

2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE 08-Jan-2018	4. REQUISITION/PURCHASE REQ. NO. 1300689674	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N65236	7. ADMINISTERED BY (If other than Item 6) CODE	S4402A

SPAWAR-Systems Center Lant (CHRL)  
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DCMA Dallas  
4211 Cedar Springs Road  
Dallas TX 75219-2602

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Diamond Data Systems, Inc. 111 Veterans Blvd, Suite 1600 Metairie LA 70005-3044	9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-14-D-7693 / N6523617F3040 10B. DATED (SEE ITEM 13) 10-Feb-2017
CAGE CODE 1PDV3 FACILITY CODE	[X]

**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) FAR 52.232-22 Limitation of Funds

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Alan D Miller, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Alan D Miller (Signature of Contracting Officer)	08-Jan-2018

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

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

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to incrementally fund \$241,198.00 of unfunded ceiling. All other terms and conditions remain the same. Accordingly, said Task Order is modified as follows: A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,435,268.00 by \$241,198.00 to \$1,676,466.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
700005	O&MN,N	0.00	241,198.00	241,198.00

The total value of the order is hereby increased from \$1,849,018.28 by \$0.00 to \$1,849,018.28.

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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	R410	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Base Year (O&MN,N)	1.0	LO	\$1,729,155.08	\$119,863.20	\$1,849,018.28
700001	R410	PR 1300601701 (O&MN,N)					
700002	R410	Incremental Funding ACRN: AA PR#: 1300647501 Funds Expiration: 9/30/17 DOC#: N6315117RC00013 (O&MN,N)					
700003	R410	ACRN: AA PR: 1300657657 FUNDING DOC: N6315117RC00013 (O&MN,N)					
700004	R410	ACRN AA PR 1300679293 DOC: N6315118RC00013 COST CODE: 8RC0001314VX NWA/JON: 100001322895 00 (O&MN,N)					
700005	R410	Incremental Funding ACRN: AB PR#: 1300689674 Funds Expiration: 09/30/2018 DOC#: N6315118RC00013 (O&MN,N)					

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001		Contract Data Requirements List (CDRL) in accordance with DD Form 1423, See Exhibit A - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7100	R410	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Option Year 1 (Fund Type - TBD) Option	1.0	LO	\$1,762,851.97	\$122,200.47	\$1,885,052.44

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101		Contract Data Requirements List (CDRL) in accordance with DD Form 1423, See Exhibit A - Not Separately Priced	1.0	LO			NSP

For Cost Type Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7200	R410	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Option Year 2 (Fund Type - TBD)  Option	1.0	LO	\$991,206.74	\$68,718.36	\$1,059,925.10

For Cost Type / NSP Items

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201		Contract Data Requirements List (CDRL) in accordance with DD Form 1423, See Exhibit A - Not Separately Priced	1.0	LO			NSP

**SECTION B - Supplies or Services and Prices**

CLIN	DESCRIPTION	COST	FEE	TOTAL COSTS
7000	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Base Year	\$1,729,155.08	\$119,863.20	\$1,849,018.28
7100	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Option Year 1	\$1,762,851.97	\$122,200.47	\$1,885,052.44
7200	Naval History and Heritage Command's (NHHC) Cloud Services Support Funding Source Option Year 2	\$991,206.74	\$68,718.36	\$1,059,925.10

**THIS IS A COST PLUS FIXED FEE, LEVEL OF EFFORT TYPE ORDER.**

The number of hours estimated for this LOE tasking is 46,525 straight-time hours. In performing the requirements of this order, the contractor may use any combination of hours from the labor categories approved at the basic contract level, so long as the estimated total cost and the funded amount to date for the order is not exceeded and the total number of hours provided does not exceed the estimated number of hours by more than 5%.

If exercised, the number of hours estimated for option year-one LOE tasking is 18,360 straight-time hours.

If exercised, the number of hours estimated for option year-two LOE tasking is 9,805 straight-time hours.

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

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

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

SHORT TITLE: Naval History and Heritage Command's (NHHC) Cloud Services Support

#### 1.0 PURPOSE

This PWS sets forth the requirements to provide Program Management, Information Assurance (IA), Software Engineering, Logistics, Installations, Test & Evaluation, acquisition, modernization and other support services necessary to ensure adequate protection of Information Technology (IT) networks and systems.

#### 1.1 BACKGROUND

The Space and Naval Warfare Systems Center Atlantic (SPAWARSYSCEN Atlantic) supports the rapid and appropriate delivery of cloud service offerings. With the consolidation and closing of physical data centers, Department of Defense (DoD) and other Civilian agencies are tasked with finding viable options to existing data center hosting services. In response to this need, SPAWARSYSCEN Atlantic has utilized and developed the oversight and processes necessary to obtain cloud services. SPAWARSYSCEN Atlantic is charged with provisioning cloud services to authorized DoD consumers based upon their technical and policy requirements, and funding relationships. SPAWARSYSCEN Atlantic requires commercial cloud engineering, information assurance, cybersecurity, and test and evaluation support services in support of the NHHC's requirements to support its efforts to develop and deploy its e-publishing capabilities for the NHHC Public Presence Website.

NHHC is designated by the Director, Navy Staff (DNS) to be the recognized authority on U.S. Naval history and instill pride in America's Naval heritage. The Naval History and Heritage Command provides the knowledge foundation for the Navy by maintaining historically relevant resources and products that identify what the Navy is and what it stands for:

- Interpret naval history and heritage, providing relevant support to Navy leadership and Sailors to support policy development, enhance readiness and build esprit de corps
- Conduct outreach to the American public that highlights the critical role the Navy plays in their daily lives and the importance of maintaining a strong Navy to protect their basic freedoms and the America's maritime commerce
- Collect, preserve, protect, and make available the artifacts, documents, and art that embody our naval history and heritage for future generations
- Advance the knowledge of naval history and heritage through professional research, analysis,

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interpretation, products, and services

NHHC's ability to realize its vision as the US Navy's historian and curator is significantly dependent on its ability to effectively and efficiently capture, store, retrieve, display, and otherwise communicate information about the artifacts, art and archival collections it maintains. NHHC is moving forward aggressively to meet the challenges of the 21st century by effectively and efficiently cataloging its ever-growing collections and make the wealth of information more accessible to Sailors, decision makers, and to the public. Toward this end, NHHC is taking the steps of modernizing, and making more efficient, its approach to delivering such information via the Internet.

NHHC is the central source for today's operational Navy on naval history and heritage and acts as the service's institutional memory. Modernization efforts have occurred throughout the Command's existence, bringing the NHHC from the days of leather-bound volumes to today's streamlined components of Operations, Histories and Archives, Museums and Collections, Integration and Outreach, and Information Technology. The IT updates will ensure increased information collection and collaboration abilities, and cost efficiencies through consolidation.

## 1.2 SCOPE

SPAWARSYSCEN Atlantic offers cloud environment management through Amazon Web Services (AWS) via their cloud brokerage model, provides a framework for the assessment and migration of existing systems and applications, and works within the Department of the Navy (DoN), DoD, and Federal policy to ensure full compliance of system and vendor architectures.

In SPAWARSCEN Atlantic efforts to stand up a cloud services brokerage, intermediation and insulation between the Cloud Service Consumer (CSC) and onerous interaction with various Cloud Service Providers (CSPs) management personnel and interfaces are required. A focal point and central nexus of control, monitoring, and reporting are needed to service the brokerage. Integration services will enable the plan for an evolutionary model whereby cloud brokerage services are initially offered to DoD programs followed by servicing of other Federal Government entities and then allowing for the possibility of providing similar services to large Non-Governmental Organizations (NGOs) and commercial entities.

This support encompasses Information Operations and Enterprise Information Services (EIS). This includes the development, integration, and test and information operations (IO) for systems hosted on the cloud. The focus is the integration and interfacing of these capabilities into the transport and computing infrastructure.

NOTE: Work will not be performed in Afghanistan.

## 2.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)

The contractor shall ensure all work be accomplished using the best commercial practices and current acceptable industry standards. The applicable references and standards invoked will vary within individual tasks and will be specifically called-out in each Task Order (TO). In accordance with Defense Acquisition Policy changes, maximum utilization of non-government standards will be made wherever practical. Where backward compatibility with existing systems is required, selected interoperability standards will be invoked. For purposes of bidding, the following documents are not exclusive; however, all contractors shall be able to meet those cited when applicable to the TO.

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## 2.1 REQUIRED DOCUMENTS

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

#	Document Number	Title
a.	N/A	Chief Information Officer (CIO) Memorandum - Federal Cloud Computing Strategy dtd 08 Feb 11
b.	N/A	Guide to Understanding FedRAMP <a href="https://www.fedramp.gov/">https://www.fedramp.gov/</a>
c.	CIO Council, CAOC, and FC3	Creating Effective Cloud Computing Contracts for The Federal Government Best Practices for Acquiring IT as a Service
d.	N/A	CIO Memorandum - Department of Defense Cloud Computing Strategy dtd 5 Jul 2012
e.	N/A	CIO Memorandum - Interim Guidance Memorandum on Use of Commercial Cloud Computing Services dtd 9 Dec 11
f.	N/A	CIO Memorandum - Updated Guidance on the Acquisition and Use of Commercial Cloud Computing Services dtd 15 Dec 14
g.	CNSSI 1253	Security Categorization and Controls Selection for National Security Systems
h.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87
i.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12
j.	DoDD 5205.02-E	DoD Directive – Operations Security (OPSEC) Program Manual dtd 20 JUN 12
k.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
l.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPOM) dtd 28 Feb 06
m.	DoD 8570.01-M	Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12
n.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
o.	DoDD 5220.22	DoD Directive – National Industrial Security Program
p.	DoDD 8140.01	Cyberspace Workforce Management
q.	DoDD 8570.01	DoD Directive – Information Assurance Training, Certification, and Workforce Management dtd 15 Aug 04
r.	DoDI 5220.22	DoD Instruction – National Industrial Security Program dtd 18 Mar 11
s.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
t.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14



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#	Document Number	Title
u.	IEEE Std 12207-2008	Systems and Software Engineering – Software Life Cycle Processes
v.	MIL-HDBK-61A	Configuration Management
w.	NIST SP 800-Series	National Institute of Standards and Technology Special Publications 800 Series – Computer Security Policies, Procedures, and Guidelines
x.	SECNAV M-5239.2 May 2009	DoN Information Assurance Workforce Manual
y.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
z.	SECNAVINST 1543.2	Cyberspace/Information Technology Workforce Continuous Learning
aa.	SECNAVINST 5239.3B	DoN Information Assurance Policy, 17 Jun 09
bb.	SECNAVINST 5510.30	DoN Regulation – Personnel Security Program
cc.	SPAWARINST 3432.1	SPAWAR Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
dd.	SPAWARINST 5239.16	Information Assurance Workforce Improvement Training, Certification and Workforce Management
ee.	SPAWARINST 5721.1B	SPAWAR Section 508 Implementation Policy, 17 Nov 09
ff.	N/A	SPAWARSYSCEN Atlantic Contractor Checkin portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
gg.	OPNAV 5239/14	System Authorization Access Request Navy (SAAR-N)
hh.	ASD-NII/DOD-CIO Memo	Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage
ii.	FAR 52.219-14	Limitation of Subcontracting

## 2.2 GUIDANCE DOCUMENTS

The following documents are to be used as guidance. Unless otherwise specified, the document's effective date of issue is the date on the request for proposal.

#	Document Number	Title
a.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
b.	DoDI 4161.02	Accountability and Management of Government Contract Property, Apr 27,2012
c.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
d.	DoDM-1000.13-M-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle dtd 23 Jan 14
e.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
f.	FIPS Publication 140-2	Security Requirements for Cryptographic Modules
g.	FIPS Publication 199	Standards for Security Categorization of Federal Information and Information Systems

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#	Document Number	Title
h.	FIPS Publication 200	Minimum Security Requirements for Federal Information and Information Systems
i.	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
j.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004
k.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
l.	ISO/IEC 15288	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – System Life Cycle Processes
m.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
n.	N/A	SPAWARSYSCEN Atlantic Contractor Checkin portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
o.	NAVSUP P-723	Navy Inventory Integrity Procedures, April 2012
p.	NIST SP 500-292	Cloud Computing Reference Architecture

### 2.3 SOURCE OF DOCUMENTS

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

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

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

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

### 3.0 PERFORMANCE REQUIREMENTS

The following paragraphs list all required support tasks that shall be required throughout the TO life. The contractor shall provide necessary resources and knowledge to support the listed tasks. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources. In addition to the required instructional documents outlined in the following paragraphs, the contractor shall comply with the following mandatory documents listed in Para 2.1 b, c, d, e, f, g, o, w, x, z, and dd and guidance documents listed in Para 2.2 b, f, g, and h.

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

### 3.1 RELEVANT EXPERIENCE

#### 3.1.1 Systems and Equipment

The contractor shall provide functional and technical expertise and support for a wide range of DoN and DoD Business IT systems. Systems will range from client-server applications, employing interactive and batch processes, to customized web-based solutions, operating in a distributed or standalone environment.

Infrastructure as a Service (IaaS) Offerings shall include support of the following services::

- Amazon Web Services (AWS)
- Cloud Access Point (CAP)

#### 3.1.2 Programs and Initiatives

The contractor shall support and comply with DoN and DoD enterprise initiatives. Such programs and initiatives include:

- AWS
- Risk Management Framework Accreditation Process (RMF)
- Adobe Experience Manager (AEM)
- NHHC
  - Web Content Management (WCM)
  - Knowledge Engineering (KE) Electronic Museum Management (EMu)
  - Museum Migration
  - Social Media
  - Internal Web Portal

### 3.2 PROGRAM MANAGEMENT

The contractor shall provide a dedicated Program Manager (PM), identified by name, to provide management support and maintain appropriate leadership, resources, systems, and processes to balance contractor and subcontractor compliance, the needs of the Government, and the contractor's business approach during the execution of this TO. This support includes:

- (a) Supporting the government project lead, the Contracting Officer Representative (COR), and end-use customers on any management or technical aspect in order to ensure requirements are met on schedule and within budget;
- (b) Providing all project, program, and sponsor reporting information required accurately, thoroughly and in a timely manner;
- (c) Oversight of contractor's Quality Assurance Program in order to monitor and improve processes

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during the contract execution;

(d) Resolving issues related to TO execution

(e) Coordination of meetings, attendance of meetings, developing agenda items, attending conferences, generating minutes, tracking action items (CDRL A001).

(f) Development of Work Breakdown Structure (WBS) (CDRL A002) and Plan of Actions and Milestones (POA&M) (CDRL A003)

(g) Prepare monthly Financial reports by task (CDRL A004)

### 3.2.1 Program Management Support

The contractor shall support scheduling, coordination, and providing an agenda for Project Kick-Off meeting(s) (CDRL A005) to providing an introduction between the contractor personnel, Government Points of Contact (POCs) and the COR with the location to be determined by the COR.

The contractor shall generate the applicable documentation to record the development of all recommended policies, doctrine, tactics, procedures, and program requirements as agreed to by the COR. The contractor shall ensure all documentation is compliant and in coordination with all relevant Federal, DoD, and DoN regulations.

The contractor shall generate initial and subsequent project baseline reports to include applicable cost, technical, and schedule. Baselines (CDRL A006) shall be prepared and submitted in the format and within the timeframe agreed to by the contractor PM and the COR during the Project Kick-Off meeting (CDRL A005).

### 3.2.2 Program Management Support Documentation

The contractor shall develop and draft various program management documents. The following documents are typical PM deliverables that the contractor shall have knowledge writing:

- Work Load Estimation (CDRL A007)
- Various Program related documents: Mission Needs Statement (MNS), Capability Production Documentation (CPD) and Operational Requirements Document (ORD). (CDRL A007)

## 3.3 SYSTEMS ENGINEERING MANAGEMENT

### 3.3.1 Systems Requirements and Definitions

The contractor shall designate a person to have oversight of software requirements. This person shall maintain the requirements management database. The database shall provide the capability to maintain all requirements and sub-system requirements. The database shall allow the recording of requirements to sub-system allocation. The database shall provide a mechanism to trace system level requirements to sub-system requirements. The database shall provide a mechanism to archive historical information and shall be accessible by the government.

### 3.3.2 Configuration Management

As outlined in MIL-HDBK-61A, the contractor shall apply engineering analytical disciplines to identify,

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document, and verify version control for software, functional performance, and physical characteristics of systems, to control changes and non-conformance, and to track actual configurations of software, systems, and platforms.

### 3.3.3 Research, Analysis, Planning and Preparation

The contractor shall research, analyze and translate data into qualitative and quantitative technical requirements to allow for planning and project start-up, including analysis, identification of requirements, statement of existing systems, equipment's, and technologies, considerations and comparisons of candidate solutions, recommendations, scheduling and implementation schedule, WBS (CDRL A002), logistics support, and work load estimation (CDRL A007). The contractor shall generate project management planning documents. Work also will involve restructuring computer data sets for optimum access by the requiring agency as well as other government and non-government entities.

3.3.3.1 Research involves investigation of existing or proposed functions of a program, including mission requirements, existing capabilities, physical specifications/limitations, problem areas, requirements, impacts, and special considerations.

3.3.3.2 Analysis includes evaluation of requirements derived from data gathered during a program review. It also includes considerations and comparisons of candidate solutions, discussing the advantages and disadvantages of the systems, equipment, and technologies explained above. Based upon these considerations, the contractor shall make recommendations for and report (CDRL A008) on the best solution.

3.3.3.3 Planning and preparation includes the implementation schedule; presenting a systematic and integrated approach to accomplishing new deployments and/or upgrade existing capabilities, including dates of procurement, shipment/transit, installation, deployments and checkout, methods of dual operations, and training. Planning and preparation also reflects the support and approach for training, maintenance, documentation, and other needs. Work load estimations (CDRL A007) data will provide the procuring activity with estimated budgetary information for planning purposes.

3.3.3.4 The contractor shall prepare reports, plans, summaries and/or briefings (CDRL A008) that describe the topics described above. Unless otherwise specified by the COR, the contractor's format is acceptable.

### 3.3.4 System Design & Documentation

The contractor shall be able to support the engineering effort required to prepare and assure that the detailed technical data documentation that is necessary to support system development reflects the latest design, configuration, integration, and installation concepts. Technical documentation shall be in a form of paper, electronic (digital) or interactive computer systems. The contractor shall provide system design (CDRL A011), interface design (CDRL A012), functional design (CDRL A013) and system architecture (CDRL A014) documents as specified by the SPAWARSYSCEN Atlantic COR.

### 3.3.5 System/Subsystem Design Description (SSDD)

The contractor shall provide an SSDD (CDRL A015). The SSDD shall describe the system or subsystem wide design and the architectural design of a system or subsystem. A Requirement Traceability Matrix (RTM) shall be included as an appendix. The RTM shall trace requirements from the capability to the requirement, and subsequent design attributes identified by the SSDD.

### 3.3.6 Software Engineering

Software engineering includes the requirements analysis, design, development, test, deployment, and documentation of software to support a specific government requirement. Utilization of certified software and computer personnel shall be required. The contractor (prime and/or subcontractor) that is responsible for leading software development efforts shall define a software development approach appropriate for the computer software effort to be performed under this TO. The approach shall be documented in a Software

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Development Plan (SDP) (CDRL A016). The contractor shall follow this SDP for all computer software to be developed or maintained under this effort. One SDP shall be developed to support the unique software requirements for each system. The SDP shall meet the criteria specified in CDRL A015 using IEEE Std 12207-2008. The contractor shall submit required Department of Defense Architectural Framework (DODAF) Meta Model (DM2) documentation (CDRL A017) to accompany the SDP.

#### 3.3.6.1 Software License

The contractor shall provide a listing of all software configuration items (CDRL A018) for each delivered system by system serial number. The listing shall include system serial number, a description of the primary functionality, identify associated equipment, identify the vendor name, license number, and license expiration date of all software packages contained within each delivered system.

#### 3.3.6.2 Software User Manual

The contractor shall provide a Software User Manual (SUM) (CDRL A019). The SUM shall describe to a hands-on software user how to install and use a Computer Software Configuration Item (CSCI), a group of related CSCIs, or a software system or subsystem. It may also cover a particular aspect of software operation, such as instructions for a particular position or task.

#### 3.3.6.3 Software Version Description

The contractor shall provide a Software Version Description (SVD) (CDRL A020). The SVD shall identify and describe the exact version of software including the build and installation instructions of one or more CSCIs and shall identify items that have changed between versions. The SVD can be used to release, track, and control software versions.

#### 3.3.7 Cybersecurity/Information Assurance

Cybersecurity (also known as Information Assurance (IA)) includes tasks which the contractor shall protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities.

##### 3.3.7.1 Cybersecurity Personnel

(a) In accordance with DFAR clause 252.239-7001, DoDD 8140.01, DoDD 8570.01 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 prior to accessing DoD information systems.

(b) The contractor shall be responsible for tracking and reporting cybersecurity personnel, also known as Cyber Security Workforce (CSWF). See PWS Para 5.2.1.4 for CSWF Report (CDRL A021) requirements. Although the minimum frequency of reporting is monthly, this TO can require additional updates at any time.

##### 3.3.7.2 Design Changes

Any equipment/system installed or integrated into Navy platform shall meet the cybersecurity requirements as specified under DoDI 8500.01.

##### 3.3.7.3 Security Risk Assessments

The contractor shall provide credentialed Cyber/Information Systems Security Validators to conduct Security Risk Assessments (SRA), also referred to as Security Independent Verification & Validation (IV&V), to provide detailed and trusted assessments of system designs and configurations in accordance with DoD IA controls. These validations identify and assess security vulnerabilities which help define the system security posture as it pertains to the system, information, connecting networks, and users. The

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IV&V results are provided to the COR and Certifying Authority (CA) to aide in the certification determination, milestone, and fielding decisions process.

### 3.4. TECHNICAL SUPPORT

#### 3.4.1 Business Operations Support

The contractor shall provide general IT and cloud governance, policy and customer relationship management, support policy development/implementation, and support process and procedures in accordance with Chief Information Officer (CIO) Memorandums and CIO guidance documentation.

The contractor shall coordinate and interface with various DoD and non-DoD organizations and activities in support of commercial cloud integration and implementation.

The contractor shall develop and maintain policy, process, and procedures for cloud account and financial management.

The contractor shall perform database business process mapping, validation and development of “to-be” business process in support commercial cloud integration and implementation.

#### 3.4.2 Systems IT Support

The contractor shall provide system IT and integration support in accordance with the guidelines provided in the National Institute of Standards and Technology Special Publications (NIST SP) 800 Series documentation. These services shall include information technology design, integration of new systems, developing interface designs, system upgrades, technical analysis, systems engineering support, and modifications or alternations of hardware and/or software.

The contractor shall provide information assurance support in order to protect and defend software, information, information systems and deliverables by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. The contractor shall also provide for restoration of information systems by incorporating protection, monitoring, analysis, detection, and response capabilities.

The contractor shall conduct systems IT support, security IT support, and technical integration and support to the strategic planning and analysis that will ensure appropriate technologies, desired functionality, and required implementation activities are developed, monitored, and initiated throughout a network-centric environment.

The contractor shall support the integration of new services into existing reference implementations during implementation and production including installation, configuration, and optimization.

The contractor shall support production planning through development and tracking of the POA&Ms integral to the execution of the production programs (CDRL A003). All documentation preparation, analyses, and reviews shall be created in contractor specified format, free from grammatical and mathematical error and submitted to the COR.

The contractor shall prepare analyses of production operations, processes and systems to include reviewing and supporting the reduction of program risk per applicable risk management plans. The contractor prepared analyses shall be submitted to the COR to ensure proper production program management.

The contractor shall prepare and submit the required reports and recommendation documentation to the COR ensuring optimal delivery of required units. The contractor shall propose project schedules and level of effort that are complete, realistic and in accordance with program expenditure benchmarks.

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The contractor shall deliver training products, technical documentation, and initial training, and personnel development support for designed and/or implemented solutions (CDRL A009).

#### 3.4.2.1 Cloud and Mobile Computing IT Support

The contractor shall provide engineering and technical support in the development and delivery of cloud infrastructure network IT/architecture in accordance with NIST SP 500.292 guidance.

The contractor shall provide cloud network operations support.

The contractor shall provide operations and support service desk capabilities for cloud computing.

The contractor shall perform system migrations from existing environments to cloud environment support.

The contractor shall provide system IT support, application development, and programmatic services to support the mobile and cloud enablement of existing systems.

The contractor shall provide technical and programmatic support to the development and deployment of new cloud and mobile computing solutions.

#### 3.4.2.2 Web Support

The contractor shall maintain Configuration Control Management for the following: all Commercial Off-The-Shelf (COTS) and Government Off-The-Shelf (GOTS) Software.

The contractor shall maintain the level of security for all developed applications and software. This includes responding to all Information Assurance Vulnerability Alerts (IAVAs) and Chief of Naval Operations (CNO) Communication Task Orders (CTOs) and installation and tracking of SPAWARSYSCEN Atlantic hardware IT security alerts and patches. The contractor shall develop software architectures that comply with SPAWARSYSCEN Atlantic Best Practices and Procedures for Security and application development.

The contractor shall analyze and document web requirements and develop web applications, and application documentation. The contractor shall develop Web and application code in accordance with IEEE Std 12207-2008, Systems and Software Engineering – Software Life Cycle Processes.

The contractor shall prepare legacy data sets at NHHC sites for migration into NHHC cloud applications. The contractor shall manage and maintain firewall Virtual Private Network (VPN) connections and other network access points.

The contractor shall provide disaster recovery methods and plans (CDRL A010) to assure data recovery in the event of equipment or software catastrophic failure(s).

The contractor shall research and recommend new technologies related to web development. Provide demonstrations and technology briefings (CDRL A022) to sponsors and potential sponsors.

#### 3.4.3 Testing Documentation

The contractor shall prepare a Test Plan (TP) (CDRL A023) that encompasses all sub-system Configuration Item(s) via the quality assurance checklist and the system level testing. The TP shall be the working document that ties all the contractor test activities together. The following areas shall be emphasized in the TP:

- Test event



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- Purpose of the test
- Dates of test (start and end)
- Location of the test
- Need for Government test support, especially laboratories
- Overall schedule of individual tests
- Interoperability analysis/testing

An updated TP shall be submitted whenever significant changes to the test program are made. The COR will advise the contractor whenever significant program changes are necessary. The COR will reserve the right to review and approve any applicable updates.

#### 3.4.4 System Implementation

The contractor shall support the development of various technical requirements, specification, and drawing documents to support application deployments. Cost effectiveness, reduction of risks, constraints, and schedules shall be considered. All documentation will be prepared using government-provided information and formatting it into prescribed government structure corresponding to the requiring agency, DoD and Navy instructions, standards, and specifications.

3.4.4.1 Implementation planning and design documents provide the detailed plan for system design, integration, and deployment. They include deployment design, system interfaces, roles and responsibilities, and establishes an agreement for the work to be performed. These documents will vary depending on the system, integration and complexity and the users' requirements.

## **4.0 INFORMATION TECHNOLOGY (IT) SERVICES 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 RDT&E network.
- 4.1.2 Follow DoDI 8510.01 of 12 March 2014 when deploying, integrating, and implementing IT capabilities.
- 4.1.3 Migrate Navy production systems to the cloud environment where available.
- 4.1.4 Work with government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).
- 4.1.5 Follow SECNAVINST 5239.3B of 17 June 2009 & DoDI 8510.01 of 12 March 2014 prior to integration and implementation of IT solutions or systems.
- 4.1.6 Register any contractor-owned or contractor-maintained IT systems utilized on the task order in the Department of Defense IT Portfolio Registry (DITPR)-DoN.

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

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

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#### 4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

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

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

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

### 4.3 SECTION 508 COMPLIANCE

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

### 4.4. SOFTWARE DEVELOPMENT/MODERNIZATION AND HOSTING

The contractor shall ensure all programs utilizing this TO for software development/ modernization (DEV/MOD), including the development of IT tools to automate SPAWARSYSCEN Atlantic business processes, shall be compliant with DoN Information Management/Information Technology (DoN IM/IT) Investment Review Process Guidance requirements. The contractor shall neither host nor develop IT tools to automate SPAWARSYSCEN Atlantic business processes unless specifically tasked within the TO. IT tools developed to automate SPAWARSYSCEN Atlantic business processes shall be delivered with full documentation (CDRL A024) and source code (CDRL A025) to allow non-proprietary operation and maintenance by any source. The contractor shall ensure all programs are submitted with proof of completed DEV/MOD certification approval from the appropriate authority in accordance with DoN policy prior to TO award (DITPR-DoN update).

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

## 5.0 TO ADMINISTRATION

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

### 5.1 TASK ORDER LIAISON

The contractor program manager (PM) shall work closely with the government Contracting Officer (KO) and COR.

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The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all government contracting requirements within cost and schedule.

The PM shall have the requisite authority for full control over all company resources necessary for task order performance. The PM shall ultimately be responsible for the following: personnel management; management of government material and assets and use NAVSUP P-723 for guidance; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

## 5.2 TASK ORDER MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day in order to facilitate a timely modification. The contractor shall be responsible for providing any required support documentation in a timely manner so as to not disrupt the TO process. To address urgent requirements, the contractor shall have processes established during business and non-business hours/days in order to provide all necessary documentation and resources to facilitate a timely TO modification. *NOTE: Directly billing to a TO prior to TO award is prohibited.*

### 5.2.1 TASK ORDER Administration Documentation

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

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

The contractor shall develop a TOSR (CDRL A026) shall be developed and submitted weekly and monthly. The prime shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR includes the following variations of reports:

- (a) Monthly TOSR – the contractor shall develop and submit a TOSR monthly at least 30 days after TO award on the 10<sup>th</sup> of each month for those months the TO is active. The contractor shall report on various TO functions: performance, schedule, financial, business relations, and staffing plan/key personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (Attachment 1) and Personnel Listing (Attachment 2) is necessary for additional data collection as applicable.
- (b) Weekly TOSR – the contractor shall develop and submit a weekly TO Status Report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report shall be required on the first Friday following the first full week after the TO award date. The initial report shall include a projected POA&M. At a minimum unless otherwise noted, the contractor shall include in the weekly report e the following items and data:

1. Items in Work
2. Percentage of work completed
3. Items Completed
4. Issues/Concerns
5. Updates to the POA&M and narratives to explain any variances
6. Percentage of obligated costs of the amount authorized

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

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1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)

5.2.1.3 Task Order Closeout Report

The contractor shall develop a TO closeout report (CDRL A027) and submit it no later than 15 days before the TO completion date. The Prime shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

5.2.1.4 Cybersecurity Workforce (CSWF) Report

DoD 8570.01-M and DFAR's PGI 239.7102-3 have promulgated that contractor personnel shall have documented current Cybersecurity certification status within their contract. The contractor shall develop, maintain, and submit a CSWF Report (CDRL A021) monthly. In Accordance With (IAW) clause DFARS 252.239-7001, if cybersecurity support is provided, the contractor shall provide a CSWF list that identifies those individuals who are IA trained and certified. Utilizing the format provided in CSWF CDRL Attachment 1, 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. Contractor shall verify with the COR or other government representative the proper labor category cybersecurity designation and certification requirements.

5.2.1.5 Contractor Manpower Reporting

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

(a) Contractor Manpower Quarterly Status Report (QSR)

The contractor shall provide a Contractor Manpower Quarterly Status Report (CDRL A028) to the government four times throughout the calendar year. Required by SPAWARSYSCEN Atlantic for all active TOs (regardless if fixed-price or cost type), the Manpower report itemizes specific TO administrative data for SPAWARSYSCEN Atlantic. Reporting period begins at the time of TO award. Utilizing the format provided in QSR CDRL Attachment 1, the contractor shall collect required data throughout the specified performance period and shall submit one cumulative report on the applicable quarterly due date. See applicable DD Form 1423 for additional reporting details and distribution instructions. The following table lists the pre-set submittal due dates and the corresponding performance periods:

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

(b) Enterprise-wide Contractor Manpower Reporting Application

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

- (1) W, Lease/Rental of Equipment;

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

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

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

5.2.1.6 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. IAW clause 252.232-7006, the contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. As requested, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A029) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

5.2.1.7 Labor Rate Limitation Notification

For all cost type, labor-hour service TOs, the contractor shall monitor the following labor rates as part of the monthly TOSR (see TOSR CDRL Attachment 2 – Personnel Listing). The contractor shall initiate required notification if specified threshold values are met. NOTE: TOs that are wholly firm-fixed price are exempt from this requirement. The ability of a contractor to monitor labor rates effectively shall be included in the TO Quality Assurance Surveillance Plan (QASP).

- (a) Fully burden labor rates per person (subcontractor included) charged on TO – If the actual invoiced fully burden rate (inclusive of fee) of any individual in any labor category exceeds the threshold amount of \$165.00/hour and the individual’s rate was not disclosed in pre-award of the TO, the contractor shall send notice and rationale (CDRL A030) for the identified labor rate to the COR who will then send appropriate notification to the Contracting/Ordering Officer.

NOTE: Within one labor category, if the total collective estimated and/or actual hours in any given period of performance are less than or equal to 500 labor hours, the labor category is excluded from the required CDRL notification regardless if an individual within that labor category exceeds the threshold.

- (b) Average actual labor rates (total actual fully burdened labor costs “divided by” total number of hours performed) compared to average negotiated labor rates (total negotiated fully burdened labor costs “divided by” total number of hours negotiated) – If the average actual burdened labor rates exceeds the average proposed/negotiated rate by 15%, the contractor shall send notice and rationale (CDRL A030) for the rate variance to the COR who will then send appropriate notification to the Contracting /Ordering Officer. Additionally, contractor shall notify the COR if variances exceed 15% for more than three consecutive months. The contractor shall annotate the variance percentage of monthly average actual labor rates versus average negotiated labor rates in the monthly TO status reports.

5.2.1.8 ODC Limitation Notification

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The contractor shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR. For this monitoring purpose, ODCs shall 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 A030) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the KO documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs shall be included in the TO Quality Assurance Surveillance Plan (QASP).

#### 5.2.1.9 Limitation of Subcontracting

In accordance with FAR 52.219-14, limitation of subcontracting is applicable for /TOs that have been wholly or partially set aside for small business or 8(a) concerns. When providing services, the prime contractor shall perform at least 50% of the total contract labor cost. To ensure compliance with clause 52.219-14, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A035) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50%, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the TO is not complete how the prime contractor intends to rectify the deficiency.

### 5.3 EARNED VALUE MANAGEMENT (EVM)

In accordance with DoD policy, this contract does not require Earned Value Management (EVM) implementation due to the majority of efforts on this contract is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of EVM, the contractor shall develop and maintain, a Contract Funds Status Report (CDRL A031) to help track cost expenditures against performance.

## 6.0 QUALITY

### 6.1 QUALITY SYSTEM

Upon TO award, the contractor shall have and maintain a quality assurance process that meets TO requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have a sufficiently documented quality system which contains procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system based on a contractor's internal auditing system. Thirty (30) days after TO award, the contractor shall provide to the government a copy of its Quality Assurance Plan (QAP) and any other quality related documents (CDRL A032) as applicable in the TO. The contractor shall make the quality system available to the government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this contract may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate 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 TO requirements at either the program or worksite services level. The government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan and development of quality related documents as needed. At a minimum, the contractor shall ensure their quality system meets the following key criteria:

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

## 6.2 QUALITY MANAGEMENT PROCESS COMPLIANCE

### 6.2.1 General

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

## 6.3 QUALITY ASSURANCE

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

## 6.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified by the respective WBS, POA&M, or quality system, and the contractor shall submit related quality objective evidence upon request. Quality objective evidence (CDRL A032) shall include any of the following as applicable:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)

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Quality Measurement and Analysis metrics/data

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

6.5 QUALITY MANAGEMENT DOCUMENTATION

In support of the contract's Quality Assurance Surveillance Plan (QASP) and Contractor Performance Assessment Reporting System (CPARS), the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A033) submitted 10 days after TO award, and Contractor CPARS Draft Approval Document (CDAD) Report (CDRL A034) submitted monthly.

7.0 DOCUMENTATION AND DELIVERABLES

7.1 CONTRACT DATA REQUIREMENT LISTINGS (CDRLs)

The following CDRL listing identifies the data item deliverables required under this TO 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 on this TO. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs. The contractor shall not develop any CDRL classified TOP SECRET with SCI.

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Agenda, Meeting Minutes and Coordination	3.2.e	Monthly	Within 24 Hours of COR Request	Unclassified
A002	Work Breakdown Structure	3.2.f, 3.3.3	As Required	Within 5 Days of COR Request	Unclassified
A003	POA&M	3.2.f, 3.4.2	As Required	Within 5 Days of COR Request	Unclassified
A004	Financial Reports by Task	3.2.g	Monthly	NLT 5 <sup>th</sup>	Unclassified
A005	Project Kick-Off Agenda	3.2.1	1 TIME	Within 5 Days of COR Request	Unclassified
A006	Baseline Reports	3.2.1	As Required	Within 5 Days of COR Request	Unclassified
A007	PM Support Documents	3.2.2, 3.3.3, 3.3.3.3	As Required	Within 5 Days of COR Request	Unclassified



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<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Ref Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification (up to S/TS or unclassified)</b>
A008	Technical Requirement Analysis and Recommendations Reports	3.3.3.2, 3.3.3.4	As Required	Within 7 Days of COR Request	Unclassified
A009	Training and Technical Documentation	3.4.2	As Required	Within 7 Days of COR Request	Unclassified
A010	Disaster Recover Methods and Plans	3.4.2.2	As Required	30 Days After TO (DATO) Award and Within 5 Days of COR Request for Subsequent Submissions	Unclassified
A011	Software Design Document (SDD)	3.3.4	As Required	Within 7 Days of COR Request	Unclassified
A012	Interface Design Document	3.3.4	As Required	Within 7 Days of COR Request	Unclassified
A013	Functional Design Specification	3.3.4	As Required	Within 7 Days of COR Request	Unclassified
A014	System Architecture Document	3.3.4	As Required	Within 7 Days of COR Request	Unclassified
A015	System/Subsystem Design Description	3.3.5, 3.3.6	As Required	Within 7 Days of COR Request	Unclassified
A016	Software Development Plan (SDP)	3.3.6	As Required	Within 7 Days of COR Request	Unclassified
A017	DODAF DM2 Documentation	3.3.6	As Required	Within 7 Days of COR Request	Unclassified
A018	Software Configuration Items	3.3.6.1	As Required	Within 7 Days of COR Request	Unclassified
A019	Software User Manual (SUM)	3.3.6.2	As Required	Within 7 Days of COR Request	Unclassified
A020	Software Version Description (SVD)	3.3.6.3	As Required	Within 7 Days of COR Request	Unclassified

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<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Ref Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification (up to S/TS or unclassified)</b>
A021	Cyber Security Workforce (CSWF)	3.3.7.1.b, 5.2.1.4, 8.1.2	Monthly	NLT 10 <sup>th</sup>	Unclassified
A022	Demonstrations and Technology Briefings	3.4.2.2	As Required	Within 7 Days of COR Request	Unclassified
A023	Test Plan	3.4.3	As Required	30 Days After TO (DATO) Award and Within 5 Days of COR Request for Subsequent Submissions	Unclassified
A024	Software Documentation/Programmer's Guide	4.4	As Required	Within 10 Days of COR Request	Unclassified
A025	Source Code	4.4	As Required	Within 10 Days of COR Request	Unclassified
A026	Task Order Status Report (TOSR)	5.2.1.2.a, 8.1.2	Monthly	Within 30 DATO Award and NLT 10 <sup>th</sup>	Unclassified
A026	Task Order Status Report (TOSR)	5.2.1.2.b	Weekly	COB every Friday	Unclassified
A027	Task Order Closeout Report	5.2.1.3	1 TIME	NLT 15 days Before Task Order Completion	Unclassified
A028	Contractor Manpower Quarterly Status Report	5.2.1.5.a	Quarterly	January 15, April 15, July 15, October 15	Unclassified
A029	Invoice Support Documentation	5.2.1.6	As Required	Within 24 Hours of COR Request	Unclassified
A030	Limitation Notification & Rationale	5.2.1.7.a, 5.2.1.7.b, 5.2.1.8	As Required	Within 5 days of occurrence	Unclassified
A031	Contract Funds Status Report (CFSR)	5.4	Monthly	NLT 10 <sup>th</sup>	Unclassified
A032	Quality Documentation	6.1, 6.4	As Required	Within 30 DATO Award and Within 5 Days of COR Request for	Unclassified

CDRL #	Deliverable Title	PWS Ref Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
				Subsequent Submissions	
A033	Cost and Schedule Milestone Plan	6.5	1TIME	Within 10 DATO Award	Unclassified
A034	CPARS Draft Approval Document (CDAD) Report	6.5	Monthly	NLT 10th	Unclassified
A035	Limitation of Subcontracting Report (LSR)	5.2.1.9	QRTLY	NLT 105 DATO and every third month on the 10th	Unclassified

## 7.2 ELECTRONIC FORMAT

At a minimum, the contractor shall provide deliverables electronically by email; 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 COR. The contractor shall provide all data in an editable format compatible with SPAWARSYSCEN Atlantic corporate standard software configuration as specified below. The contractor shall conform to SPAWARSYSCEN Atlantic corporate standards within 30 days of task order award unless otherwise specified. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the government.*

	Deliverable	Software to be used
a.	Word Processing	Microsoft Word
b.	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 (CALs Type I, TIFF/BMP, JPEG, PNG)
g.	Scheduling	Microsoft Project
h.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio
i.	Geographic Information System (GIS)	ArcInfo/ArcView

## 7.3 INFORMATION SYSTEM

### 7.3.1 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 client side authentication to DoD private web servers. Unless otherwise specified, all key personnel on TO shall be accessible by email through individual accounts during all working hours.

### 7.3.2 Information Security

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

#### 7.3.2.1 Safeguards

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

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

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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 or agreement requirements and mechanisms.

#### 7.3.2.2 Compliance

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

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

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

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring access to government facility/installation and/or access to information technology systems under this TO. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this TO. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on the TO. Responsibilities include entering and updating the personnel security related and mandatory training information within the Staffing Plan document, which is part of TOSR Attachment 1 (CDRL A026) – applicable Staffing Plan sheets include: Security Personnel Tracking sheet, CAC SPAWAR Badge Tracking sheet, Mandatory Training Sheet. If applicable, FSO shall also update and track CSWF data (CDRL A021).

### 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22M – National Industrial Security Program Operating Manual (NISPOM), SECNAVINST 5510.30, DoD 8570.01M, and the Privacy Act of 1974. Prior to any labor hours being charged on the TO, the contractor shall ensure their personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the TO, and if applicable, are certified/credentialed for the CSWF. A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), National Agency Check with Law and Credit

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(NACLC), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum fitness standard, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied" or receives an "Interim Declination," the contractor shall remove the individual from SPAWARSYSCEN 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 task.

#### 8.2.1 Personnel Clearance

Prior to commencement of work on this TO, all contractor personnel (including administrative and subcontractor personnel) shall have, at a minimum, a favorable Trustworthiness Determination, which is determined by a National Agency Check with Local Agency Check and Credit Check (NACLC) and favorable FBI fingerprint checks.

#### 8.2.2 Access Control of Contractor Personnel

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

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

(a) The majority of government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. The contractor shall initiate and submit a request for visit authorization to the COR in accordance with DoD 5220.22-M (NISPOM) not later than one (1) week prior to visit – timeframes may vary at each facility/ installation. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366; faxed to 843-218-4045 or mailed to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office, for certification of need to know by the specified COR. For visitation to all other government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office via approval by the COR.

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

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Pursuant to DFARS clause 211.106, the contractor shall take all means necessary to not represent themselves as government employees. All contractor personnel shall follow the identification and disclosure requirement as specified in clause 5252.237-9602. In addition, contractor and subcontractors shall identify themselves and their company name on attendance meeting list/minutes, documentation reviews, and their electronic digital signature.

#### 8.2.2.3 Government Badge Requirements

As specified in contract clause 5252.204-9202, some TO personnel shall require a government issued picture badge. While on government installations/facilities, contractors shall abide by each site's security badge requirements. Various government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel as required. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for Common Access Card (CAC)) to the applicable government security office via the COR. The contractor's appointed Security Officer, which is required in clause 5252.204-9200, shall track all personnel holding local government badges.

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

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

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

1. eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD Federal facilities on behalf of the government on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS) (formally Contractor Verification System (CVS)).
3. completion of background vetting requirements according to FIPS PUB 201-2 and DoD Regulation 5200.2-R – at a minimum, the completion of Federal Bureau of Investigation (FBI) fingerprint check with favorable results and submission of a National Agency Check and Inquiries (NACI) investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall be required to obtain and maintain a favorable National Agency Check with Law and Credit (NACLC) investigation. Contractor personnel shall contact the SPAWARSCEN 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 shall 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.

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- (b) When a contractor requires logical access to a government IT system or resource (directly or indirectly), the required CAC shall have a Public Key Infrastructure (PKI). A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-M-V1, CAC PKI certificates shall be associated with an official government issued email 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 COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Assurance Management (IAM) office:
1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic IAM office at phone number (843)218-6152 or email questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <http://iase.disa.mil/index2.html>.
  2. For SAAR-N form, the contract shall use OPNAV 5239/14 (Rev 9/2011). Contractors can obtain a form from the SPAWARSYSCEN Atlantic IAM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms shall be routed to the IAM office via encrypted email to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

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

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

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

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

#### 8.2.3 IT Position Categories

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

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

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



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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 support the 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 shall be performed in accordance with 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 SPAWARSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by DOD CAF. IT Position Categories are determined based on the following criteria:

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

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

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

Positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudication of a Position of Trust National Agency Check with Law and Credit (PT/NACLC). Assignment to designated IT-II positions requires U.S. citizenship unless a waiver request is approved by CNO.

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

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

#### 8.2.4 Security Training

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

#### 8.2.5 Disclosure of Information

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

#### 8.2.6 Handling of Personally Identifiable Information (PII)

When a contractor, including any subcontractor, is authorized access to PII, the contractor shall complete

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

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual. Note: OPSEC requirements are applicable when TO 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 TO and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

#### 8.3.2 OPSEC Training

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

#### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

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

### 8.4 DATA HANDLING AND USER CONTROLS

#### 8.4.1 Data Handling

At a minimum, the contractor shall handle all data received or generated under this TO as For Official Use Only (FOUO) material. Any classified information received or generated shall be handled in accordance with the attached DD Form 254 and in shall be in compliance with all applicable PWS references and to other applicable government policies and procedures that include DOD/Navy/SPAWAR.

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#### 8.4.2 Effective Use of Controls

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

### **9.0 GOVERNMENT FACILITIES**

As specified in each TO, government facilities (i.e., office space, computer hardware/software, or lab space) will be provided to those labor categories that would otherwise adversely affect the work performance if they were not available on-site. All Contractor personnel with supplied government facilities shall be located a portion of their time at the Naval Yard in Washington, DC.

Note: The burdened labor rate for those contractor personnel designated as "government site" shall include overhead costs allocable to government site work, consistent with the contractor's established accounting practices.

### **10.0 CONTRACTOR FACILITIES**

The contractor's facility location shall not present a hardship to complete work required on the TO. The contractor shall have real-time communication available at time of award. No specific facility location is required.

### **11.0 CONTRACT PROPERTY ADMINISTRATION**

No government property will be provided or acquired on this TO.

### **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 TO. Without government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system.

##### 12.1.1 Performance at Government Facilities

In addition to complying to clause 5252.223-9200 Occupational Safety and Health Requirements, the contractor shall immediately report any accidents involving government or contractor personnel injuries or property/equipment damage to the KO and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the KO.

### **13.0 TRAVEL**

No travel will be required on this TO.

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#### 14.0 COR DESIGNATION

The COR for this TO is Chester Alonzo, 54320 who can be reached at phone (504) 697-4606; e-mail: chester.alonzo@navy.mil.

#### 15.0 TRANSPORTATION OF EQUIPMENT/MATERIAL

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

#### 16.0 ACCEPTANCE PLAN

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the Quality Assurance Surveillance Plan (QASP), Attachment 1.

#### 17.0 OTHER CONDITIONS/REQUIREMENTS

##### 17.1 DATA RIGHTS

In accordance with clause H.20 Data Rights, the contractor shall identify noncommercial and commercial technical data and computer software that it intends to deliver with restrictions on the Governments right to use, release or disclose such identified technical data and/or computer software. The Government further requires the appropriate rights as outlined in clause H.20.

##### 17.2 CYBERSECURITY WORKFORCE DESIGNATION

Labor Category	CSWF	Security Level	Personnel #
Engineer/Scientist 5	Yes	IT-1 / IT-2	2
Engineer/Scientist 4	Yes	IT-1 / IT-2	2
Technical Analyst 4	Yes	IT-2	1
Technical Writer/Editor 3	No	IT-2	1
Computer Programmer IV	Yes	IT-1 / IT-2	1
Security Specialist 4	Yes	IT-1 / IT-2	1
Program Manager	No	IT-2	1

#### LIST OF ATTACHMENTS

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Attachment 1 - Quality Assurance Surveillance Plan (QASP)

Attachment 2 - CDRLs - DD FORM 1423

Attachment 3 – Key Personnel and Qualifications

**CLAUSES INCORPORATED BY FULL TEXT**

**5252.204-9200 SECURITY REQUIREMENTS (DEC 1999)**

All work performed under this TO is “unclassified.” In addition to the requirements of the FAR 52.204-2 “Security Requirements” clause, the Contractor shall appoint a Security Officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industry Security Program Operating Manual (DODINST 5220.22M), and (3) assure compliance with any written instructions from the Security Officer, Lee Ann Marrale, code 83300, 1 Innovation Drive, Hanahan, SC 29410.

**5252.223-9200 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS (NOV 2008)**

(a) If performance of any work under this contract is required at a SPAWARSCEN Atlantic facility, the Contractor shall contact the COR, Chester Alonzo prior to performance of ANY work under this contract. *The purpose of contacting the Safety and Environmental Office is to obtain and become familiar with any local safety regulations or instructions and to inform the local Safety Officer of any work taking place on base.* **Safety and Occupational Health personnel cannot assume a regulatory role relative to oversight of the contractor safety activities and performance except in an imminent danger situation. Administrative oversight of contractors is the primary responsibility of the Contracting Officer and/or the Contracting Officer’s designated representative.**

(b) Contractors are responsible for following all safety and health related State and Federal statutes and corresponding State, Federal and/or Navy regulations protecting the environment, contractor employees, and persons who live and work in and around contractor and/or federal facilities.

(c) Contractors shall monitor their employees and ensure that they are following all safety regulations particular to the work areas. Contractors shall ensure that their employees (i) wear appropriate safety equipment and clothing, (ii) are familiar with all relevant emergency procedures should an accident occur, and (iii) have access to a telephone and telephone numbers, to include emergency telephone numbers, for the

**5252.237-9600 Personnel Qualifications (Minimum) (Jan 1992)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract 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. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror’s proposal identifying the difference.

(b) The Government will review resumes of contractor personnel proposed to be assigned, and if personnel not currently in the employ of Contractor, a written agreement from potential employee to work will be part of the technical proposal.

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

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in delivery orders. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Ordering Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

Labor Categories Minimum Requirements (see Attached Personnel Qualifications)

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**5252.237-9601      KEY PERSONNEL**

(a) The offeror agrees to assign to this TO those key personnel listed in paragraph (d) below. Within 15 days after TO award, the contractor shall submit a Program Manager's résumé for consideration and any other key labor category résumés required for immediate performance. The contractor shall submit resumes for all required labor categories which are required for the initial task order. After approval, the individuals will be added to a key personnel list, paragraph (d), which will be maintained by the contractor and supplied in the monthly TO Status Report. No substitutions will be made except in accordance with this clause.

(b) The offeror agrees that during the first 90 days of the TO 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 thirty (30) days in advance of the proposed substitutions to the Contracting Officer. The contractor shall provide any substitution requests in accordance with paragraph (c) below.

(c) All requests for approval of substitutions under this TO must be in writing and a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this TO 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 (clause 5252.237-9600 list applicable contract labor categories) will be tracked and maintained by the contractor in the Staffing Plan which is part of the monthly TOSR.

(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 TO work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the service order, the TO may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage. The contractor's ability to manage, provide, and/or maintain sufficient key personnel will be evaluated in the annual government CPAR rating.

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

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## **SECTION D PACKAGING AND MARKING**

### SECTION D - Packaging and Marking:

Packaging and markings shall be completed in accordance with the task order award and best commercial business practices.

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## SECTION E INSPECTION AND ACCEPTANCE

SECTION E - Inspection and Acceptance:

### INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
7 000	Destination	Government	Destination	Government
7100	Destination	Government	Destination	Government
7200	Destination	Government	Destination	Government



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## **SECTION F DELIVERABLES OR PERFORMANCE**

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

7000

2/10/2017 - 2/9/2018

### **CLIN - DELIVERIES OR PERFORMANCE**

7000-7001 (Base Year) - 10 Feb 2017 - 9 Feb 2018

7002-7003 (Opt 1) - 10 Feb 2018 - 9 Feb 2019

7004-7005 (Opt 2) - 10 Feb 2019 - 9 Feb 2020

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## SECTION G CONTRACT ADMINISTRATION DATA

### SECTION G: Contract Administration Data

The SPAWAR Atlantic Ombudsman is Steven G. Harnig, (843) 218-4560.

### CLAUSES INCORPORATED BY FULL TEXT

#### 252.204-0012 Other (SEP 2009)

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

Funding Designation	CLIN	APPN	PWS Para
Funding Source 1	7000	DC	3.0
Funding Source 1 OPT 1	7100	DC	3.0
Funding Source 1 OPT 2	7200	DC	3.0

#### 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports

(a) Definitions. As used in this clause—

(1) “Contract financing payment” and “invoice payment” have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) “Electronic form” means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) “Payment request” means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) “Receiving report” means the data required by the clause at [252.246-7000](#), Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer’s determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

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(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

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

(a) Definitions. As used in this clause—

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

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

Local processing office (LPO) is the office responsible for payment certification when payment certification is done

external to the entitlement system.

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

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

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

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

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

(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-Type Orders), 2-N-1 (Fixed Price Orders, Services Only)

(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

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	*
Issue By DoDAAC	N65236
Admin DoDAAC	*
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N65236
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	TBD
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 email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Send Additional Email Notification(s) to:			
Name	Email	Phone	Role
Chester Alonzo	<a href="mailto:chester.alonzo@navy.mil">chester.alonzo@navy.mil</a>	(504)697-4606	COR
Same as above	Same as above	Same as above	Receiver
Same as above	Same as above	Same as above	Acceptor

(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.

**Ms. Laverne Brown, E-MAIL: [Laverne.Brown@navy.mil](mailto:Laverne.Brown@navy.mil)**

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

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*\* To be completed at time of award.*

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

This task/delivery order is incrementally funded and the amount currently available for payment hereunder is limited to \$1,435,268.00 inclusive of fee. It is estimated that these funds will cover the cost of performance through 9 February 2018. Subject to the provisions of the FAR 52.232-22 "Limitation of Funds" clause of this contract, no legal liability on the part of the Government for payment in excess of \$ 1,435,268.00 shall arise unless additional funds are made available and are incorporated as modifications to this contract.

<b>Total Award Amount</b>	<b>Total Funds Available</b>	<b>Unfunded Amount</b>
\$1,849,018.28	\$1,435,268.00	\$413,750.28

**NOTE:** The contractor shall cite on each invoice/voucher, in addition to all other requirements of this contract/order, the contract line item number (CLIN); the contract subline item number (SLIN) and accounting classification reference number (ACRN) for the portion, or portions of work being billed as specified in the contract or delivery order. For each ACRN on the invoice/voucher, the contractor shall identify the amount being billed against that ACRN.

Contracting Officer Representative  
 Chester L Alonzo, 54320  
 2251 Lakeshore Dr  
 New Orleans, LA 70125  
 chester.alonzo@navy.mil  
 504-697-4606

Accounting Data

SLINID	PR Number	Amount
700001	130060170100002	557063.00
LLA :		
AA 1771804 11T5 251 07851 056521 2D N63151 47CT7DR0013A		
Standard Number: N6315117RC00013		
ACRN: AA		
PR: 1300601701		
Doc: N6315117RC00013		
Cost Code: 47CT7DR0013A		

BASE Funding 557063.00  
 Cumulative Funding 557063.00

MOD P00001

700002	130064750100001	518000.00
LLA :		
AA 1771804 11T5 251 07851 056521 2D N63151 47CT7DR0013A		
Standard Number: N6315117RC00013		
ACRN: AA		
PR#: 1300647501		
Funds Expiration: 9/30/17		
DOC#: N6315117RC00013		
NWA: 100001238007 0010		

MOD P00001 Funding 518000.00  
 Cumulative Funding 1075063.00

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MOD P00002

700003 130065765700001 160205.00  
 LLA :  
 AA 1771804 11T5 251 07851 056521 2D N63151 47CT7DR0013A  
 Standard Number: N6315117RC00013

MOD P00002 Funding 160205.00  
 Cumulative Funding 1235268.00

MOD P00003

700004 1300679293 200000.00  
 LLA :  
 AB 1781804 11T1 253 07851 056521 2D N63151 8RC0001314VX  
 Standard Number: N6315118RC00013  
 ACRN AA  
 PR 1300679293  
 DOC: N6315118RC00013  
 COST CODE: 8RC0001314VX  
 NWA/JON: 100001322895 00

MOD P00003 Funding 200000.00  
 Cumulative Funding 1435268.00

MOD P00004

700005 130068967400001 241198.00  
 LLA :  
 AB 1781804 11T1 253 07851 056521 2D N63151 8RC0001314VX  
 Standard Number: N6315118RC00013  
 ACRN: AB  
 PR#: 1300689674  
 Funds Expiration: 09/30/2018  
 DOC#: N6315118RC00013  
 NWA: 100001322895 0010

MOD P00004 Funding 241198.00  
 Cumulative Funding 1676466.00

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **SECTION H - Special Contract Requirements\***

*\* To be completed at time of award*

#### **CLAUSES INCORPORATED BY FULL TEXT**

##### **5252.204-9202 Contractor Picture Badge (Jul 2013)**

(a) A contractor picture badge may be issued to contractor personnel by the SSC-LANT Charleston office upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at [Contracting officer insert name of Government installation] prior to completion of the picture badge request.

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

(c) At the completion of the contract, the contractor shall forward to SSC-LANT Charleston office a list of all unreturned badges with a written explanation of any missing badges.

##### **5252.237-9602 Contractor Identification (May 2004)**

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

(b) Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract.

(c) Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

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## **SECTION I CONTRACT CLAUSES**

### **Section I**

#### **REFERENCE CLAUSE TITLE & DATE**

#### **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.

**52.219-14            Limitations on Subcontracting (Nov 2011)**

**52.224-1            Privacy Act Notification (Apr 1984)**

**52.224-2            Privacy Act (Apr 1984)**

**252.204-7000        Disclosure of Information (Aug 2013)**

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

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

**5237.102-90        Enterprise-wide Contractor Manpower Reporting Application**



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## SECTION J LIST OF ATTACHMENTS

CDRL\_A001\_Agenda\_Meeting\_Minutes\_and\_Coordination

CDRL\_A002\_Work\_Breakdown\_Structure

CDRL\_A003\_POAM

CDRL\_A004\_Financial\_Reports\_by\_Task

CDRL\_A005\_Project\_Kick-Off\_Agenda

CDRL\_A006\_Baseline\_Reports

CDRL\_A007\_PM\_Support\_Documents

CDRL\_A008\_Tech\_Requirements\_Analysis\_and\_Recommendations

CDRL\_A009\_Training\_and\_Technical\_Documentation

CDRL\_A010\_Disaster\_Recover\_Methods\_and\_Plans

CDRL\_A011\_Software\_Design\_Document

CDRL\_A012\_Interface\_Design\_Document

CDRL\_A013\_Functional\_Design\_Specification

CDRL\_A014\_System\_Architecture\_Document

CDRL\_A015\_System\_Subsystem\_Design\_Description

CDRL\_A016\_Software\_Development\_Plan

CDRL\_A017\_DODAF\_DM2\_Documentation

CDRL\_A018\_Software\_Configuration\_Items

CDRL\_A019\_Software\_User\_Manual

CDRL\_A020\_Software\_Version\_Description

CDRL\_A021\_Cyber\_Security\_Workforce

CDRL\_A022\_Demonstrations\_and\_Technology\_Briefings

CDRL\_A023\_Test\_Plan

CDRL\_A024\_Software\_Documentation\_Programmers\_Guide

CDRL\_A025\_Source\_Code

CDRL\_A026\_TOSR

CDRL\_A027\_Task\_Order\_Closeout\_Report

CDRL\_A028\_Contractor\_Manpower\_Quarterly\_Status\_Report

CDRL\_A029\_Invoice\_Support\_Documentation

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CDRL\_A030\_Limitation\_Notification\_and\_Rationale

CDRL\_A031\_Contractor\_Funds\_Status\_Report

CDRL\_A032\_Quality\_Documentation

CDRL\_A033\_Cost\_and\_Schedule\_Milestone

CDRL\_A034\_CDAD

CDRL\_A035\_Limitation\_of\_Subcontracting\_vs\_1

PWS\_Attachment\_1\_QASP\_NHHC\_SeaPort-e