individual's rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A010) of the individual labor rate to the COR who will then send appropriate notification to the Contracting Officer. If the number of hours anticipated to be billed for an *individual* within one labor category is equal to or less than 200 labor hours for any given period of performance (e.g., base period, option year 1, or option year 2) for this effort, the hours to be billed for the individual are excluded from the CDRL notification.

(b) Negotiated versus actual average labor rates variance – If the actual average labor rate (inclusive of fee) (total actual fully burdened labor costs “divided by” total number of hours performed) compared to the negotiated average labor rate (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) is greater than 20 %, the contractor shall send notice and rationale (CDRL A010) of the rate variance to the COR who will then send appropriate notification to the Contracting Officer. The contractor shall annotate the monthly percentage rate variance between the actual average labor rate versus the negotiated average labor rate in the CSR/TOSR.

#### 5.3.1.6 ODC Limitation Notification

The contractor shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR. For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A010) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order QASP.

#### 5.3.1.7 Limitation of Subcontracting

Limitation of subcontracting is applicable for task orders that have been wholly or partially set aside for small business or 8(a) concerns. For service task orders, the prime contractor shall perform at least 50% of the total task order labor cost and if applicable, on each subsequent task orders. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with FAR requirements, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A011) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50% at the contract

and/or the task order level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the task order is not complete how the prime contractor intends to rectify the deficiency.

#### 5.4 CONTRACTOR PERFORMANCE MANAGEMENT

Contractor performance standards and requirements are outlined in the contract/task order QASP. The ability of a contractor to perform to the outlined standards and requirement will be captured in the Contractor Performance Assessment Reporting System (CPARS). In support of tracking contractor performance, the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A012) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A013) submitted monthly.

#### 5.5 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of an EVM system, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A007) to help track cost expenditures against performance.

### 6.0 DOCUMENTATION AND DELIVERABLES

#### 6.1 CONTRACT DATA REQUIREMENTS LIST (CDRLs)

The following listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the task order. 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.

##### 6.1.1 Administrative CDRL

The following table lists all required administrative data deliverables, CDRLs, applicable to this task:

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due
A001	Technical/Analysis Reports, General	3.1.1.3, 3.1.1.4, 3.3.21, 3.3.22, 3.4.10, 3.4.12, 3.4.15, 10.0	ASREQ	Within 24 hrs from request per PWS

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due
A002	Warranty Tracking and Administration for Serialized Item Report	3.2.3.3	ASREQ	At time warranted item is delivered to Government
A003	Program Management Reports, General	3.2.4.4, 3.3.7.1 15.6	ASREQ	Within 24 hrs from request per PWS
A004	Task Order Status Report (TOSR)	3.3.24, 5.3.1.1, 8.1.2	ASREQ	30 DACA and monthly on the 10 <sup>th</sup>
A005	Engineering Design Documents, General	3.4.8	ASREQ	NLT 10 DATO revision NLT 7 days after receipt of govt review
A006	Cybersecurity Workforce (CSWF) Report	3.4.1, 4.5.3, 8.1.2, 8.2.3.1	MTHLY	30 days after contract award (DACA) and monthly on the 10 <sup>th</sup>
A007	Contract Status Report (CSR)	4.5.3, 5.3.1.1, 5.3.1.5, 5.5 8.2.3.1	MTHLY	30 DACA and monthly on the 10 <sup>th</sup>
A008	Contract Closeout Report / Task Order Closeout Report	5.3.1.2	1TIME	NLT 15 days before completion date
A009	Invoice Support Documentation	5.3.1.4	ASREQ	Within 24 hrs from request
A010	Limitation Notification & Rationale	5.3.1.5, 5.3.1.6,	ASREQ	Within 24 hrs from occurrence
A011	Limitation to Subcontracting Report	5.3.1.7	TRI-MTHLY	NLT 105 DACA and every third month on the 10 <sup>th</sup>
A012	Cost and Milestones Schedule Plan	5.4	1 TIME	NLT 10 DACA revision NLT 7 days after receipt of Govt review
A013	Contractor CPARS Draft Approval Document (CDAD) Report	5.4	MTHLY	30 DACA and monthly on the 10 <sup>th</sup>
A014	Contract Work Breakdown Structure (CWBS)		ONE/R	NLT 60 DATO; revision NLT 7 days after receipt of Govt review
A015	Integrated Program Management Report (IPMR)		ASREQ	1) NLT 12 <sup>th</sup> of each Month 2) 1 yr after task order award

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due
A016	Quality Documentation	7.1 7.4	ASREQ	Within 24 hrs from request

## 6.2 NON-DATA DELIVERABLES

The following table lists all required non-data deliverables:

#	Deliverable Title	PWS Reference Para	Frequency	Date Due
ND-1	Expected application availability, capacity availability, server availability, database availability achieved 99%.	3.3.20, 3.4.5	MTHLY	Monthly reports from monitoring system.
ND-2	Implement and test data backup and restore plan	3.2	MTHLY and ASREQ	Monthly and <24 hours after an event

## 6.3 ELECTRONIC FORMAT

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

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	2-D Drawings/ Graphics/Schematics (new data products)	Vector (CGM/SVG)
f.	2-D Drawings/ Graphics/Schematics (existing data products)	Raster (CAL S Type I, TIFF/BMP, JPEG, PNG)
g.	Scheduling	Microsoft Project
h.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio



	<b>Deliverable</b>	<b>Software to be used</b>
i.	Geographic Information System (GIS)	ArcInfo/ArcView

## 6.4 INFORMATION SYSTEM

### 6.4.1 Electronic Communication

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

### 6.4.2 Information Security

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

#### 6.4.2.1 Safeguards

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

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.
- (e) Limit information transfer to subcontractors or teaming partners with a need to know and

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a commitment to at least the same level of protection.

(f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.

(g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.

(h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).

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

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

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

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

#### 6.4.2.2 Compliance

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

## 7.0 QUALITY

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## 7.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality system that meets contract and task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have an adequately documented quality system which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system, which includes an internal auditing system. The contractor shall make their quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification in accordance with CDRL A016. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan or quality system, and development of quality related documents. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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

## 7.2 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks and identified in the contractor's Quality Assurance Plan (QAP) or by the respective WBS, POA&M, or quality system/QMS documentation in support of continuous improvement. The contractor shall deliver related QAP and any associated procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes, products, and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related products, services, documents, and material in a category when noncompliance is established.

## 7.3 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks and identified in the contractor QAP or by the respective WBS, POA&M, or quality system/QMS documentation in accordance with CDRL A016. The contractor shall have

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the following related quality objective evidence available for Government review:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

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

## **8.0 SECURITY**

### **8.1 ORGANIZATION**

#### **8.1.1 Security Classification**

As specified in the DoD Contract Security Classification Specification, DD Form 254, the contractor shall perform classified work under this task order. Prior to commencement of classified work, the contractor shall have a SECRET facility clearance (FCL).

8.1.1.1 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and work within restricted areas unescorted. The contractor shall not generate any SCI deliverables.

#### **8.1.2 Security Officer**

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring clearance and/or access to Government facility/installation and/or access to information technology systems under this task order. The FSO is typically a key management person who is the contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on this task order. Responsibilities include tracking all personnel assigned Government badges and entering/maintaining personnel security mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A004), and if applicable, updating and tracking data in the CSWF Report (CDRL A006).

### **8.2 PERSONNEL**

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAV M-5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on contract/task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the

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appropriate level(s) for access required for the contract/task order, and if applicable, are certified/credentialed for the CSWF. A favorable background determination is determined by either a Tier 1 (T1) investigation, Tier 3 (T3) investigation, or Tier 5 (T5) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or SPAWARSSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to contract/task order.*

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

#### 8.2.1 Personnel Clearance

All personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). These programs/tasks include, as a minimum, contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the DoD CAF and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied as a task order modification. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense, Navy, and SPAWARSSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

#### 8.2.2 Access Control of Contractor Personnel

##### 8.2.2.1 Physical Access to Government Facilities and Installations

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

(a) The majority of Government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. For admission to SPAWARSSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366, or submit request on company or

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agency letterhead by fax to [REDACTED] or mail to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office. For visitation to all other Government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office.

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

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

#### 8.2.2.2 Identification and Disclosure Requirements

Contractor and subcontractor employees shall take all means necessary to not represent themselves as Government employees. All contractor personnel shall follow the identification and Government facility disclosure requirement as specified in contract clause H-TXT-25, Contractor Identification.

#### 8.2.2.3 Government Badge Requirements

Some task order personnel shall require a Government issued picture badge in accordance with contract clause H-TXT-01, Contractor Picture Badge. While on Government installations/facilities, contractors shall abide by each site's security badge requirements. Various Government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for CAC) to the applicable Government security office via the COR. The contractor FSO shall track all personnel holding local Government badges at the task order level.

#### 8.2.2.4 Common Access Card (CAC) Requirements

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

(a) Pursuant to DoDM 1000.13-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

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requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD federally controlled facilities on behalf of the SPAWARSYSCEN Atlantic 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).

3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD 5200.2-R – at a minimum, the completion of FBI fingerprint check with favorable results and submission of a T1 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 T3 investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.

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

(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a 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-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/task order specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Systems Security Management (ISSM) office:

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

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

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#### 8.2.2.5 Contractor Check-in and Check-out Procedures

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

#### 8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

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

#### 8.2.3 Security Training

Applicable for unclassified and classified contracts, contractor personnel (including subcontractors) shall complete all required mandatory Government training in accordance with COMSPAWARSYSCOM Code 80330 mandatory training webpage: <https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training>. Contractors without access to the SPAWAR webpage shall coordinate with the COR concerning mandatory training as listed on the training webpage.

8.2.3.1 The contractor shall be responsible for verifying applicable personnel receive all required training. At a minimum, the contractor (FSO, if applicable) shall track the following information: security clearance information; dates possessing CACs; issuance and expiration dates for SPAWARSYSCEN Atlantic badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; CSWF certifications; etc. The contractor shall report individual contractor personnel training status by completing and updating the monthly contract/task order status report (CSR/TOSR) Staffing Plan (CDRL A007 Attachment 1 of Exhibit A), Training tab. For Cybersecurity Workforce (CSWF) contractor personnel, all mandatory cybersecurity training and certifications shall be reported in the CSWF Report (CDRL A006).

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic's OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program



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Manual and SPAWARSYSCENLANTINST 3070.1B. Note: OPSEC requirements are applicable when task order personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information.

### 8.3.1 Local and Internal OPSEC Requirement

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

### 8.3.2 OPSEC Training

Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training in accordance with requirements outline in the Security Training, Para 8.2.3. OPSEC training requirements are applicable for personnel during their entire term supporting this SPAWARSYSCEN Atlantic task order.

### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

### 8.3.4 Classified Contracts

OPSEC requirements identified under a classified task order shall have specific OPSEC requirements listed on the DD Form 254

## 8.4 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 task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this task order in compliance with all applicable PWS references. In compliance with Para 6.4.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation. The contractor shall follow minimum standard in SECNAV M-5510.36 for classifying, safeguarding, transmitting, and destroying classified information.

## 9.0 GOVERNMENT FURNISHED INFORMATION (GFI)

Government Furnished Information (GFI) is Government owned intellectual property provided to contractors for performance on a task order. For the purposes of this task order, GFI includes

manuals, technical specifications, maps, building designs, schedules, drawings, test data, etc. Depending on information contained in a document, the contractor shall comply with additional controls (e.g., completion of a Non-Disclosure Agreements, etc.) for access and distribution.

GFI is not anticipated on this task order.

## **10.0 GOVERNMENT PROPERTY**

As defined in FAR Part 45, Government property is property owned or leased by the Government which includes Government-furnished property (GFP) and Contractor-acquired property (CAP). Government property is material, equipment, special tooling, special test equipment, and real property.

No Government property (GFP or CAP) will be provided to or acquired by the contractor.

## **11.0 TRAVEL**

### **11.1 LOCATIONS**

The contractor shall be prepared to travel to the following locations. Prior to any travel taken in support of this task order, the contractor shall obtain COR concurrence. Although estimated sites are listed, the contractor shall be prepared to travel to any SPAWARSCEN Atlantic facility. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel.

<b>#Trips</b>	<b># People</b>	<b>#Days/Nights</b>	<b>From (Location)</b>	<b>To (Location)</b>
4	5	5/4	New Orleans, LA	Charleston, SC
3	5	5/4	New Orleans, LA	Kansas City, MO
2	5	5/4	New Orleans, LA	San Diego, CA
1	4	5/4	New Orleans, LA	Washington DC
2	5	5/4	New Orleans, LA	Millington, TN

## **12.0 SAFETY ISSUES**

### **12.1 Occupational Safety and Health Requirements**

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the task orders. Without Government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system. If performing within Government facilities, contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the Contracting Officer and COR. Additionally, the contractor is responsible for securing the scene

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and impounding evidence/wreckage until released by the COR or on-site Government representative.

## 12.2 SAFETY EQUIPMENT

The contractor shall provide their personnel with any safety equipment required to perform work under this task order and the equipment must be in satisfactory working order. Personal safety equipment includes items such as hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations

## 12.3 SAFETY TRAINING

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as applicable in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

## 13.0 SUBCONTRACTING REQUIREMENTS

- H2 Performance Consulting Corp. (H2)
- ActioNet, Inc (ActioNet)
- Booz Allen Hamilton INC (Booz Allen)

## 14.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the QASP.

## 15.0 OTHER CONDITIONS/REQUIREMENTS

### 15.1 OVERTIME HOURS

Work under this order will be performed during normal working hours when practical. However, due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, overtime (OT) may be required for Service Contract Labor Standards (SCLS) (previously known as Service Contract Act (SCA)) labor categories in

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accordance with Clause 52-222-2.

## 15.2 PROJECT TRANSITION

In the event that this requirement is awarded to another firm when this task order contract expires, the incumbent contractor shall engage in transition activities during the 30 days prior to the expiration of the task order. Transition activities include overlapping with the incoming contractor to collaborate across labor categories (i.e., analyst to analyst, engineer to engineer) for transfer of essential knowledge and to continue execution of contracted activities seamlessly to ensure on-going program continuity. The contractor shall participate in the meetings required to fully transition all materials developed and processes executed to the incoming contractor. The contractor shall develop and deliver a Phase-In/Phase-Out Transition Plan in accordance with CDRLA003 in the event that the tasks outlined in this PWS are required at the end of the period of performance to allow transition. All transition actions and Close-Out Artifacts shall be completed prior to the PWS expiration date. At a minimum, the incumbent contractor shall address the following areas in their transition plan:

1. Willingness to coordinate with Government and onboarding representatives for each task area
2. Inventory, review, evaluation, and transition of current GFP and other items such as hardware/software and laptops/PCs
3. Data/databases
4. Inventory and transition of historical data (e.g., memos, letters, correspondence, regulations, reports, documents, transition agreement documents, software licensing agreements, hardware maintenance agreement, memorandums of agreement/ understanding, and inter-service agreements)
5. Procedural manuals/guidelines related to the development environments
6. Windows, UNIX and LINUX server configuration guides as well as network, compute, and storage configuration guides.
7. Scheduling process
8. Any templates used in day-to-day operations
9. An orientation phase to introduce the incoming contractor personnel to Government tools, methodologies and business processes.
10. Process for transfer of existing on-hand inventory
11. Transition checklist
12. Signed turnover agreements

## 16.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work accomplished utilizes the latest, relevant industry practices and standards when applicable unless otherwise indicated by text. In accordance with Defense Acquisition Policy, maximum utilization of non-Government standards will be made wherever practical.

### 16.1 REQUIRED DOCUMENTS

The contractor shall utilize the following mandatory documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the contractor shall meet requirements for any referenced document including subsequent updates applicable at time the task order request for proposal is posted.

	Document Number	Title
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	<b>Document Number</b>	<b>Title</b>
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87 (and subsequent revisions)
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program (NISP) dtd 18 Mar 11
g.	DoDD 8140.01	DoD Directive – Cyberspace Workforce Management dtd 11 Aug 15
h.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
i.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
j.	DoD 8570.01-M	DoD Manual – Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12 and Change 4 dtd 10 Nov 15 (and subsequent revisions)
k.	SECNAV M-5239.2	Secretary of the Navy Manual – DON Information Assurance Workforce Management Manual dtd May 2009 (and subsequent revisions)
l.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
M	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
n.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
o.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
p.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
q.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
r.	SPAWARSYSCENLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
s.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) – Navy

	<b>Document Number</b>	<b>Title</b>
t.	Privacy Act of 1974	United States federal law, Pub.L. 93–579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

## 16.2 GUIDANCE DOCUMENTS

The contractor shall utilize the following guidance documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the document's effective date of issue is the task order's request for proposal issue date

	<b>Document Number</b>	<b>Title</b>
a.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
b.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
c.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
d.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
e.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
f.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
g.	EIA-748C	Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems, March 2013
h.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
i.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
j.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
k.	N/A	NAVSEA Standard Items (NSI) – <a href="http://www.navsea.navy.mil/">http://www.navsea.navy.mil/</a>
l.	N/A	SPAWARSYSCEN Atlantic Contractor Check-in portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
M	N/A	COMSPAWARSYSCOM Code 80330 mandatory training webpage – <a href="https://wiki.spawar.navy.mil/confluence/display">https://wiki.spawar.navy.mil/confluence/display</a>

	<b>Document Number</b>	<b>Title</b>
		<a href="#">/HQ/Employee+Mandatory+Training</a>
n.	N/A	DoD Foreign Clearance Guide – <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>
o.	NIST 800-145	The National Institute of Standards and Technology Definition of Cloud Computing -- <a href="https://csrc.nist.gov/publications/detail/sp/800-145/final">https://csrc.nist.gov/publications/detail/sp/800-145/final</a>

### 16.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents necessary for performance on this task order. 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.

### **C-TXT-11 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 2018)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this task order shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

(b) The Government will review resumes of contractor personnel as required during performance of the task order.

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

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in the task order. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contracting Officer reserves the right to determine if a given work

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history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

(e) When determining if educational and experience requirements are acceptable, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.
2. Bachelor's of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).
3. Technology degrees do not qualify as Engineering or Physical Science Degrees.
4. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.
5. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).
6. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).
7. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1 This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the Contracting Officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.

The following lists the applicable task order labor categories and their corresponding minimum personnel qualifications:



<b>Labor Categories</b>	<b>Minimum Qualifications</b>
Program Manager	<p>Education: Bachelor's degree</p> <p>Experience: Fifteen (15) years of technical experience in support of information assurance or computer network defense programs to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years Program Management Experience, to include: Technology Assessments, Infrastructure Operations, Systems Analysis, Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of information assurance or computer network defense projects. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.</p>
Subject Matter Expert 2 (Key)	<p>Education: Technical Training with industry certifications in one or more of the following: Windows, Linux, Unix, Networking, Virtualization, Storage, Security, and Citrix for current and new technology.</p> <p>Experience: Ten (10) years of hands-on experience to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test &amp; Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in industry certifications listed above.</p>
Subject Matter Expert 3 (Key)	<p>Education: Technical Training with industry certifications in one or more of the following: Windows, Linux, Unix, Networking, Virtualization, Storage, Security, and Citrix for current and new technology.</p> <p>Experience: Twelve (12) years of hands-on experience with Projects that include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test &amp; Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in industry certifications listed above.</p>
Subject Matter Expert 4 (Key)	<p>Education: Technical Training with industry certifications in one or more of the following: Windows, Linux, Unix, Networking, Virtualization, Storage, Security, and Citrix for current and new technology.</p> <p>Experience: Fifteen (15) years of hands-on experience with Projects that include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test &amp; Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in industry certifications listed above..</p>
Subject Matter Expert 5 (Key)	<p>Education: Technical Training with industry certifications in one or more of the following: Windows, Linux, Unix, Networking, Virtualization, Storage, Security, and Citrix for current and new technology.</p> <p>Experience: Eighteen (18) years of hands-on experience with Projects that include three (3) of the following four (4) areas:</p>

	Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in industry certifications listed above..
Project Manager	Education: BS degree in Engineering or Computer Science Experience: Ten (10) years of direct work experience with C4ISR systems or equipment. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of Technical Field of expertise. Four (4) years as manager of Engineering/Technical Projects that include Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.
Technical Writer/Editor 2	Education: BA degree in English, Journalism, or Technical Writing. Experience: Five (5) years of experience in Technical writing, to include: writing technical documentation, procedures and guidelines for C4ISR systems or equipment.
Engineer/Scientist 4	Education: BS degree in Electrical, Software, Systems or Industrial Engineering; Physics; or Computer Science. Experience: Ten (10) years of experience in support of Information Warfare (IW) Exploitation Systems, Threat Warning, and Detection Systems to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Specific experience: developing new IW and Threat Warning program system architectures, system concept plans, parameters for fleet IW and Threat Warning systems/ components, advanced engineering application proposals for integration of Off-The-Shelf (COTS) equipment, and performing concept feasibility studies. Software/Hardware Integrator. Five (5) years of technical experience in support of systems identified in paragraph 1.2.1 of the PWS or comparable systems.
Security Specialist 1	Education: Associate's Degree. Experience: One (1) year of experience, to include: applicable security discipline principles, practices, and procedures.
Security Specialist 2	Education: Associate's Degree. Completed discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties. Experience: Three (3) years of experience, to include: applicable security discipline principles, practices, and procedures.
Security Specialist 3	Education: Bachelor's degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

	<p>Experience: Six (6) years of experience, to include: applicable security discipline principles, practices, and procedures.</p>
Computer Systems Analyst II	<p>Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).</p> <p>Experience: Three (3) years of "Specific Project" Computerized System experience, to include: Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.</p>
Computer Systems Analyst III	<p>Education: High School diploma or GED. Completed the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).</p> <p>Experience: Five (5) years of "Specific Project" Computerized System experience, to include: Design, Development, Test and Evaluation, Network Protocols, LAN administration fundamentals, and UNIX and Windows based operating system.</p>

(End of text)

**C-TXT-12 KEY PERSONNEL (JAN 2018)**

(a) The offeror agrees to assign to this task order those key personnel for labor categories listed in paragraph (d) below. Within 30 days after task order award, the contractor shall submit resumes for all key labor categories. After approval, the individuals shall be added to a key personnel list, paragraph (d), which shall be maintained by the contractor and supplied in the monthly Task Order Status report. No substitutions shall be made except in accordance with this text.

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(b) The offeror agrees that during the first 90 days of the task order performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 90 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 task order 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 to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this task order must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel Labor Categories

LABOR CATEGORY

Subject Matter Expert (SME) 2

Subject Matter Expert (SME) 3

Subject Matter Expert (SME) 4

Subject Matter Expert (SME) 5

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

(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.

(End of text)

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## **SECTION D PACKAGING AND MARKING**

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

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## SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services to be furnished hereunder shall be made at destination by the COR.

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
<b>COST CLINS</b>				
7000	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
7100	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
7200	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
<b>ODC CLINS</b>				
9000	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
9100	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT
9200	DESTINATION	GOVERNMENT	DESTINATION	GOVERNMENT

### CLAUSES INCORPORATED BY REFERENCE

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

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## SECTION F DELIVERABLES OR PERFORMANCE

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

7000	12/21/2018 - 12/20/2019
9000	12/21/2018 - 12/20/2019

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

7000	12/21/2018 - 12/20/2019
9000	12/21/2018 - 12/20/2019

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

7100	12/21/2019 - 12/20/2020
7200	12/21/2020 - 12/20/2021
9100	12/21/2019 - 12/20/2020
9200	12/21/2020 - 12/20/2021

Place of Performance:

(Address where the work will be performed)

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## SECTION G CONTRACT ADMINISTRATION DATA

The SPAWAR Atlantic Ombudsman is [REDACTED]

### G-TXT-01 Designation of Contracting Officer's Representative (FEB 2018)

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

#### CONTRACTING OFFICER REPRESENTATIVE

Contracting Officer Representative:

[REDACTED]

[REDACTED]

[REDACTED]

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms of the task order, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the task order 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 task order is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

(End of text)

### G-TXT-04 TYPE OF CONTRACT (FEB 2018)

This is a performance based Cost-Plus-Fixed-Fee (CPFF), Level of Effort (LOE), and Cost type task order.

(End of text)

### G-TXT-07 PAYMENT INSTRUCTION (PGI 204.7108)

The payment office shall allocate and record the amounts paid to the accounting classification citations in the task order using the table below based on the type of payment request submitted (see DFARS 252.232-7006) and the type of effort:



Contract/Order Payment Clause	Type of Payment Request	Supply	Service	Construction	Payment Office Allocation Method
52.212-4 (Alt I), Contract Terms and Conditions —Commercial Items 52.216-7, Allowable Cost and Payment 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts	Cost Voucher	X	X	N/A	Line item specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-1, Payments	Navy Shipbuilding Invoice (Fixed Price)	X	N/A	N/A	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.

52.232-1, Payments; 52.232-2, Payments under Fixed-Price Research and Development Contracts; 52.232-3, Payments under Personal Services Contracts; 52.232-4, Payments under Transportation Contracts and Transportation-Related Services Contracts; and 52.232-6, Payments under Communication Service Contracts with Common Carriers	Invoice	X	X	N/A	Line Item Specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-5, Payments Under Fixed-Price Construction Contracts	Construction Payment Invoice	N/A	N/A	X	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-16, Progress Payments	Progress Payment*	X	X	N/A	Contract-wide proration. Funds shall be allocated in the same proportion

					as the amount of funding currently unliquidated for each ACRN. Progress Payments are considered contract level financing, and the “contract price” shall reflect the fixed price portion of the contract per FAR 32.501-3.
52.232-29, Terms for Financing of Purchases of Commercial Items; 52.232-30, Installment Payments for Commercial Items	Commercial Item Financing*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
52.232-32, Performance-Based Payments	Performance-Based Payments*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
252.232-7002, Progress Payments for Foreign Military Sales Acquisitions	Progress Payment*	X	X	N/A	Allocate costs among line items and countries in a manner acceptable to

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					the Administrative Contracting Officer.
*Liquidation of Financing Payments. Liquidation will be applied by the payment office against those ACRNs which are identified by the payment instructions for the delivery payment and in keeping with the liquidation provision of the applicable contract financing clause (i.e., progress payment, performance-based payment, or commercial item financing).					

**252.204-7006 BILLING INSTRUCTIONS (OCT 2005)**

When submitting a request for payment, the Contractor shall—

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

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

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

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

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

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

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

(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 Type Orders – Cost Voucher**

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

**N65236**

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

**Routing Data Table\***

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N65236
Admin DoDAAC	S1103A
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N65236
Accept at Other DoDAAC	NA
LPO DoDAAC	NA
DCAA Auditor DoDAAC	S1103A
Other DoDAAC(s)	NA

(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.

**To be added at task order award**

(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.

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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-TXT-01 CONTRACTOR PICTURE BADGE (FEB 2018)

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

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

(c) At the completion of the task order, the contractor shall forward to *SPAWARSCEN Security Office* a list of all unreturned badges with a written explanation of any missing badges.

(End of text)

### H-TXT-07 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (FEB 2018)

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

(End of text)

### NAVSEA 5252.216-9122 LEVEL OF EFFORT - ALTERNATE I (MAY 2010)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this task order. The total level of effort for the performance of this task order shall be [REDACTED] total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.

(b) Of the total man-hours of direct labor set forth above, it is estimated that **zero (0)** man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this task order.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (i) below),



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or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this task order shall be expended at an average rate of approximately [REDACTED] hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this task order and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by a task order modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

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

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

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(i) For work performed outside of Government facilities, the Contractor may perform the required level of effort at an alternative worksite, provided the Contractor has a company-approved alternative worksite plan. The primary worksite is the traditional “main office” worksite. An alternative worksite means an employee’s residence or a telecommuting center. A telecommuting center is a geographically convenient office setting as an alternative to an employee’s main office. The Government reserves the right to review the Contractor’s alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the task order. Regardless of the work location, all task order terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for task order performance as a result of the Contractor’s election to implement an alternative worksite plan.

(j) Notwithstanding any of the provisions in the above paragraphs and subject to the LIMITATION OF FUNDS or LIMITATION OF COST clauses, as applicable, the period of performance may be extended and the estimated cost may be increased in order to permit the Contractor to provide all of the man-hours listed in paragraph (a) above. The Contractor shall continue to be paid fee for each man-hour performed in accordance with the terms of the task order.

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

## **H-TXT-16 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION**

(a) Definition.

“Confidential Business Information,” (Information) as used in this text, 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 text.

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

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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 text.

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

(End of text)

#### **H-TXT-23B REIMBURSEMENT OF TRAVEL COSTS--ALTERNATE II (FEB 2018)**

(a) Contractor Requested and Government Approval of Travel

Any travel under this task order must be specifically requested in writing by the contractor prior to incurring any travel costs. the estimated travel requirements under this order are listed in paragraph 11.1 of the Performance Work Statement. The request shall include as a minimum, the following:

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

The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

(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 task order. 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 task order. 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 task order, 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 contractor at any

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location within a radius of 50 miles from the contractor's home facility and any facility required by this task order.

(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 task order 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 basic 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 this task order 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.

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(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.

(vi) "Residence" is the fixed or permanent domicile of the 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.

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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.

The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

(End of Alternate II)

## **H-TXT-25 CONTRACTOR IDENTIFICATION (FEB 2018)**

- (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 task order.
- (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.

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(End of text)

## **H-TXT-26 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION**

- (a) Definition. As used in this text, “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 task order, 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 task order, 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 task order, 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 task order or as authorized by Federal statute, law, or regulation;
  - (iii) Inform authorized users requiring access in the performance of the task order regarding their obligation to utilize information only for the purposes specified in the task order and to safeguard information from unauthorized use and disclosure.
  - (iv) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment;
  - (v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.
  
- (d) In the event that the Contractor inadvertently accesses or receives any information marked as



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“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 text are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the task order, 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 text in all subcontracts that may require access to sensitive information in the performance of the task order.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Contractor Non-Disclosure Agreement,” a mitigation plan for Government approval, which shall be incorporated into the task order. 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 task order 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 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.

(End of text)

## **HQ C-2-0037 ORGANIZATIONAL CONFLICT OF INTEREST (NAVSEA) (JUL 2000)**

(a) (1) "Organizational Conflict of Interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage. "Person" as used herein includes Corporations, Partnerships, Joint Ventures, and other business enterprises.

(2) “Contractor” as used in this clause includes any affiliate, subcontractor, consultant or employee of the Contractor, as well as any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assignee of the Contractor. All references to the “Contractor” as contained in this clause shall apply with equal force to all of these included.

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(3) "Contract" and "task order" shall be used as applicable to the level at which this clause is being invoked.

(b) The Contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in the contract, the Contractor does not have any organizational conflict of interest(s) as defined in paragraph (a).

(c) It is recognized that the effort to be performed by the Contractor under this task order may create a potential organizational conflict of interest on the instant contract or on a present or future acquisition. In order to avoid this potential conflict of interest, and at the same time to avoid prejudicing the best interest of the Government, the right of the Contractor to participate in future procurement of equipment and/or services that are the subject of any work under this contract shall be limited as described below and in accordance with the requirements of FAR 9.5.

(d) (1) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information provided to the Contractor by the Government during or as a result of performance of this task order. Such information includes, but is not limited to, information submitted to the Government on a confidential basis by other persons. Further, the prohibition against release of Government provided information extends to cover such information whether or not in its original form, e.g., where the information has been included in Contractor generated work or where it is discernible from materials incorporating or based upon such information. This prohibition shall not expire after a given period of time.

(2) The Contractor agrees that it shall not release, disclose, or use in any way that would permit or result in disclosure to any party outside the Government any information generated or derived during or as a result of performance of this task order. This prohibition shall not expire after a given period of time.

(e) (1) The Contractor further agrees that, during the performance of this task order and for a period of three years after completion of performance of this task order, the Contractor, any affiliate of the Contractor, any subcontractor, consultant, or employee of the Contractor, any joint venture involving the Contractor, any entity into or with which it may subsequently merge or affiliate, or any other successor or assign of the Contractor, shall not furnish to the United States Government, either as a prime contractor or as a subcontractor, or as a consultant to a prime contractor or subcontractor, any equipment or services that is the subject of the work to be performed under this task order.

(2) This exclusion does not apply to any recompetition for equipment or services furnished pursuant to this task order.

(3) As provided in FAR 9.505-2, notwithstanding the three-year bar set provided for in paragraph (e)(1), if the

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Government uses, as a basis for the procurement of any equipment or services work statements or other acquisition related documents growing out of the effort performed under this task order from a source other than the contractor, subcontractor, affiliate, or assign of either, during the course of performance of this task order or before the three- year period following completion of this task order has lapsed, the Contractor may, with the authorization of the Contracting Officer, participate in a subsequent procurement for the same system, component, or service. In other words, the Contractor may be authorized to compete for procurement(s) for equipment or services subsequent to an intervening procurement.

(f) The Contractor agrees that, if after award, it discovers an actual or potential organizational conflict of interest, it shall make immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer. The notification shall include a description of the actual or potential organizational conflict of interest, a description of the action that the Contractor has taken or proposes to take to avoid, mitigate, or neutralize the conflict, and any other relevant information that would assist the SeaPort/Task Order Contracting Officer in making a determination on this matter. This notification requirement shall also apply to any release of information in contravention of paragraph (d). Notwithstanding this notification, the Government may terminate the contract/Task Orders for the convenience of the Government if determined to be in the best interest of the Government.

(g) Notwithstanding paragraph (f) above, if the Contractor was aware, or should have been aware, of an organizational conflict of interest prior to the award of this contract or becomes, or should become, aware of an organizational conflict of interest after award of this contract and does not make an immediate and full disclosure in writing to the SeaPort/Task Order Contracting Officer, the Government may terminate this contract/task orders for default.

(h) If the Contractor takes any action prohibited by this requirement or fails to take action required by this requirement, the Government may terminate this contract for default.

(i) The SeaPort/Task Order's Contracting Officer's decision as to the existence or nonexistence of an actual or potential organizational conflict of interest shall be final.

(j) Nothing in this requirement is intended to prohibit or preclude the Contractor from marketing or selling to other program offices, PEO's or Government agencies its equipment or services if the requirement of the other program office, PEO or agency for the equipment or services is unrelated to any work performed under this contract/task order. Additionally, this requirement shall not preclude a Contractor involved in preparing a statement of work pursuant to its development and design work on a piece of equipment from participating in a procurement for that equipment.

(k) The Contractor shall promptly notify the Contracting Officer, in writing, if it has been tasked to evaluate or advise the Government concerning its own products or activities or those of a competitor in order to ensure proper safeguards exist to guarantee objectivity and to protect the

Government's interest.

(l) The Contractor shall include this requirement in subcontracts of any tier which involve access to information or situations/conditions covered by the preceding paragraphs, substituting "subcontractor" for "contractor" where appropriate.

(m) The rights and remedies described herein shall not be exclusive and are in addition to other rights and remedies provided by law, including those set forth at FAR Part 9.5, or elsewhere included in this contract.

(n) Compliance with this requirement is a material requirement of this contract.

**SEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

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

ITEM(S)	ALLOTED TO COST	ALLOTED TO FEE	ESTIMATED PERIOD OF PERFORMANCE
7000	██████████	██████████	21Dec2018 - 20Dec2019

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

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

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

**\* To be completed at the task order award**

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

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

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

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## SECTION I CONTRACT CLAUSES

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

52.219-14 Limitations on Subcontracting Nov 2011

### 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this task order 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 task order expires. The preliminary notice does not commit the Government to an extension.

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

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

### 52.222-2 Payment for Overtime Premiums (Jul 1990)

(a) The use of overtime is authorized under this task order if the overtime premium does not exceed [REDACTED] or the overtime premium is paid for work—

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for task order completion and shall—

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the task order performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

\* Insert either “zero” or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

(End of clause)

### 52.222-42 -- Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the task order and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This statement is for information only:  
It is not a Wage Determination*

**Employee Class**

**Monetary Wage - Fringe Benefits**

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Computer System Analyst II (SCA 14102)



Computer System Analyst III (SCA 14103)



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## **SECTION J LIST OF ATTACHMENTS**

Attachment 1 - QASP

Attachment 2 - Wage Determination 2015-5189 Rev.-9 New Orleans, LA

Attachment 3 - Solicitation DD254

Exhibit A - CDRLs