

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
U

PAGE OF PAGES  
1 3

2. AMENDMENT/MODIFICATION NO.  
07

3. EFFECTIVE DATE  
19-Nov-2015

4. REQUISITION/PURCHASE REQ. NO.  
1300533770

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

6. ISSUED BY CODE

N64498

7. ADMINISTERED BY (If other than Item 6)

CODE

S2404A

NAVAL SURFACE WARFARE CENTER PHILA  
NSWCPD  
Philadelphia PA 19112-1403  
matthew.dreby@navy.mil 215-897-8434 Ext. 8434

DCMA Manassas  
14501 George Carter Way  
Chantilly VA 20151

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Falconwood  
2231 Crystal Dr Ste 801  
Arlington VA 22202

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-05-D-4323-EHP1

10B. DATED (SEE ITEM 13)

16-Dec-2013

CAGE CODE  
1Y9H1

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [ ] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(\*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

[ ] B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

[ ] C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

[X] D. OTHER (Specify type of modification and authority)  
Bilateral Modification IAW FAR 17.207(c)-Exercise of Options

E. IMPORTANT: Contractor [ ] is not, [ X ] is required to sign this document and return 1 copies to the issuing office.

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

SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY (Signature of Contracting Officer)

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

**STANDARD FORM 30** (Rev. 10-83)

Prescribed by GSA  
FAR (48 CFR) 53.243

## GENERAL INFORMATION

The purpose of this modification is to exercise the options for CLINs 7100 and 9100 and to add incremental funding in the amount of [REDACTED]. As a result, the total amount of funding obligated and available for payment under this order is [REDACTED]. It is estimated that the funding under this order and all newly initiated technical instructions will cover the cost of performance through 13 December 2016. In accordance with Clause 52.232-22, the Government is not obligated to reimburse the contractor for any costs incurred in excess of [REDACTED] unless additional funds are made available and obligated under this order in a subsequent modification. A conformed copy of this task order is attached to this modification for informational purposes only.

The contractor is not authorized to start performance associated with the funding cited in the Technical Instructions listed in Section G until the Contracting Officer and Contracting Officer's Representative receive a copy of the signed technical instructions.

Accordingly,

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from [REDACTED] by [REDACTED] to [REDACTED]7.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700002	WCF	0.00	[REDACTED]	[REDACTED]
710001	WCF	0.00	[REDACTED]	[REDACTED]
910001	WCF	0.00	[REDACTED]	[REDACTED]

The total value of the order is hereby increased from [REDACTED] by [REDACTED] to [REDACTED].

CLIN/SLIN	From (\$)	By (\$)	To (\$)
7100	0.00	[REDACTED]	[REDACTED]
9100	0.00	[REDACTED]	[REDACTED]

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

CLIN/SLIN	From	To
7100	12/13/2015 - 12/12/2016	11/19/2015 - 12/12/2016
9100	12/13/2015 - 12/12/2016	11/19/2015 - 12/12/2016

1) Section G Clause entitled "SEA 5252.232-9104 ALLOTMENT OF FUNDS (MAY 1993)" has been revised to read as follows:

ITEM	ALLOTTED TO COST	ALLOTTED TO FEE	TOTAL
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7000/7100  
6000

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

2) The Accounting and Appropriation Data added to Section G is as follows:

MOD 07

700002 130053377000001

[REDACTED]

LLA :

AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740

In Accordance With Technical Instruction Number 3 Rev 1.

710001 130053377000002

[REDACTED]

LLA :

AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740

In Accordance With Technical Instruction Number 4.

910001 130053377000003

[REDACTED]

LLA :

AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740

In Accordance With Technical Instruction Number 4.

MOD 07 Funding

[REDACTED]

Cumulative Funding

[REDACTED]

3) The end of task order performance is 12 December 2016.

**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
4000	R425	Project Management and Operations Support Services IAW Section C during the period from the date of award through 12 months after date of award. (Fund Type - TBD)	1.0	LO	██████████	██████████	██████████
400001	R425	Incremental Funding For CLIN 4000 In The Amount Of ██████████ (O&MN,N)					
400002	R425	Incremental Funding For CLIN 4000 In The Amount Of ██████████ (WCF)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
6000	R425	Support Costs In Support of CLIN 4000 for Travel, Other Direct Costs, and Incidental Material during the period from the date of award through 12 months after date of award. (Not to Exceed ██████████) (Fund Type - TBD)	1.0	LO	██████████
600001	R425	Incremental Funding For CLIN 6000 In The Amount Of ██████████ (WCF)			

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7000	R425	Option Year 1 - Project Management and Operations Support Services IAW Section C during the period from 13 months after date of award through 24 months after date of award. (Fund Type - TBD)	1.0	LO	██████████	██████████	██████████
700001	R425	Incremental Funding For CLIN 7000 In The Amount Of ██████████ (WCF)					
700002	R425	Incremental Funding For CLIN 7000 In The Amount Of ██████████ (WCF)					
7100	R425	Option Year 2 - Project Management and Operations Support Services IAW Section C during the period from 25 months after date of award through 36 months after date of award. (Fund Type - TBD)	1.0	LO	██████████	██████████	██████████

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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
710001	R425	Incremental Funding For CLIN 7100 In The Amount Of [REDACTED] (WCF)					

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R425	Option Year 1 - Support Costs In Support of CLIN 4100 for Travel, Other Direct Costs, and Incidental Material during the period from 13 months after date of award through 24 months after date of award. (Not to Exceed [REDACTED]) (Fund Type - TBD)	1.0	LO	[REDACTED]
900001	R425	Incremental Funding For CLIN 9000 In The Amount Of [REDACTED] (WCF)			
9100	R425	Option Year 2 - Support Costs In Support of CLIN 4200 for Travel, Other Direct Costs, and Incidental Material during the period from 25 months after date of award through 36 months after date of award. (Not to Exceed [REDACTED]) (Fund Type - TBD)	1.0	LO	[REDACTED]
910001	R425	Incremental Funding For CLIN 9100 In The Amount Of [REDACTED] (WCF)			

### Level of Effort

The level of effort for the performance of this contract is based upon an anticipated total estimated level of effort of 86,400 man-hours of direct labor. The estimated composition of the 86,400 man-hours of direct labor can be found in the chart below. On Site Labor refers to labor performed at the Contractor's Facility and Off Site Labor refers to labor performed at Navy facilities.

SITE LOCATION	LABOR CATEGORY	RESUMES	TASK/S	BASE YEAR HOURS	OPTION YEAR 1 HOURS	OPTION YEAR 2 HOURS	TOTAL HOURS
<b>On-Site Contract Support:</b>	<b>Program Manager/Lead*</b>	1	1.1, 1.2, 1.3, 2.0	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (1)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (2)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (3)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Mid-Level IA Analyst (1)</b>	0	1.3	1,920	1,920	1,920	5,760
	<b>Mid-Level IA Analyst (2)</b>	0	2.0	1,920	1,920	1,920	5,760
	<b>Junior IA Analyst (1)</b>	0	1.2	1,920	1,920	1,920	5,760
	<b>Junior IA Analyst (2)</b>	0	1.3	1,920	1,920	1,920	5,760

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	<b>TOTAL ON-SITE HOURS</b>			<b>15,360</b>	<b>15,360</b>	<b>15,360</b>	<b>46,080</b>
<b>Off-Site Contract Support:</b>							
	<b>Senior IA Analyst* (1)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (2)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (3)</b>	1	1.1	1,920	1,920	1,920	5,760
	<b>Senior IA Analyst* (4)</b>	1	2.0	1,920	1,920	1,920	5,760
	<b>Mid-Level IA Analyst (1)</b>	0	2.0	1,920	1,920	1,920	5,760
	<b>Junior IA Analyst (1)</b>	0	1.2	1,920	1,920	1,920	5,760
	<b>Junior IA Analyst (2)</b>	0	1.3	1,920	1,920	1,920	5,760
	<b>TOTAL OFF-SITE HOURS</b>			<b>13,440</b>	<b>13,440</b>	<b>13,440</b>	<b>40,320</b>
	<b>TOTAL ON-SITE &amp; OFF-SITE HOURS</b>						<b>86,400</b>

\*\*\* - Indicates that this is a KEY PERSONNEL labor category

Offerors are to propose on the labor categories and hour estimates provided as the Level of Effort. Offerors who propose other than what is specified may be considered nonresponsive.

This is a competitive procurement. If the solicitation should result in a single offer, the Government reserves the right to re-solicit this procurement in order to enhance competition.

**Award of Options in Award Term Periods**

NOTE: Exercise of option CLINs in award term periods are contingent upon the award term option period of the basic contract being exercised.

**CLIN/SLIN Structure**

For proposal purposes, the CLINS 4000 (Services) and 6000 (Other Direct Costs) will represent the Parent CLINs for the resultant order. For administrative purposes, ceiling amounts under the parent CLINs will be subsequently re-allocated to new CLINs associated with various technical instructions issued and/or Appropriation types.

**Fee Note - Solicitation**

Note: If fee is included in the pass through rate for subcontractor labor costs, the prime contractor is

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requested to identify what percentage of the pass through cost is considered fee in their cost proposal. The maximum labor pass through rate (which includes all adders and any prime contractor fee applied to subcontractor labor costs) shall not exceed 8%.

**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 at the hourly rate(s) specified above 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.

(End of Text)

**Information Assurance Workforce (Feb 2011)**

In accordance with DFARS 252.239-7001 "Information Assurance Contractor Training and Certification", contractors are required to provide proper and current certifications for the purposes of performing the information assurance functions identified in the task order. Copies of the certificate shall be submitted to the Contract Specialist (insert email) and to the Information Assurance Workforce Program Manager, Kate Hogarth ([kate.hogarth@navy.mil](mailto:kate.hogarth@navy.mil)) within 5 days after contract award. Failure to comply will result in denied access to DoD information systems.

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **STATEMENT OF WORK**

#### **NAVSEA COMMAND INFORMATION OFFICE PROGRAM SUPPORT**

##### **I. Statement of Work**

###### **A. General Tasking**

###### **1. Program Management**

Provide project management and operations support of information technology programs. Provide sufficient management and technical support staff to develop required control plans, schedules and implement and execute project activities.

Provide the following services and deliverables for Government established objectives:

Task requirement specifications, identification and specification development to be utilized for the acquisition of designated materials, end-user and staff training tools, materials and presentations, status and in-process review meetings, development of quality management programs, controls and audits, development of formal reports and ad hoc reports, development of briefing materials, draft and coordinate data calls and responses to data calls. Development, documentation, tracking, preparation, distribution, maintenance and posting of approved meeting minutes, program schedules, agendas, action items procedures, training guides, and processes.

Facilitate meetings and offsites, provide conference rooms as necessary for meetings, offsites and training. Facilities should be able to accommodate at least 20 people and be easily accessible from the Washington Navy Yard. Provide materials and data for internal reviews, task order reviews and evaluations, and assist in drafting Standard Operating Procedures (SOP's) for all required Command Information Office (CIO) processes.

Identify, distribute, and balance the workload and tasks amongst the contractor employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks.

###### **B. Specific Tasking**

###### **Task 1.0 Cyber Security and Information Assurance**

The general scope of work involves the contractor performing cyber security and information assurance support for the Naval Sea Systems Command (NAVSEA) Deputy Command Information Officer – Enterprise Cyber Security/Information Assurance (DCIO-Enterprise CS/IA) and staff to develop, implement and manage a full spectrum Cyber Security/Information Assurance (CS/IA) program that facilitates the protection of U.S. Government sensitive unclassified and classified information and the security across the NAVSEA Enterprise and its various information systems and networks. Specifically, the contractor will review existing and emerging NAVSEA, Department of Defense (DoD) and Department of Navy (DON) CS/IA policies, procedures and guidelines and will assist appropriate Government CS/IA personnel in determining



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cyber security and Information Assurance (IA) requirements, aiding in the development of policies, procedures and programs for implementation, and providing support in implementing these mechanisms and processes to ensure that the policies are enforced and NAVSEA activities are in compliance. This includes Information Assurance Vulnerability Alert (IAVA) tracking, CS/IA awareness training, CS/IA workforce certification, and all other activities that contribute to the successful implementation of the full range of CS/IA policies, procedures, and guidelines. Tasks may include, but are not to be limited to:

### **Task 1.1 Information Systems Certification and Accreditation (C&A)**

Conduct Certification & Accreditation (C&A) process for Operational, Research, Development, Test and Evaluation (RDT&E), and Platform Information Technology (PIT) information systems and networks within Navy Enterprise Mission Assurance Support System (eMASS) or its successor in accordance with current DOD, DON and NAVSEA C&A policies. Conduct in-depth technical reviews of Certification & Accreditation (C&A) documentation from NAVSEA field activities seeking accreditation by the Navy Authorizing Official (AO)/Designated Approving Authority (DAA) in accordance with appropriate policies and procedures and develop recommendations accordingly. Complete reviews and provide appropriate feedback within the timelines dictated by appropriate policies and procedures. Such documentation may include but not be limited to, System Identification Profile (SIP), DIACAP Implementation Plans (DIP), C&A plans, risk assessments, determination requests, Certification Test & Evaluation (CT&E) test reports, Plan of Action and Milestones (POA&Ms), and other documentation as required by the AO/DAA and the Certification Authority (CA).

Schedule and facilitate weekly collaboration meetings between the CA, DAA, NAVSEA, and appropriate program offices. Conduct Independent Verification and Validation (IVV) functions at NAVSEA field activities in support of the NAVSES Senior Validator to ensure IA controls are properly implemented and validated by the onsite validator in accordance with DoD 8500.2. These functions may be conducted as part of the CA/IA Compliance Inspection Program or separately.

Assist NAVSEA HQ and NAVSEA field activities in preparing their C&A documentation for submission to the Navy AO/DAA. Assist in executing the C&A portion of the CS/IA Compliance Inspections and Short Notice Assessments as required. This effort will require occasional travel to various NAVSEA facilities. Trips are usually 5 days in duration and occur 6 – 8 times per year. Assist in executing CA/IA Assistance Visits at various NAVSEA activities with focus on the C&A efforts of the activity being assisted. Assist visits may be in conjunction with IV&V activities and will require occasional travel. Trips are usually 3 to 5 days in duration and occur 6 – 8 times per year.

Maintain the C&A package repository in the NAVSEA Corporate Document Management System (or its successor if there is one) creating folders, importing/moving files, etc. Maintain the Enterprise C&A Tracking (ECAT) database, used to record the present status of all NAVSEA accreditation packages as well as storing/archiving information on accreditations already received and systems that have since been inactivated. Modify the database as required.

### **Task 1.2 Technical Support**

Assist in developing and maintaining a NAVSEA Echelon II Enterprise Cyber Security

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Test and Evaluation Environment to provide a virtual environment used to: (1) test and evaluate emerging tools for system and network monitoring, (2) test cyber security requirements and configurations that affect NAVSEA systems without impacting the Global Information Grid (GIG), and (3) testing the latest virtualization based platforms.

Participate in the development and support of a Technical Configuration Control Board for the NAVSEA RDT&E community to discuss requirements and various alternative solutions to meet customer requirements, rank the solutions based on risk and make recommendations to the NavyAO/DAA.

Utilize DoD standard software tools during CS/IA compliance inspections to conduct vulnerability scans of NAVSEA information systems and networks for vulnerabilities. Assist system and network administrators in implementing corrective actions required as a result of vulnerabilities uncovered during system scans.

Provide computer forensics support as required to investigate computer equipment seized for fraudulent activity or inappropriate use. Provide support in assessing information assurance products for incorporation into a standard NAVSEA security architecture. Assist in performing network analysis for possible consolidation efforts to reduce the overall number of Wide Area Network (WAN) connections and the corresponding number of protection suites. Assist in executing the technical portion of the CS/IA compliance inspections as required. This effort will require occasional travel to various NAVSEA facilities. Trips are usually 5 days in duration and occur 6 – 8 times per year.

Assist in executing CA/IA assistance visits at various NAVSEA activities focusing on the technical aspects (network configuration and operation, monitoring tool deployment, etc.) of the activity being assisted. Assist visits may be in conjunction with IV&V activities and will require occasional travel. Trips are usually 3 to 5 days in duration and occur 6 – 8 times per year.

### **Task 1.3 Cyber Security/Information Assurance Resource Desk (CS/IARD)**

Staff the Cyber Security/Information Assurance Resource Desk (CS/IARD). Monitor incoming email and naval message traffic for items requiring action by the Enterprise CS/IA staff. This includes but is not limited to investigating/researching inquiries and providing a draft response to the appropriate Enterprise CS/IA Government lead, preparing and disseminating notifications to subordinate activities for required actions and data calls, receiving and compiling responses, and preparing NAVSEA response of Government staff review and submission.

Maintain an action item tracking system for all tasks assigned to the DCIO-Enterprise CS/IA. Monitor incoming action items and tasks received from the NAVSEA CIO Administrative Officer and/or OPNAV POCs. Maintain the currency of actions/tasks assigned to the DCIO Enterprise CS/IA in the SEA00I Action Item database in iNAVSEA to ensure timely completion. Maintain the DCIO-Enterprise CS/IA iNAVSEA pages. Tasks include but are not limited to managing the permissions to each page, making corrections to or deleting information posted to each page as directed, uploading information to page as directed, and designing and developing new pages as required.

Generate and maintain various metrics including but not limited to: electronic spillages, FISMA compliance statistics, C&A statistics, CS/IARD usage, etc.

Maintain the Enterprise CS/IA portion of the Corporate Document Management System (CDMS), performing Level 1 System Administrator duties for the Navy Enterprise

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Mission Assurance Support System (eMASS), planning and developing products for the annual information assurance conference and other tasks associated with the resource desk.

Review appropriate Federal Government, Department of Defense (DoD) and Department of the Navy (DON) regulations, policies and guidelines. Develop uniform and consistent policies and procedures for the protection and security of NAVSEA's information and IT systems. Specific policies and procedures will be developed as required by the NAVSEA DCIO-CS/IA and as described in resultant program management plan updates.

Maintain a tracking log for all Electronic Spillage activity across the NAVSEA enterprise. Conduct research on open spillages affecting NAVSEA activities, determine reasons for the delay in clean-up and recommend a course of action to close the spillage. Prepare Contract Line Item Number (CLIN) message for Government Point of Contact (POC) submission for spillage cleanup NAVSEA is responsible for funding.

Prepare weekly highlights, monthly and ad-hoc reports for management as required.

Provide cyber security/information assurance analysis services to the NAVSEA DCIO-Enterprise CS/IA.

Provide support to the NAVSEA DCIO Enterprise CS/IA for management of programs to include but not limited to Information Assurance Vulnerability Management (IAVM), Cross Domain Solutions (CDS), and Defense Information Systems Network (DISN) circuit approval process.

Assist the DCIO-Enterprise CS/IA with the duties of the Echelon II Functional Area Manager (FAM) for Information Operations by attending FAM meetings, maintaining information in the DON Application and Database Management System (DADMS) database and coordinating application reduction with the field activities as directed.

Facilitate and support Enterprise Cyber Security/Information Assurance Branch strategic planning activities to evaluate services provided to the NAVSEA Enterprise through assessment of priorities and risks.

Maintain NAVSEA Federal Information Security Management Act (FISMA) data in the Department of Defense Information Technology Portfolio Repository (DITPR-DoN), as directed.

Travel will be required for 1 technician and/or 1 C&A analyst for the purpose of supporting CS compliance inspections under the NAVSEA Compliance Inspection Program (NCIP). Trips are usually 5 days in duration and occur 6 – 8 times per year.

### **Task 2.0 – Data Center Consolidation/Excepted Legacy R&D Network Reduction**

Assist NAVSEA OOI in their efforts to support Echelon II responsibilities and adhere to CNO direction to Deputy Chief of Naval Operations for Information Dominance (OPNAV N2/N6). Support Echelon II responsibilities for portfolio management and governance of the network infrastructure including NAVSEA owned networks and IT assets to achieve Shore Network Consolidation and Modernization by terminating legacy networks and migrating all excepted legacy networks to a Navy Enterprise Solution.

Provide general program management functions such as resource allocation, project planning, and data analysis.

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Provide NAVSEA Enterprise and its field activities DADMS network registration portfolio management in support of Navy network consolidation, OPNAV-N2/N6 and related Navy requirements.

Assist in planning and executing NAVSEAs transition of legacy networks and environments to approved Navy Enterprise Information Technology Governance Board (NEIGB) environments such as the Navy/Marine Corp Intranet (NMCI) or authorized Government data centers.

Assist in managing excepted legacy network & system shutdowns and transition activities in support of network consolidation initiatives and data center consolidation efforts; Management of Network and Systems data formally housed in the CARS Case Tracking Tool (CCTT).

On behalf of NAVSEA, act as the NAVSEA OOI Liaison to the OPNAV N2 N6, DDCIO, NMCI Program Management Office (PM-NMCI); NMCI prime contractor, and their subcontractors; as well as Government data center personnel as directed by NAVSEA OOI:

Represent NAVSEA at meetings and phone conferences, and travel to field activities as necessary to support on site activities involving data center consolidation, network consolidation, excepted networks or related Navy requirements.

Assist with identifying appropriate candidates for network consolidation or placed in appropriate BINs (category).

Track and report site-specific progress for network consolidation, data center consolidation, system consolidation, and IPv6 implementation.

Assist in efforts to develop, document and enforce the NAVSEA RDT&E governance process .

Participate with SEA OOI and the information assurance Team to conduct RDT&E network reviews and provide recommendations to purify and consolidate NAVSEA RDT&E networks, as well as perform site visits to validate compliance, assist in developing migration reduction solutions and working with field activities to consolidate current IT infrastructure in order to prepare infrastructure for consolidation (as part of the Navy mandated IT infrastructure reduction/efficiency initiative).

Perform the role of Subject Matter Expert (SME) for reviewing and recommending approval of NAVSEA Enterprise IT procurement requests (ITPRs) at the direction of NAVSEA OOI and be proficient in the management tool known as NAVIDAS.

Assist in managing large amounts of enterprise infrastructure data, interpret data and directions to develop and manage data calls and work with activities to update authoritative sources in order to provide a consistent picture of NAVSEA IT in all Navy authoritative systems.

Assist in developing metrics, tracking metrics, and creating briefs and summaries of status.

Participate in conducting Data Center Consolidation (DCC) site visits/efforts across the NAVSEA Enterprise. Assist in developing migration/reduction solutions, working with field activities to consolidate current IT infrastructure in order to prepare infrastructure for consolidation at one of SPAWAR's data centers.

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Assist in preparing the NAVSEA Enterprise in the mandated transition of publicly accessible websites to IPv6.

Manage dissemination of guidance, field activity reporting and consolidation of the official NAVSEA response in the area of DON CIO PORTFOLIO STAT TASKER - IT/IM METRICS.

Manage the process of enterprise architecture reviews for NAVSEA systems in DITPR DON.

Represent NAVSEA as the Enterprise Architecture POC at DDCIO and OPNAV N2N6 meetings; and support new emerging tasks such as the transition of public facing websites to privately-owned data centers (when and if directed by OPNAV and/or SECNAV).

## II. Personnel Qualifications

### Key Personnel:

NOTE: The Government's target education and experience requirements for KEY PERSONNEL represent the Government's TARGET education and technical experience required to support the statement of work. Resumes ARE required for key personnel categories.

All Key Personnel should possess an active SECRET security clearance at time of proposal and maintain this secret clearance throughout performance of the task order.

Maximum Resume Length for Key Personnel: 2 Pages

TASK/S	SITE	KEY PERSONNEL LABOR CATEGORY	# OF RESUMES
1.1, 1.2, 1.3, 2.0	On-Site	Program Manager/Lead	1
1.1	On-Site	Senior IA Analyst (#1)	1
1.1	On-Site	Senior IA Analyst (#2)	1
1.1	On-Site	Senior IA Analyst (#3)	1
1.1	Off-Site	Senior IA Analyst (#1)	1
1.1	Off-Site	Senior IA Analyst (#2)	1
1.1	Off-Site	Senior IA Analyst (#3)	1
2.0	Off-Site	Senior IA Analyst (#4)	1

### Key Personnel Descriptions (Target Requirements)

**Program Manager/Lead (On-Site) (One (1) Total Resume)**

**Target Qualifications:**

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Possess a Bachelor Degree or equivalent experience

Possess and maintain a valid CS/IA certification for the designated CS/IA Workforce level

Designated as a member of the CS/IA Workforce at a target IAM Level II in accordance with DoD 8570 and SECNAV Manual 5239.2

Target of 8 years hands on C&A experience with Navy and/or DoD programs (Experience with DoD Information Assurance C&A Process (DIACAP) and/or National Institute of Standards and Technology (NIST) 800-53 preferred)

Designation as or ability to obtain designation as a Fully Qualified Navy Validator (FQNV)

Project Mangement Professional (PMP) certification. If individual does not currently hold PMP certification, it must be obtained within 6 months after contract award. Failure to obtain PMP certification after 6 months will result in immediate transition to a new project manager that holds proper credentials and could negatively affect the contractor's CPARS rating.

### **Senior IA Analyst (On-Site and Off-Site)(Seven (7) Total Resumes)**

#### **Target Qualifications:**

Possess a Bachelor Degree or equivalent experience

Possess and maintain a valid CS/IA certification for the designated CS/IA Workforce level

Designated as a member of the CS/IA Workforce at a target IAM Level II in accordance with DoD 8570 and SECNAV Manual 5239.2

Target of 8 years hands on C&A experience with Navy and/or DoD programs (Experience with DoD Information Assurance C&A Process (DIACAP) and/or National Institute of Standards and Technology (NIST) 800-53 preferred)

Designation as or ability to obtain designation as a Fully Qualified Navy Validator (FQNV)

#### **General Key Personnel Qualifications**

Excellent verbal and written communications skills

Must be able to work in a highly collaborative and cross-functional team environment

Highly organized, prepared, and reliable

Strong analytical skills and can-do problem solving attitude

Detail oriented

Able to work independently

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**Non-Key Personnel:**

The Government's minimum education and experience requirements for NON-KEY PERSONNEL represent the Government's MINIMUM education and technical experience for non-key personnel required to support the statement of work. The offeror shall certify that all employees proposed for non-key personnel labor categories meet or exceed the minimum education and technical requirements specified for each non-key category. Resumes ARE NOT required for the non-key personnel categories.

All Non-Key Personnel shall possess an active SECRET security clearance at time of proposal and maintain this secret clearance throughout performance of the task order.

TASK	SITE	NON-KEY PERSONNEL LABOR CATEGORY
1.3	On-Site	Mid-Level IA Analyst (#1)
2.0	On-Site	Mid-Level IA Analyst (#2)
1.2	On-Site	Junior IA Analyst (#1)
1.3	On-Site	Junior IA Analyst (#2)
2.0	Off-Site	Mid-Level IA Analyst (#1)
1.2	Off-Site	Junior IA Analyst (#1)
1.3	Off-Site	Junior IA Analyst (#2)

**Non-Key Personnel Descriptions (Minimum Requirements)**

**Mid-Level IA Analyst (On-Site and Off-Site)**

**Minimum Qualifications:**

Possess a Bachelor Degree or equivalent experience

Possess and maintain a valid CS/IA certification for the designated CS/IA Workforce level

Designated as a member of the CS/IA Workforce at a minimum IAM Level II in accordance with DoD 8570 and SECNAV Manual 5239.2

At least 5 years hands on C&A experience with Navy and/or DoD programs (Experience with DoD Information Assurance C&A Process (DIACAP) and/or National Institute of Standards and Technology (NIST) 800-53 preferred)

**Junior IA Analyst (On-Site and Off-Site)**

**Minimum Qualifications:**

Possess a Bachelor Degree or equivalent experience

Possess and maintain a valid CS/IA certification for the designated CS/IA Workforce

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level

Designated as a member of the CS/IA Workforce at a minimum IAM Level II in accordance with DoD 8570 and SECNAV Manual 5239.2

At least 2 years hands on C&A experience with Navy and/or DoD programs (Experience with DoD Information Assurance C&A Process (DIACAP) and/or National Institute of Standards and Technology (NIST) 800-53 preferred)

### **General Non-Key Personnel Qualifications**

Excellent verbal and written communications skills

Must be able to work in a highly collaborative and cross-functional team environment

Highly organized, prepared, and reliable

Strong analytical skills and can-do problem solving attitude

Detail oriented

Able to work independently

### **III. General Conditions & Requirements**

Navy/Marine Corps Intranet (NMCI)/Next Generation Enterprise Network (NGEN) services, and support fees will be administered as follows: The Naval Sea Systems Command will order and pay for NMCI/NGEN seats/services for onsite contractors, with those costs being disallowed in the task order. Offsite contractors who require only e-mail access to NAVSEA personnel and data do not need NMCI/NGEN seats/services. Offsite contractors who require access to data on servers residing behind the NMCI/NGEN firewall must have NMCI/NGEN seats, and must negotiate directly with the contractor POC for NMCI/NGEN to procure them. The costs associated with these requirements are billable to the task order. No personal or company-owned computers will be permitted to connect to the NMCI/NGEN or Naval Sea Systems Command (NAVSEA) legacy network, nor to use the NMCI/NGEN network to access the contractor's network.

### **IV. Transition to IPv6 (Internet Protocol version 6)**

Draft guidance, instructions and criteria to establish a certification program for the transition to Ipv6. Certify IPv6 compliance for Navy programs, applications, systems, and databases under NAVSEA CIO cognizance including Program Executive Office (PEO) programs to Department of Defense Chief Information Office (Navy). Obtain Space & Naval Warfare Systems Command (SPAWAR) Chief Engineer concurrence for technical and Naval Network Warfare Command (NETWARCOM) for security compliance. (To be submitted under Task 3.1)

### **V. Travel**

The contractor shall be required to travel as necessary to fulfill the requirements of the task order in support of the CIO. Travel will be identified by the COR in individual technical instructions which shall be approved by the Contracting Officer before travel is taken.



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## **VI. Citizenship, Security Clearances, Background Investigation Requirements, Non-Disclosure Statements, Training, Certification Requirements and Privacy Act Requirements**

### **All contractors must be U.S. citizens**

#### Contractor Personnel Identification:

In the performance of this task order, contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and formal and informal written correspondence.

Contractor is responsible for completing all required Government mandated training to maintain security and network access to Government sites and IT systems.

All personnel located at the Washington Navy Yard must possess at least an interim or final Secret security clearance. Additional clearances including those required for special access programs may be required and will be identified on an as required basis. A DD-254 "Contract Security Classification Specification" shall be required for all personnel assigned to the resultant task order.

Requirements for background investigations are established in DoD 5200.2R, "DoD Personnel Security Program". Contractors assigned to privileged user roles with Information Assurance (IA) management access shall be subject to the investigation requirements documented in table E3.T1 of DoDI 8500.2, "Information Assurance (IA) Implementation". Specifically, individuals possessing administrative privileges (e.g. network administrators, system administrators, etc.) are deemed to hold IT-I (ADP Type I) positions and must complete a favorably adjudicated Single Scope Background Investigation (SSBI).

(a) In accordance with DFARS 252.239-7001: "Information Assurance Contractor Training and Certification", contractors are required to provide proper and current certifications for the purposes of performing the information assurance functions identified in the task order. Copies of the certificate shall be submitted to the Contract Specialist ([matthew.dreby@navy.mil](mailto:matthew.dreby@navy.mil)) and to the Information Assurance Program Manager, Kate Hogarth ([kate.hogarth@navy.mil](mailto:kate.hogarth@navy.mil)) within 5 days after task order award. Failure to comply will result in denied access to DoD information systems."

The contractor also shall ensure that personnel performing information assurance technical functions have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program at the IAT-2 level. The contractor shall meet the applicable information assurance certification requirements, including—

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

(3) Upon request by the Government, the contractor shall provide documentation

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supporting the information assurance certification status of personnel performing information assurance functions.

(4) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions. Contractors performing work under this effort may be required to sign non-disclosure agreements and conflict of interest statements.

### Privacy Act Requirements

The following Privacy Act Acquisition Regulation (FAR) Clauses are hereby incorporated by reference:

FAR 52.224-1 Privacy Act Notification (4/84)

FAR 52.224-2 Privacy Act (4/84)

FAR 52.239-1 Privacy or Security Safeguards (8/96)

## VII. Deliverables

**The Government shall retain the right to reuse all data provided under this solicitation. Deliverables are as follows:**

### A001 - Trip Reports

Trip reports shall be provided to the cognizant Program Manager (PM) and Deputy Chief Information Officer (DCIO) for all travel where costs are accrued to the task order. Trip reports shall be submitted within 10 calendar days of the completion of travel.

### A002 - Monthly Status Reports

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

The contractor shall prepare a monthly status report defining the level of effort and work accomplished during the month and forecasts for the upcoming monthly period. The contractor shall also provide monthly and cumulative task expenditure data to include but not limited to; hours and costs incurred within each approved labor category, and for all Other Direct Costs (ODC's); travel, hardware, software, reproduction, and materials. Contractor shall list hours worked by individual. The number of billable hours possible for each month should be shown in the report. Status and financial reports will be due on the 12<sup>th</sup> day of the month following the reporting period. If the 12<sup>th</sup> falls on a weekend or holiday, the submission will be due COB the previous business day.

### A003 - Monthly Financial Report

The contractor shall provide to the CIO Financial Office a monthly financial report that

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will identify, by Technical Instruction (TI), the total costs incurred during the month. This report shall be broken out to reflect expenditures by labor and ODCs. The monthly financial report will reflect cumulative spending in the categories identified above, and will project the overall task order spending status through the entire period of performance. Also, information will be provided in a graph/chart format. Financial reports will be due on the 12<sup>th</sup> day of the month following the reporting period. If the 12<sup>th</sup> falls on a weekend or holiday, the submission will be due COB the previous business day.

#### A004 - Burn Rate Analysis Report

The Burn Rate Analysis Report is a summary report that captures the rate at which the current task order funding obligation is expended by the contractor. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template of the report is provided as Attachment III, hereto.

#### A005 - Incurred Cost Report

The Incurred Costs Report is a report that captures a summary of all costs incurred to date by the contractor under this current task order. This report shall be attached in Wide Area Workflow Receipts and Acceptance (WAWF-RA), beginning 30 days after award and every 30 days thereafter. A template of the report is provided as Attachment IV, hereto.

#### A006 - NAVSEA CIO Meeting Minutes

The contractor shall provide minutes to the Contracting Officer's Representative (COR)/Subject Matter Expert (SME) and the DCIOs for all meetings that occur between and amongst the aforementioned parties. Meeting minutes will be provided NLT 48 hours after the meeting.

#### A007 - Quality Assurance Plan

The contractor shall submit to the Government a Quality Assurance Plan (QAP) that delineates how they will ensure quality in their own performance. The QAP shall be in Microsoft Word format, and it shall be submitted electronically to the Government COR. The QAP is due 30 days after task order award.

#### A008 - Management/Technical Documentation

The contractor shall provide plans, schedules, studies, analyses, reports, briefing materials, point papers, budgetary estimates and other documentation as required.

#### A009 - Notification of Contractor Change

The contractor shall notify the Government Contracting Officer's Representative (COR), Subject Matter Expert (SME), appropriate Activity Chief Information Officer (ACIO) and the Contractor Verification System (CVS) within 24 hours of any contractor leaving the task order. All contractors are required to turn in their CommonAccess Card (CAC) and NAVSEA badge in person to the appropriate authority within 24 hours of their removal from the SEA 001 support task order.

### **Task Order Deliverables**

<b>Deliverable</b>	<b>Due Date</b>
A) Network Consolidation Highlights	Monthly
B) Weekly Network Consolidation Highlights	Weekly
C) Portfolio Management Slide	Monthly
D) Monthly Metrics Bar Charts (Leadership)	Monthly
E) Burn Rate Analysis Report	Monthly
F) Incurred Cost Report	Monthly
G) Process Documentation - Highlights	Upon Change
H) Status on Site Compliance Engineer Data Calls	As Requested
I) Risk of Being Not Compliant	As Requested
J) Trip Reports	As Requested
K) White Papers	As Requested

### **VIII. Performance Standards**

The services provided under this SOW/task order are performance based. Performance standards will be in accordance with the Performance Requirements Summary Table provided as Attachment II, hereto.

### **IX. Place of Performance**

The work accomplished under this task order will be accomplished at local facilities owned and operated by the contractor. Some positions will be located on site at Government facilities (Washington Navy Yard) on a case-by-case basis.

### **X. Performance Objective:**

Acceptable Quality Level:

Quality - Free of spelling errors; grammatically correct, correct format, and fully coordinated with any stakeholders. All deliverables must be fully compatible with NMCI/NGEN format for Microsoft Word, Excel, PowerPoint, Access, Project Manager, and other NMCI/NGEN approved application programs.

### **XI. Performance Monitoring:**

The Government will review and assess deliverables and products through periodic reports.

### **XII. Information Assurance Contractor Training and Certification:**

The contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The contractor shall meet the applicable information assurance certification requirements, including:

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(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570.01-M.

a. Upon request by the Government, the contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

b. Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

The following information assurance and computing environment certifications are required:

<b>Labor Category</b>	<b>Task Area(s) IA Duties</b>	<b>IAT or IAM</b>	<b>Level (I, II, III)</b>	<b>Security Clearance Level</b>	<b>Baseline Certification</b>
Senior Level Analyst	Task 1.0 - Cyber Security and Information Assurance Task 1.1 - Information Systems Certification and Accreditation (C&A)	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP
Mid-Level Analyst	Task 1.0 - Cyber Security and Information Assurance Task 1.1 - Information Systems Certification and Accreditation (C&A)	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP
Junior Level Analyst	Task 1.0 - Cyber Security and Information Assurance Task 1.1 - Information Systems Certification and Accreditation (C&A)	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP
Senior Level Technical Support	Task 1.2 - Technical Support	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP
Mid-Level Technical Support	Task 1.2 – Technical Support	IAT	Level III	Secret	CISA, GSE, GCIH, or CISSP

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Junior Level Technical Support	Task 1.2 – Technical Support	IAT	Level II	Secret	GSEC Security+ CE, or SSCP
Senior Level CS/IARD	Task 1.3 Cyber Security/Information Assurance Resource Desk	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP
Mid-Level CS/IARD	Task 1.3 Cyber Security/Information Assurance Resource Desk	IAM	Level I	Secret	CAP, GISF, GSLC, or Security+ CE
Junior Level CA/IARD	Task 1.3 Cyber Security/Information Assurance Resource Desk	IAM	Level II	Secret	CAP, GSLC, CISM, or CISSP

### **XIII. Overtime**

Overtime has not been approved for the subject requirement.

### **XIV. Contracting Officer's Representative (COR)**

Michael Rubalsky  
1333 Isaac Hull Ave  
Building 197  
Washington, DC 20376  
[michael.rubalsky@navy.mil](mailto:michael.rubalsky@navy.mil)  
[202-781-5018](tel:202-781-5018)

### **XV. Enterprise-Wide Contractor Manpower Reporting Application**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the Naval Surface Warfare Center Carderock Division via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

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## **SECTION D PACKAGING AND MARKING**

### **HQ D-2-0008 MARKING OF REPORTS (NAVSEA) (SEP 1990)**

All reports delivered by the Contractor to the Government under this contract shall prominently show on the cover of the report:

- (1) name and business address of the Contractor
- (2) contract number
- (3) task order number
- (4) sponsor: To Be Specified on Each Individual Technical Instruction

(Name of Individual Sponsor)

To Be Specified on Each Individual Technical Instruction

(Name of Requiring Activity)

To Be Specified on Each Individual Technical Instruction

(City and State)

#### **Ship all Reports/Data to the following address:**

Contracting Officer Representative

Attn: Michael Rubalsky

1333 Isaac Hull Ave

Building 197

Washington, DC 20376

[michael.rubalsky@navy.mil](mailto:michael.rubalsky@navy.mil)

[202-781-5018](tel:202-781-5018)

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

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## **SECTION E INSPECTION AND ACCEPTANCE**

Inspection and acceptance shall be performed at destination by the Contracting Officer Representative (COR), Michael Rubalsky,SEA00I/NSWCCD Code 0152.



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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

4000	12/13/2013 - 12/12/2014
6000	12/13/2013 - 12/12/2014
7000	12/13/2014 - 12/12/2015
7100	11/19/2015 - 12/12/2016
9000	12/13/2014 - 12/12/2015
9100	11/19/2015 - 12/12/2016

## **CLIN - DELIVERIES OR PERFORMANCE**

Base CLINS: 4000, 6000: 12/13/2013 - 12/12/2014

Option 1 CLINS: 7000, 9000: 12/13/2014 - 12/12/2015

Option 2 CLINS: 7100, 9100: 12/13/2015 - 12/12/2016

The estimated period of performance for the base period and option periods (if exercised) is thirty-six months from task order award.

## **SHIP TO ADDRESS:**

### **CONTRACTING OFFICER REPRESENTATIVE**

ATTN: Michael Rubalsky

1333 Isaac Hull Ave

Building 197

Washington, DC 20376

[michael.rubalsky@navy.mil](mailto:michael.rubalsky@navy.mil)

[202-781-5018](tel:202-781-5018)

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## SECTION G CONTRACT ADMINISTRATION DATA

### Contracting Officer Representative:

Michael Rubalsky  
1333 Isaac Hull Ave  
Building 197  
Washington, DC 20376  
[michael.rubalsky@navy.mil](mailto:michael.rubalsky@navy.mil)  
[202-781-5018](tel:202-781-5018)

(a) Definitions. As used in this clause-

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

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

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

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

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

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

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

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

(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):

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Cost Voucher (Cost Reimbursable, T&M, LH, or FPI)

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

Inspection Location: See Section E

Acceptance Location: See Section E

(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	HQ0339
Issue By DoDAAC	N65540
Admin DoDAAC	S0514A
Inspect By DoDAAC	N00024
Ship To Code	N00024
Ship From Code	TBD
Mark For Code	See Section F
Service Approver (DoDAAC)	N00024
Service Acceptor (DoDAAC)	N00024
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	HAA391
Other DoDAAC(s)	N/A

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

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

[michael.rubalsky@navy.mil](mailto:michael.rubalsky@navy.mil)

(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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Joshua Daubert; email: WAWF\_GAM.NSWCCD@Navy.mil

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

(End of clause)

(a) The Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal.

Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.

#### SEA 5252.216-9122 LEVEL OF EFFORT (DEC 2000)

(a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this contract. The total level of effort for the performance of this contract shall be 86,400 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 \_\_\_\_\_ (Offeror to fill-in) man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this contract.

(c) Effort performed in fulfilling the total level of effort obligations specified above shall

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only include effort performed in direct support of this contract and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (j) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

(d) The level of effort for this contract shall be expended at an average rate of approximately 5,184 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 contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the 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 contract 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) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the period of this contract, the Contracting Officer, at its sole discretion, shall either (i) reduce the fee of this contract as follows:

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

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

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

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

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

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

(End of Text)

PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION  
CITATIONS

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(a) This requirement includes support for multiple programs with independent budgets and funding lines. These funding lines are NOT interchangeable and it is critical that the contractor bill in accordance with the accounting classification reference numbers (ACRNs) cited for each Technical Instruction (TI). To do otherwise could result in a misappropriation of funds.

(b) The Payment Office shall ensure that each payment under this contract is made in accordance with the specific ACRNs shown on each individual invoice, including attached data.

(End of Text)

Accounting Data

SLINID	PR Number	Amount
400001	130039316100001 [REDACTED]	
LLA :		
AA 1741804 8B5B 252 V0I00 0 050120 2D 000000 A00002047386		
In Accordance With Technical Instruction Number 01. 2410(a) Authority is hereby invoked.		

BASE Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 01

400002	130039857800001 [REDACTED]	
LLA :		
AB 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002085933		
In Accordance With Technical Instruction Number 2. 2410(a) Authority is hereby invoked.		

MOD 01 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 02 Funding 0.00  
Cumulative Funding [REDACTED]

MOD 03

600001	130039857800002 [REDACTED]	
LLA :		
AB 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002085933		
In Accordance With Technical Instruction Number 2. 2410(a) Authority is hereby invoked.		

MOD 03 Funding [REDACTED]  
Cumulative Funding [REDACTED]

MOD 04

700001	130039857800003 [REDACTED]	
LLA :		
AC 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002085933		
In Accordance With Technical Instruction Number 3.		

900001	130039857800004 [REDACTED]	
LLA :		
AC 97X4930 NH1C 252 77777 0 050120 2F 000000 A00002085933		
In Accordance With Technical Instruction Number 3.		

MOD 04 Funding [REDACTED]

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Cumulative Funding [REDACTED]

MOD 05 Funding 0.00  
Cumulative Funding [REDACTED]

MOD 06 Funding 0.00  
Cumulative Funding [REDACTED]

MOD 07

700002        130053377000001        [REDACTED]  
LLA :  
AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740  
In Accordance With Technical Instruction Number 3 Rev 1.

710001        130053377000002        [REDACTED]  
LLA :  
AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740  
In Accordance With Technical Instruction Number 4.

910001        130053377000003        [REDACTED]  
LLA :  
AD 97X4930 NH1C 252 77777 0 050120 2F 000000 A00003140740  
In Accordance With Technical Instruction Number 4.

MOD 07 Funding [REDACTED]  
Cumulative Funding [REDACTED]



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-5 Task Order Process

#### Ombudsman Description:

In accordance with FAR 16.505(a)(9), no protest under FAR Subpart 33.1 is authorized in connection with PCO decisions regarding fair opportunity or the issuance of a TO under this contract, except for a protest on the grounds that a TO increases the scope, period, or maximum value of the contract. The Local Warfare Center Site Deputy for Small Business has been designated as the NAVSEA and related Program Executive Offices Ombudsman for this contract. The NSWCCD Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the contract. Complaints to the NSWCCD Ombudsman must be forwarded to:

Ms. Irene Katakinski

Email: [irene.katakinski@navy.mil](mailto:irene.katakinski@navy.mil)

Telephone: 215-897-7596

#### **CAR-H09 Performance-Based Acquisition Evaluation Procedures for a SeaPort e Task Order (JUL 2012) (NSWCCD)**

(a) Introduction: The contractor's performance on this task order will be evaluated by the Government, in accordance with this task order clause. The first evaluation will cover the period ending twelve months after the date of task order award with successive evaluations being performed for each twelve-month period thereafter until the contractor completes performance under the task order. Based on the evaluation results, the PCO will assign an overall performance rating in accordance with paragraph (b) of this clause. The purpose of the evaluation is to determine remedies that may be invoked due to "Unsatisfactory" performance. If the PCO assigns an "Unsatisfactory" performance rating for the period evaluated, the PCO may take unilateral action, in accordance with clause 52.246-5 entitled "Inspection of Services-Cost Reimbursement", dated Apr 1984, in Section E of the base contract, to provide for a fee reduction covering the performance period evaluated. This clause provides the basis for evaluation of the contractor's performance and for determining if the fee amount should be reduced due to "Unsatisfactory" performance.

(b) Performance Ratings: The Government will evaluate the contractor's performance of the Statement of Work under the task order for each twelve month period of performance, using the measurable performance standards set forth in the Performance Requirements Summary Table in the SOW, or elsewhere in the task order, and the PCO will assign one of the following ratings:

(1) Excellent

(2) Very Good

(3) Satisfactory

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(4) Unsatisfactory

The standards associated with these ratings are given in the following Table 1.

Table 1: Overall Performance Ratings

For The Evaluation Period

<b>Overall Performance Rating</b>	<b>Standard</b>
Excellent	“Excellent” ratings for all performance evaluation criteria.
Very Good	A combination of “Excellent” and “Satisfactory” ratings determined by the PCO to exceed Satisfactory” overall.
Satisfactory	A minimum of “Satisfactory” ratings for all performance evaluation criteria.
Unsatisfactory	A rating of “Unsatisfactory” for one or more performance evaluation criteria.

(c) Evaluation Objective: The purpose of the evaluation and the inclusion of a remedy to the Government for unsatisfactory contractor performance under this task order is to ensure that the Government receives at least “Satisfactory” overall performance.

(d) Performance Evaluation Criteria: The contractor’s performance will be evaluated on an annual basis using the criteria and standards provided for each task objective in the Performance Requirements Summary Table, and considering the criterion in Tables 2 through 4 of this task order clause.

(e) Organization: The performance evaluation organization consists of the Procuring Contracting Officer (PCO), who will serve as the Evaluation Official, and the Contracting Officer's Representative (COR).

(1) Contracting Officer's Representative (COR): The COR will provide ongoing performance monitoring, evaluate task performance based on the task order Performance Requirements Summary, prepare the evaluation report, including a recommended overall performance rating, and submit the report to the PCO for final decision within thirty days after the end of the evaluation period. The COR will maintain the written records of the contractor’s performance so that a fair and accurate evaluation is made.

(2) Procuring Contracting Officer (PCO): The PCO is responsible for properly administering the performance evaluation process, maintaining the official performance evaluation file, and making the decision about the overall performance rating and whether to reduce the fee if performance is rated as unsatisfactory.

(f) Evaluation Schedule: Each performance evaluation will cover the previous twelve months of performance. The Government will evaluate all work under the task order performed by the contractor during the twelve-month period. Following each evaluation period, the PCO (or Contract Specialist if so designated by the PCO) and the COR will hold a meeting with the contractor's Senior Technical Representative to review performance under the task order during the previous twelve months, including overall trends, specific problem areas, if any, and their resolution. Other Government and contractor personnel may also participate as deemed appropriate.

(g) Contractor's Self-Evaluation: The contractor may also submit a Self-Evaluation Report for consideration. The report must include an overall performance rating for the task order, covering the evaluation period, and may include whatever information the contractor deems relevant to support that rating. The report shall not exceed two (2) pages in length.

(h) Performance Evaluation: The PCO will make the decision on the overall performance rating for the work performed under the task order within thirty days after receipt of the evaluation report from the COR. The decision will be based upon the COR's recommendations, the contractor's comments, including any Self-Evaluation Report, and any other information deemed relevant by the PCO. The PCO shall resolve disagreements between the COR's recommendations and the contractor's comments/report regarding the evaluation. The PCO will provide a copy of the evaluation report, including the overall rating, to the contractor within five working days after completion of the evaluation.

(i) Contractor's Review of the Evaluation Report: Contractors shall be given a minimum of 15 calendar days to submit comments, rebut statements, or provide additional information. The PCO shall consider the contractor's submission and respond as appropriate. Although the PCO will consider the contractor's comments, rebuttals, or additional information, the PCO may, or may not, change the overall rating. The decision to change the rating based on contractor input at this stage is solely at the discretion of the PCO.

(j) This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by the base contract, such as a Contractor Performance Assessment Reporting System (CPARS) report, or a Task Order Performance Evaluation (TOPE).

TABLE 2: TASK PERFORMANCE EVALUATION CRITERIA AND STANDARDS

<b>Criterion</b>	<b>UNSATISFACTORY</b>	<b>SATISFACTORY</b>	<b>EXCELLENT</b>
Task Performance	Work product fails to meet Acceptable Quality Levels (AQLs) defined in Performance Requirements Summary Table (see	Work product routinely meets Acceptable Quality Levels (AQLs) defined in Performance Requirements	Work product frequently exceeds Acceptable Quality Levels (AQLs) defined in Performance Requirements

	SOW or elsewhere in the Task Order).	Summary Table(see SOW or elsewhere in the Task Order).	Summary Table (see SOW or elsewhere in the Task Order). Contractor provides highly qualified personnel.
Staffing	Contractor provides marginally qualified or unqualified personnel. Lapses in coverage occur regularly.	Contractor provides qualified personnel. Lapses in coverage may occasionally occur and are managed per individual task order policy.	Contractor reassigns personnel to ensure proper coverage. Actual lapses in coverage occur very rarely, if ever, and are managed per individual task order policy. Contractor ensures staff training remains current.
Timeliness	Contractor frequently misses deadlines, schedules, or is slow to respond to government requests or is non-responsive to government requests.	Contractor routinely meets deadlines, schedules, and responds quickly to government requests.	Contractor always meets deadlines, schedules, and responds immediately to government requests.
Customer Satisfaction	Fails to meet customer expectations	Meets customer expectations.	Exceeds customer expectations.

TABLE 3: CONTRACT MANAGEMENT PERFORMANCE EVALUATION CRITERIA AND STANDARDS

CRITERION	UNSATISFACTORY	SATISFACTORY	EXCELLENT
Problem Resolution	Problems are unresolved, repetitive, or take excessive government effort to resolve.	Problems are resolved quickly with minimal government involvement.	Problems are non-existent or the contractor takes corrective action without government involvement.
Responsiveness	Contractor's management is unresponsive to government requests and concerns.	Contractor's management is responsive to government requests and concerns.	Contractor's management takes proactive approach in dealing with government

			representatives and anticipates Government concerns.
Communications	Contractor often fails to communicate with government in an effective and timely manner.	Contractor routinely communicates with government in an effective and timely manner.	Contractor takes a proactive approach such that communications are almost always clear, effective, and timely.

**TABLE 4: COST EFFICIENCY PERFORMANCE EVALUATION CRITERIA AND STANDARDS**

<b>CRITERION</b>	<b>UNSATISFACTORY</b>	<b>SATISFACTORY</b>	<b>EXCELLENT</b>
CostManagement	Contractor routinely fails to complete the effort within the originally agreed to estimated cost, i.e. cost overruns frequently occur.	Contractor routinely completes the effort within the originally agreed to estimated cost. Contractor provides measures for controlling all costs at estimated costs. Funds and resources are generally used in a cost-effective manner. No major resource management problems are apparent.	Reductions in direct costs to the Government below contract estimated costs are noteworthy. Contractor provides detailed cost analysis and recommendations to Government for resolution of problems identified. Funds and resources are optimally used to provide the maximum benefit for the funds and resources available. Documented savings are apparent.
CostReporting	Reports are generally late, inaccurate incomplete or unclear.	Reports are timely, accurate, complete and clearly written. Problems and/or trends are addressed,	Reports are clear, accurate, and pro-active. Problems and/or trends are addressed

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thoroughly, and the contractor's recommendations and/or corrective plans are implemented and effective.

and an analysis is also submitted.

See Attachment CAR-H10 PERFORMANCE REQUIREMENTS SUMMARY TABLE

**5252.242-9115 TECHNICAL INSTRUCTIONS (APR 1999)**

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

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

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

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

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

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

(End of Text)

Option to Extend Services

The Government may require continued performance of any services within the limits and at the rates specified in the Task Order. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may

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exercise the option by written notice to the Contractor within 10 days prior to Task Order end date.

(End of Clause)

#### Option to Extend the Term of the Task Order

(a) The Government may extend the term of this task order under option CLINs/SUBCLINs by written notice to the Contractor on or before TBD; provided, that the Government gives the Contractor a preliminary written notice of its intent to exercise the option(s) at least thirty days before the task order expires. The preliminary notice does not commit the Government to an extension.

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

(End of Clause)

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## **SECTION I CONTRACT CLAUSES**

### **09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)**

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

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

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

### **CAR-I18 TECHNICAL INSTRUCTIONS (DEC 2001)**

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Task Order Manager. As used herein, technical instructions are defined to include the following:

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

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

(b) Technical instructions must be within the general scope of work stated in the task order. Technical instructions may not be used to :

(1) assign additional work under the task order;

(2) direct a change as defined in the "Changes" clause of the base contract;

(3) increase or decrease the contract price or estimated amount (including fee), as applicable, the level of effort, or the time required for task order performance; or

(4) change any of the terms, conditions or specifications of the task order.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the task order

or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contracting Officer notifies the Contractor that the technical instruction is within the scope of



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this task order.

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

(End of Clause)

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## **SECTION J LIST OF ATTACHMENTS**

Labor Rate Substantiation Table

SeaPort Standard Ratings Definitions

DD254

Cost Summary Format

Burn Rate Report

Incurred Cost Report

Performance Reqs Summary Table