

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-8038		2. DELIVERY ORDER NO. EX01		3. EFFECTIVE DATE 2015 Dec 03		4. PURCH REQUEST NO. N0007220152563		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC Norfolk, Detachment Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 Laura A Mattiford/280.3Y 215-697-9674				7. ADMINISTERED BY DCMA ST. PETERSBURG 830 Central Avenue, Suite 400 ST. PETERSBURG FL 33701		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>			
9. CONTRACTOR Tek Source USA, Inc. 8402 Laurel Fair Circle, Suite 209 Tampa FL 33610-7326				10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS			
				12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		X SMALL X SMALL DISADVANTAGED X WOMEN-OWNED			
				13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G					
14. SHIP TO See Section D				15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER DELIVERY/CALL <input checked="" type="checkbox"/> This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract. PURCHASE Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
Tek Source USA, Inc. GBS Prime Contractor									
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	See Schedule								
<i>*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.</i>				24. UNITED STATES OF AMERICA		25. TOTAL			
				BY: /s/Brian Excell		11/17/2015 CONTRACTING/ORDERING OFFICER		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN									
INSPECTED	RECEIVED	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
				FINAL					
f. TELEPHONE		g. E-MAIL ADDRESS							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.				31. PAYMENT COMPLETE		34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER	
								42. S/R VOUCHER NO.	

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GENERAL INFORMATION

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	D399	NALCOMIS Support Services iaw the PWS (O&MN,N)	12.0	MO		
8101	D399	NALCOMIS support services iaw the PWS (O&MN,R) Option	12.0	MO		
8201	D399	NALCOMIS support services iaw the PWS (O&MN,R) Option	12.0	MO		
8301	D399	NALCOMIS support services iaw the PWS (O&MN,R) Option	12.0	MO		
8401	D399	NALCOMIS Support Services iaw the PWS (O&MN,R) Option	12.0	MO		

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT FOR COMMANDER NAVAL AIR FORCE RESERVE CODE N42 NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) ADMINISTRATIVE SUPPORT

1.0 INTRODUCTION: The Commander, Naval Air Force Reserve (CNAFR) Code N41 Aviation Supply Directorate is acquiring contractor support for system management, operations, systems administration, systems maintenance, training and overall technical expertise required to operate and maintain the Naval Aviation Logistics Command Management Information System (NALCOMIS).

2.0 BACKGROUND: NALCOMIS is an automated information system that provides aviation maintenance and material management personnel with timely, accurate and complete information on which to base daily logistics and maintenance decisions. It is a single, integrated, real-time automated system that supports workers, supervisors and managers. NALCOMIS features an automated source data entry device for simplifying and improving data collection, while also furnishing a means to satisfy the Naval Aviation Maintenance Program (NAMP) requirements. NALCOMIS was designed to provide organizational, inter- mediate, and supply support center activities with a modern, responsive, computer-based management information system. The three objectives of NALCOMIS are: 1) To increase aircraft readiness by providing local supply and maintenance managers with timely and accurate information that they require in their day-to-day management and decision-making process; 2) To reduce the administrative burden on the fleet; and 3) To improve the quality of up-line reported data.

3.0 SCOPE: CNAFR Code N41 Aviation Supply and Logistics Directorate require contractors to provide aviation maintenance and material management support activities through the use of the NALCOMIS. The support will encompass NALCOMIS system management, systems operations, systems administration, systems maintenance, systems training and overall technical expertise required to operate and maintain NALCOMIS, which is the Logistical Management system used by the Aviation Support Departments (ASD) at the following four (4) locations:

- Joint Reserve Base (JRB) New Orleans, New Orleans, Louisiana
- Joint Base Maguire-Dix-Lakehurst, New Jersey
- Joint Reserve Base (JRB) Fort Worth, Fort Worth, Texas
- Naval Air Facility Washington, Andrews Air Force Base (AFB), Maryland

4.0 APPLICABLE DIRECTIVES: Guidelines available to accomplish Section 5.0 Performance Requirements below include but are not limited to:

- NAMP 4790 series

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- NALCOMIS user/system administrator manuals and specific vendor produced hardware/software manuals.
- Additional guidelines include the existing information system policy, use and security directives of CNAFR, Chief of Naval Operations (OPNAV, Secretary of the Navy (SECNAV), and Naval Network Warfare Command (NETWARCOM).

4.1 ACRONYMS AND ABBREVIATIONS:

· ACOR	Assistant Contracting Officers Representative
· ACWP	Actual Cost of Work Performed
· AFB	Air Force Base
· AIS	Automated Information System
· AO	Administrative Officer
· ASD	Aviation Support Department
· BCWP	Budgeted Cost of Work Performed
· BRAC	Base Realignment and Closure
· BUNO	Bureau Control Number
· CDR	Contractor Discrepancy Report
· CI	Critical Information
· CIL	Critical Information List
· CNAFR	Commander, Naval Air Force Reserve
· COMNAVAIRFORES	Commander, Naval Air Force Reserve
· COMNETWARCOM	Commander Network Warfare Command
· COR	Contracting Officer Representative
· COTR	Contracting Officer's Technical Representative
· CP	Change Proposal
· CPAF	Cost Plus Award Fee
· CPARS	Contractor Performance Assessment Reporting System
· CPPF	Cost Plus Fixed Fee
· CPIF	Coast Plus Incentive Fee
· CSWF	Cyber Security Workforce
· DFWP	Drug Free Work Place
· DGR	Designated Government Representative
· DHS	Department of Homeland Security
· DOD	Department of Defense
· DODCAF	Department of Defense Central Adjudicating Facility
· DON	Department of the Navy
· DSS	Defense Security Service
· e-QIP	Electronic Questionnaires for Investigations Processing
· ERP	Enterprise Resource Planning
· FAR	Federal Acquisition Regulation
· FAD	Facility Access Determination
· FOUO	For Official Use Only
· FPCON	Force Protection Conditions

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·	FSO	Facility Security Officer
·	GFP	Government Furnished Property
·	HSPD	Homeland Security Presidential Directive
·	IA	Information Assurance
·	IASAE	Information Assurance System Architect and Engineer
·	IAT	Information Assurance Technical
·	IAVA	Information Assurance Vulnerability Alert
·	IAW	In accordance with
·	IMA	Intermediate Maintenance Activity
·	ISSOT	Intra-Fleet Supply Support Operations Team
·	IT	Information Technology
·	JATDI	Joint Aviation Technical Data Integration
·	JB	Joint Base
·	JRB	Joint Reserve Base
·	JPAS	Joint Personnel Adjudication System
·	KO	Contracting Officer
·	LAN	Local Area Network
·	MAF	Maintenance Action Form
·	MAN	Metropolitan Area Networks
·	NAC	National Agency Check
·	NACLC	National Agency Check & Local Records & Credit Check
·	NAF	Naval Air Facility
·	NALCOMIS	Naval Aviation Logistics Command Management
Information System		
·	NAMP	Naval Aviation Maintenance Program
·	N-ERP	Navy Enterprise Resource Planning
·	NAS	Naval Air Station
·	NAVSUP	Naval Supply Systems Command
·	NKO	Navy Knowledge Online
·	NISP	National Industrial Security Program
·	NISPOM	National Industrial Security Program Operating Manual
·	NSA	Naval Support Activity
·	NETWARCOM	Naval Network Warfare Command
·	NMCI	Navy and Marine Corp Intranet
·	NTCSS	Navy Tactical Command Support System
·	OCRS	Online Compliance Reporting System
·	ODC	Other Direct Cost
·	O&I	Organizational and Intermediate
·	OJT	On-the-Job Training
·	OMA	Organizational Maintenance Activity
·	OMA-SAM	Organizational Maintenance Activity-Systems Admin
Menu		

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·	OMA-UG	Organizational Maintenance Activity - Users Guide
·	OMA-UM	Organizational Maintenance Activity - Users Manual
·	OPM	Office of Personnel Management
·	OPNAV	Chief of Naval Operations
·	OPNAVINST	Chief of Naval Operations Instruction
·	OSHA	Occupational Safety and Health Administration
·	PAO	Public Affairs Officer
·	PC	Personal computers
·	PII	Personally Identifiable Information
·	POA&M	Plan of Actions and Milestones
·	POC	Point of contact
·	PWS	Performance Work Statement
·	QASP	Quality Assurance Surveillance Plan
·	QC	Quality Control
·	QCP	Quality Control Plan
·	RAID	Redundant Array of Independent Disk
·	RSupply	Relational Supply
·	SA	System Administrator
·	SAAR-N	Systems Access Authorization Request – Navy
·	SAS	Support Analysis Summary
·	SBU	Sensitive But Unclassified
·	SCI	Sensitive Compartmented Information
·	SECNAV	Secretary of the Navy
·	SMTS	Software Maintenance Tracking System
·	SPAWARSYSCEN	Space and Naval Warfare Systems Center
·	SSAA	System Security Authorization Agreement
·	TAD	Temporary Additional Duty
·	TDY	Temporary Duty
·	TPOC	Technical Point of Contact
·	TR	Trouble Report
·	TWMS	Total Workforce Management Services
·	TYCOM	Type Commander
·	WAN	Wide Area Networks
·	USC	United States Code
·	USCIS	US Citizenship and Immigration Service

5.0 PERFORMANCE REQUIREMENTS: The contractor shall perform the following tasks to provide services in support of NALCOMIS for CNAFR, Code N41 Aviation Supply Directorate.

5.1 NALCOMIS System Administration: The following is a listing of specific tasks that support NALCOMIS systems administration and operation.

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5.1.1 The contractor shall provide adequate controls to ensure system security and systems access granted to users is consistent with their duties. Deliverable: The contractor shall provide system access control plan to ensure system security within 15 days of contract/task order award.

5.1.2 The contractor shall identify user problems and submit NALCOMIS Trouble Report (TR) / Change Proposal (CP) via Software Maintenance Tracking System (SMTS) or directly to Space and Naval Warfare Systems center (SPAWARSYSCEN) Norfolk, Virginia per Organizational Maintenance Activity-Systems Admin Menu (OMA-SAM) and Type Command (TYCOM) directives.

5.1.3 The contractor shall maintain familiarity with the operation of all NALCOMIS, RSupply and assigned hardware. The contractor shall maintain accurate inventory and ensure hardware is functioning correctly. The contractor shall coordinate and record all scheduled and unscheduled maintenance. Deliverables: The contractor shall provide a 100 percent inventory of all NALCOMIS Hardware and its Operational Status within 15 days of contract award and a monthly maintenance report summary.

5.1.4 The contractor shall ensure the NALCOMIS system and RSupply Database integrity and validity is maintained. Deliverable: The contractor shall provide a monthly status report on the NALCOMIS system and RSupply Database integrity and validity.

5.1.5 The contractor shall coordinate all Maintenance Action Form (MAF) delete actions with Maintenance Control to ensure all related actions are accomplished. Deliverable: The contractor shall provide a weekly Maintenance Action Form (MAF) deletion actions report.

5.1.6 The contractor shall perform system and database backups, database restoration and assist in exporting/importing aircraft Bureau Control Number (BUNO) number from squadron detachments as required.

5.1.7 The contractor shall coordinate and schedule all system non-availability periods such as aircraft transfers and detachment set-up. Deliverable: The contractor shall provide a monthly projected schedule of system non-availability periods and send out and non-availability email notification to all users not later than 24 hours before non-availability period starts.

5.1.8 The contractor shall maintain NALCOMIS / RSupply security and accreditation by monitoring security subsystems. Deliverable: The contractor shall provide an annual NALCOMIS / RSupply security and accreditation report.

5.1.9 The contractor shall coordinate data transfer requirements between NALCOMIS Organizational Maintenance Activity (OMA) and all other automated information systems.

5.1.10 The contractor shall establish procedures and coordinate all system recovery and

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contingency processes. Deliverable: The contractor shall provide annual updates to system recovery and contingency procedures and processes.

5.1.11 The contractor shall coordinate software releases, software changes and hardware upgrades.

5.1.12 The contractor shall establish and maintain system log, recording all down time, hardware failures, database saves and all other system requirements established in the OMA-SAM. Deliverable: The contractor shall provide a quarterly report showing any recorded all down time, hardware failures, database saves and all other system requirements established in the OMA-SAM.

5.1.13 The contractor shall submit supply requests for replacement parts to government personnel as needed.

5.1.14 The contractor shall provide informal training and on-the-job training (OJT) to both Organizational and Intermediate (O&I) level maintenance personnel, Database Administrators and System Administrators on NALCOMIS operations, Microsoft Information Systems, security and aviation Maintenance and Material Management documentation.

5.1.15 The contractor shall perform all duties described in the OMA-SAM and Organizational Maintenance Activity-User's Manual (OMA-UM) (Legacy), Organizational Maintenance Activity-Users Guide (OMA-UG) (Optimized) and the System Security Authorization Agreement (SSAA).

5.1.16 The contractor shall update NTCSS Optimized OMA NALCOMIS baseline change reports. Deliverable: The contractor shall provide updated NTCSS Optimized OMA NALCOMIS baseline change reports on a weekly basis.

5.1.17 The contractor shall operation and maintain the NALCOMIS Intermediate Maintenance Activity (IMA) systems, Joint Aviation Technical Data Integration (JATDI)/Mid Tier Server, O&I Server, R-Supply/Enterprise Resource Planning (ERP) server and the associated telecommunications network.

5.1.18 The contractor shall perform analysis and strategic planning on project issues for present and planned systems to include developing and maintaining project level Plan of Actions and Milestones (POA&M).

5.1.19 The contractor shall perform routine startup and shutdown of computer and telecommunications equipment as well as emergency procedures.

5.1.20 The contractor shall perform daily incremental and weekly full backups of supported computer systems.

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5.1.21 The contractor shall monitor batch job processing. The contractor shall monitor and control as necessary batch and other automated job processes to ensure proper completion. In the event of equipment failure, malfunction or batch jobs failure, the contractor shall notify specified point(s) of contact as soon as possible following discovery of a problem.

5.1.22 The contractor shall provide initial set-up and on-going support for remote workstations and associated connectivity. The contractor shall provide help desk support for connectivity and functional NALCOMIS and or RSupply applications. The contractor shall provide technical and hardware support to NALCOMIS OMA activities, to include basic application training, troubleshooting and repair of system hardware. The contractor shall provide preventative maintenance, hardware and software trouble shooting and technical support on assigned systems for the NALCOMIS, and peripheral devices, including host machines, RAID assembly subsystem, backup tape drives, monitors and printers and network connectivity to all Navy Reserve units operating the NALCOMIS system and troubleshooting and repair of all NALCOMIS servers and peripheral devices not supported by a maintenance support contract or product warranty.

5.1.23 The contractor is responsible for future training and related Automated Information System (AIS) initiatives.

5.1.24 The contractor will coordinate equipment installation and removal. Schedule and oversee all equipment installation and removal for the designated facilities.

5.1.25 The contractor shall assist the Support Analysis Summary (SAS) with the execution of Commander Network Warfare System Command Systems Security Authorization Agreement (SSAA) information system requirement.

5.1.26 The contractor shall assist in creating the SAS Aviation Information Systems Engineering Management Plan.

5.1.27 The contractor shall monitor automated system reporting and analyze potential failures of equipment and possible data corruption. Deliverable: Weekly analysis of any potential failures of equipment and possible data corruption on.

5.1.28 The contractor shall provide technical/hardware support for Legacy and Optimized OMA systems to include troubleshooting, preventative and corrective maintenance, updating of Information Assurance Vulnerability Alert (IAVAs), and installing and updating Anti-Virus software.

5.1.29 The contractor shall verify OMA interfaces have connectivity with squadrons.

5.1.30 The contractor shall function as Navy Tactical Command Support Systems

(NTCSS) systems administrator and operator, providing end-user support to NAS New Orleans, NAS Fort Worth, NAF Washington and McGuire JFB personnel, transitioning squadrons and associated commands.

5.1.31 The contractor shall maintain 24/7 systems availability for NALCOMIS-OIMA, NALCOMIS-OOMA and the NALCOMIS-ERP interface by monitoring server logs and files and correcting errors/abnormalities.

5.1.32 The contractor shall maintain, create and delete user accounts, maintain the policies and standards in place and enforce information assurance security procedures by incorporating system-wide applicable DOD Information Assurance Vulnerability Alert (IAVA) patches. The contractor shall report IAVA compliance and IAVA mitigation plan status via the Online Compliance Reporting System (OCRS).

5.1.33 The contractor shall provide on-site access to, and administration of, Joint Knowledge Caching Server (JKCS), Joint Technical Data Integration (JTDI), Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) and the Interactive Electronic Technical Manuals (IETMS) servers.

5.2 PERFORMANCE REQUIREMENTS SUMMARY (PRS): This section refers to deliverables produced by the contractor as a result of the work performed in Section 5 Performance Requirements above. Deliverables will be in contractor format and delivered in electronic format via email. All documents shall be password protected. Passwords shall be sent via separate email to the customer. The Performance Requirements Summary Table 5.2 is below.

Table 5.2 - Performance Requirements Summary

Task	Performance Objective	Performance Standards	Frequency	Acceptable Quality Level (AQL)	Surveillance Method
5.1.1	System Access Control Plan	Adhere to requirements specified in paragraph 5.1.1 of the PWS	Due the within 15 days of contract/task order award	Quality: All key system access control items contained in plan.	Customer Approval.
5.1.3	100 percent inventory of all NALCOMIS Hardware and it's Operational Status	Adhere to requirements specified in paragraph 5.1.3 of the PWS	Due the within 15 days of contract/task order award.	Quality: 98 percent (2 percent error) accuracy of the report.	Customer Approval.

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5.1.4	Monthly NALCOMIS System and RSupply integrity and validity report.	Adhere to requirements specified in paragraph 5.1.4 of the PWS	Due monthly.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.5	Weekly Maintenance Action form Deletion report.	Adhere to requirements specified in paragraph 5.1.5 of the PWS	Due weekly.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.7	Monthly projected schedule of system non-availability periods.	Adhere to requirements specified in paragraph 5.1.7 of the PWS	Due monthly.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.8	Annual NALCOMIS and RSUPPLY Accreditation Report.	Adhere to requirements specified in paragraph 5.1.8 of the PWS	Due annually.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.10	Annual update to system recovery and contingency processes.	Adhere to requirements specified in paragraph 5.1.10 of the PWS	Due annually.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.12	Quarterly report showing all recorded down time, hardware failures, database saves, etc.	Adhere to requirements specified in paragraph 5.1.12 of the PWS	Quarterly, due by 15 day of new quarter covering previous quarter	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.1.16	Weekly NTCSS Optimized OMA NALCOMIS Baseline Change Report	Adhere to requirements specified in paragraph 5.1.16 of the PWS	Due weekly.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.

5.1.27	Weekly analysis of potential failures of equipment and possible data corruption	Adhere to requirements specified in paragraph 5.1.27 of the PWS	Due weekly.	Quality: 98 percent (2 percent error) accuracy of the report.	Spot check of the report.
5.3	Monthly Contract Status Report	Adhere to requirements specified in paragraph 5.0 of the PWS	Due the 15 th working day of each month for the previous months accomplishments	Quality: All Important tasks and financial health of the contract/task order reported	Specific Inspection
5.4	Meeting/Briefing Reports	Adhere to requirements specified in paragraph 5.4 of the PWS	As required. Due 3 workdays after meeting or briefing	Quality: All key meeting briefing items reported the	Customer Approval
5.5	Quality Control Plan	Adhere to requirements specified in paragraph 5.5 of the PWS	Within 15 workdays after contract/task order award.	Quality: 98 percent (2 percent error) accuracy of the report.	Customer Approval

5.3 MONTHLY CONTRACT STATUS REPORTS: The Monthly Contract Status Report (MCSR) is prepared by the contractor in contractor format as approved by the COR. The MCSR is designed to provide a comprehensive review and analysis of cost, schedule and technical performance for each contract/task order. The MCSR report data is used by the Technical Point of Contact (TPOC) and COR to evaluate task performance and deliverables provided, to identify the magnitude and impact of actual and potential problem areas which could cause cost or schedule variances from plan, and to provide, valid, timely and auditable task information. The MCSR shall include a financial summary for the current reporting period and for total accrued expenditures. The MCSR shall show the number of hours executed and the fully burdened labor through fee for each employee labor category assigned to the contract/task order. Expenses (e.g., labor, travel, and materials/ODC) shall be separately reported with full burdens for the current reporting period expenditures and by cumulative total expenditures for the contract/task order and percent of funding remaining. Financial Summary shall also include separate graphs for each category of expense (Labor, Travel and Material/ODC) depicting Actual Cost of Work Performed (ACWP), Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), and the 75 Percent Point of Funding Expended. Additionally a Technical Summary shall be provided covering accomplishments during the reporting period and

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why the accomplishment was significant, any deliverables provided during the reporting period, any issues and actions taken to resolve the issue, and a projection of accomplishments and deliverables anticipated to be provided during the next reporting period. The MCSR shall be password protected. The document password shall be provided by separate email.

5.4 MEETINGS AND BRIEFINGS. The Contractor shall attend, participate in and provide input at scheduled and unscheduled meetings, conferences and briefings that affect PWS functions and serve to provide effective communication.

5.5 QUALITY CONTROL PLAN (QCP): The Contractor shall ensure quality service is maintained throughout the life of the contract, and shall prepare a QCP within 15 workdays of contract/task order award and submit for government review and approval. Implement the QCP upon government approval. The plan shall reflect the Contractor's overall approach, internal controls and establishment of procedures for evaluating each of the major service areas (who, method, how often), for reporting to the Government, for resolving deficiencies, for identifying potential improvements, and for maintaining and making available to the Government, documentation (as listed in PWS Performance Requirements Section 5) reflecting quality control inspections and any corrective actions taken.

6.0 SKILLS AND KNOWLEDGE AND LABOR CATEGORY REQUIRMENTS FOR THE POSITION: Contractor personnel must be highly skilled in system's administrator for the NALCOMIS System. All contractor personnel shall be sufficiently competent in reading, writing, speaking and understanding English to perform the work.

6.1 NALCOMIS SYSTEMS ADMINISTRATOR LABOR CATEGORY

DESCRIPTION: The NALCOMIS Systems Administrator shall possess 10 years of general experience in the information technology, information systems and computer field. Must have at least 6 years specialized experience as a systems or network administrator and experience working with local area networks, telecommunications and standard desktop hardware and software configurations; proficiency with Windows XP, Vista, and Windows 7 operating system environments and Microsoft Office Professional software applications and be qualified as an Aircraft Maintenance Administration Specialist and completed one of the NALCOMIS Aviation Information Systems Administrator/Analyst training tracks, NALCOMIS Aviation Maintenance System Administrator/Analyst or NALCOMIS Aviation Maintenance OMA System Administrator/Analyst. The NALCOMIS Systems Administrator shall have appropriate DOD Security clearance and IAT Contractor Training and Certification (DFARS Case 2006-D023) and DOD 8570.01M.

6.2 HISTORIAL NALCOMIS SYSTEM ADMINISRATOR WORKLOAD DATA:

6.2.1 NAS New Orleans, LA: Provided an average of 7,056 System Administrator support actions annually. Historically each contractor assigned to this location processed an average of 2,352 actions over 52 weeks.

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6.2.2 NAS Fort Worth, TX: Provided an average of 7,060 System Administrator support actions annually. Historically each contractor assigned to this location processed an average of 2,353 actions over 52 weeks.

6.2.3 NAF Washington, MD: Provided an average of 7,113 System Administrator support actions annually. Historically each contractor assigned at this location processed an average of 2,371 actions over 52 weeks.

6.2.4 JB McGuire, NJ: Provided an average of 7,002 System Administrator support actions annually. Historically each contractor assigned at this location processed an average of 2,334 actions over 52 weeks.

7.0 PLACE OF PERFORMANCE: The place of performance for this contract/task order shall be at the four (4) Naval Air Station Aviation Supply Departments listed below.

Naval Air Station (NAS) New Orleans, LA
Aviation Supply Detachment

NAF Washington, MD
Aviation Support Detachment

NAS Joint Reserve Base (JRB) New Orleans
400 Russell Ave
BLDG 480

1 San Diego Loop
BLDG 3086
Andrews AFB, MD 20762-5518

New Orleans, LA 70143-5012
NAS Fort Worth, TX
Aviation Support Detachment
Dix-Lakehurst

JB McGuire
Aviation Supply Detachment
Joint Base (JB) McGuire-

NAS Joint Reserve Base (JRB) Fort Worth
1251 Military Parkway
Fort Worth, TX 76127-1251

4390 Texas Ave
JB McGuire Dix Lakehurst
Fort Dix, NJ 08640-1009

8.0 PERIOD OF PERFORMANCE:

Base Year:	3 December 2015 to 2 December 2016
Option Years if executed:	
Option Year I	3 December 2016 to 2 December 2017
Option Year II	3 December 2017 to 2 December 2018
Option Year III	3 December 2018 to 2 December 2019
Option Year IV	3 December 2019 to 2 December 2020

9.0 QUALITY ASSURANCE SURVILLANCE PLAN (QASP).

9.1 Surveillance methods: The primary methods of surveillance used to monitor performance of this contract will include, but not be limited to, random or planned sampling, periodic or

inspection, and validated customer complaints. Performance will be measured in accordance with Table 9.1 below.

Table 9.1: Quality Assurance Surveillance Plan

Performance Element	Performance Required	Frequency	Surveillance Method	Acceptable Quality Level
PWS Section 5.3	Cost/Financial Management - Provided accurate Financial documentation and cost performance data	100% Inspection of all contractor prepared data products, reports, spreadsheets, invoices and other financial documents	Customer Feedback	No more than 3 substantiated negative customer feedbacks during 6-month period Exercise of option periods
PWS Section 5.3	Monthly Contract Status Report	100% Inspection of all contractor prepared data products, reports, spreadsheets, invoices and other financial documents	Customer Feedback	No more than 3 substantiated negative customer feedbacks during 6-month period Exercise of option periods
PWS Section 5.3	Cost/Financial Management - Provided accurate Financial documentation and cost performance data	100% Inspection of all contractor prepared data products, reports, spreadsheets, invoices and other financial documents	Customer Feedback	Customer Approval
PWS Section 5.0 all	Quality– Technical products/deliverables were complete, accurate, clear and conformed to the requirements of the PWS	100% Inspection	Customer Feedback	Customer Approval

Performance Element	Performance Required	Frequency	Surveillance Method	Acceptable Quality Level
PWS Sections 5.4, and 5.5.	Completed reports	100% Inspection	Customer Feedback	Customer Approval

If performance is within acceptable levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

9.2 Incentives/Disincentives: The COR's makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract/task order, reflected in the COR's annual report, may result in termination of the contract/task order and may also result in the loss of future Government contracts/task orders. The contractor's failure to achieve satisfactory performance under the contract/task order may result in the non-exercise of available options

For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within 5 days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. _

In accordance with the inspection of services provisions for Firm Fixed Price (FFP) contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.

10.0 NORMAL WORKING HOURS: The standard work hours are 0630 to 2300 hours Monday through Friday with a one (1) hour unpaid lunch break during flight operations. During non-flight operations the standard work hours are 0730 to 1630 hours. If at all possible, the Contractor will be notified a minimum of 7 workdays prior to any schedule changes. The contractor shall develop personnel work schedules to ensure all tasks described in the PWS are performed. The below information is provided as historical information only to provide insight on existing work schedules:

10.1 CONTRACTOR DEVELOPED SCHEDULES: The contractor shall develop personnel shift schedules to ensure all stations are properly manned Monday - Friday 0630 – 2300 hours. Historically, 8 hour shifts were implemented and broken down by first and second shifts to ensure sufficient coverage was maintained at all times.

10.2 OVERTIME: No overtime or extended work week will be paid under this contract. Mission critical situations may require contractor personnel to work beyond scheduled shift hours. These situations may include unforeseen military reserve training, contingency operations, weather emergencies, etc. Contractor will respond within one hour for mission requirements and system problems that arise after normal working hours. If work outside the

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core hours becomes necessary, it is the contractor's responsibility to adjust the employees' schedules as necessary to ensure that employees stay within allotted 40 hour work week.

11.0 TRAVEL: No reimbursable travels expensed are authorized under this PWS.

12.0 TRAINING REQUIREMENTS

CNAFR is responsible for conducting the training required for local mandates only, which will be at no cost to the contractor. The Contractor is responsible for any and all technical training required for assigned contractor personnel to accomplish the tasks outlined in Section 5.0 Performance Requirements.

13.0 SECURITY REQUIREMENTS

13.1 SECURITY CLEARANCE:

a. Contract personnel performing under this contract/task order must maintain a DOD Security Clearance with a minimum of a Single Scope Background Investigation (SSBI) current within five (5) years, based on administrative privileges associated with this contract in accordance with DoD 5220.22-M (NISPOM), DoDI 8500.2 encl(3) table E3.T1, SECNAV M-5510.30, and SECNAV M-5239.2. Contractors must be a United States citizen.

b. The contractor will provide the Navy's Security Manager and the COR, the name, title, address and phone number for the Contractor's Security Representative (CSR)/Facility Security Officer (FSO). The CSR/FSO shall be the primary point of contact on any security matter. The contractor shall provide a listing of contract personnel performing under this contract/task order within 15 days of contract award. The CSR/FSO is responsible for entering contract personnel information into the Joint Personnel Adjudication System (JPAS), having "Owning" role in JPAS for contract personnel, and submitting visit authorization letters (VAL) via JPAS for contract personnel performing under this contract/task order. The command Navy Security Manager will take a "Servicing" role in JPAS for contract personnel for the duration of contract. Contract personnel shall in-process with the Navy Security Manager upon arrival to Navy command and shall out-process prior to the conclusion of the contract/task order or employment termination. The VAL shall be renewed annually for contract personnel performing under this contract/task order. Failure to submit VAL shall result in a delay in contract personnel start date.

c. Once the SF-86 has been submitted in (JPAS), an interim clearance may be granted by Department of Defense Central Adjunction Facility (DODCAF) through the CSR/FSO, and the Navy Security Manager may authorize issuance of a CAC and interim access to access a DON or DoD classified/unclassified computer/network, and/or have access to sensitive unclassified information. The contractor shall ensure that the individual employee has a current requisite background investigation for the duration of the contract/task order. The investigation must be submitted and results received prior to commencement of work. When the results of the

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investigation are received and a favorable determination is not made, the contract personnel working on the interim access shall be removed immediately.

(1) Derogatory information (i.e. Medical Evaluations, Letters of Intent, Statement of Reasons) or “No Determination Made” decisions resulting from a personnel security investigation shall be addressed by the CSR/FSO. Contract personnel shall self-report any derogatory issue to their supervisor or the CSR/FSO in accordance with NISPOM. The CSR/FSO shall notify the Government Sponsor regarding issues that will impact a contract personnel’s ability to maintain access. No contract personnel shall have access to any DoD classified/unclassified or sensitive information/CUI until completion of the adjudication process and/or resolution of issues. An unfavorable determination does not relieve the contractor from meeting any contractual obligation under this contract/task order.

d. The contractor shall ensure contract personnel requiring access to IT systems or networks are certified in accordance with DoD 8570.01-M and provide documentation. The contractor shall ensure contract personnel complete annual Information Assurance (IA) training and maintain a current requisite background investigation. The contractor shall ensure a System Authorization Access Request Navy (SAAR-N) is completed on contract personnel requiring access to IT systems. The contractor shall ensure a completed SAAR-N is forwarded to the Navy Command’s Security Manage at least five (5) days prior to the contract personnel’s start date. Failure to provide the required documentation in the prescribed timeframe shall result in a delay in contract personnel’s start date.

e. The contractor shall comply with Directive-Type Memorandum (DTM) 08-003, DoD 5200.2R, and SECNAV M-5510.30 regarding CAC issuance, Personnel Security Program procedures for contract employees requiring: (1) Physical access to a federally controlled base, facility or activity and/or; (2) Access to DoD computers and networks (information technology and systems) to perform certain classified, unclassified, or non-critical sensitive duties under this contract/task order.

(1) The contractor shall immediately report a lost or stolen CAC to the Government Sponsor.

(2) FAR Clause, 52.204-9, “Personal Identity Verification of Contractor Personnel”, also included in this contract is applicable and provides further direction regarding the CAC.

(3) The contractor is responsible for the absence of contract personnel due to expired CACs/credentials.

(4) Contract personnel shall return CACs to the government Technical Point of Contact/Government Sponsor upon contractor change in status, expiration of the CAC, or completion or expiration of the contract.

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

a. DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DOD 8570.01-M. It has been determined that contractors supporting this contract/task order must attain and hold IAT Level II certification (Due to computing level of privileged access required for systems connected to a network).

b. Appropriate operating system certification for information assurance technical positions is required by DOD 8570.01-M. All contractor CSWF certifications shall be provided to CNRFC N64 upon arrival/check-in for registration in TWMS.

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

d. Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions. The contractor shall provide a plan/schedule of certification attainment within 6 months of contract/task order award for those contractor personnel assigned who arrive without appropriate IAT certification. The contractor shall provide the plan/schedule of certification attainment within 15 days of contract award. The contractor shall provide a plan/schedule of continuing education units for the maintenance of required certifications. The contractor shall provide the plan/schedule of continuing education units for the maintenance of required certifications within 15 days of contract award and the continuing education can be combined with plan/schedule of certification attainment plan. The contractor shall comply with all other requirements of DOD 8570.01-M for each respective IASAE or IAT level. Guidance is located at: <http://www.dtic.mil/whs/directives/corres/pdf/857001m.pdf>.

13.3. OPERATIONS SECURITY (OPSEC) REQUIREMENTS

13.3.1 GENERAL CONTRACTOR OPSEC REQUIREMENTS: During the course of this contract/task order, in addition to those restrictions, instructions and guidelines delineated in the contract Performance Work Statement (PWS) and/or other references provided, the contractor will adhere to the following minimum requirements in support of Commander, Navy Reserve Forces Command (CNRFC) and Commander, Navy Air Force Reserve (CNAFR) OPSEC Programs:

a. Introduction of personnel electronic devices into government networks, government

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spaces, laptops, tablet PCs, cellular phones, cameras, recording devices, and data recording/storage devices is **STRICTLY** controlled and forbidden in most cases. Company issued equipment required for the performance of work at CNRFC/CNAFR site must be approved by the government security officer. Photography and recording is not allowed except for official use and by permit only. (Unless otherwise stipulated in the contract, contact the CNRFC/CNAFR Security Officer for approval.)

b. Contractor personnel shall not discuss government operations in public or over unprotected or unencrypted communications. Official Business, controlled unclassified information may only be transmitted as directed in the Performance Work Statement.

c. The Contractor shall not post to company websites, publications, newsletters or other media any images, data or information that reveal sensitive government operations, personnel, equipment, and/or classified or controlled unclassified information, refer to paragraph (d) below. When in doubt, company press releases related to this contract should be coordinated through the Contracting Officer Representative (COR) and the CNRFC/CNAFR Public Affairs Officer (PAO).

d. Contractor personnel shall not disclose to unauthorized third parties, post to unofficial sites (including Social Networking sites) any images, data or information that reveals sensitive government operations, personnel, equipment, including, but not limited to:

(1) Tactics, techniques and procedures, production or work schedules, any visible or concealed modifications, upgrades, additions to vessels, aircraft, or weapons or equipment; increases, change, or decreases in work/deployment frequency or government personnel, vehicle, vessel or aircraft movements; specialized equipment orders, deliveries, shipments, etc. (Unauthorized disclosure and transfer of National Security Information is punishable under 18 United States Code (USC) § 793.)

(2) Any Non-Disclosure requirements will remain in effect during the duration of this contract/task order an indefinitely thereafter.

(3) Unauthorized disclosures and attempts to solicit this type information by unauthorized third parties or others not affiliated with this contract shall be reported to the CNRFC/CNARF Security Office and the contract point of contact, and your company Facility Security Officer (FSO) and the Defense Security Service (DSS).

e. Government issued badges, identification shall be removed and/or concealed from plain sight when off station and shall not be left in vehicles or unprotected. Badges and Passes may not be duplicated or copied. Lost or stolen identification badges, vehicle passes etc., will be immediately reported to the CNRFC/CNAFR Security Office.

f. Practice OPSEC and implement countermeasures to protect Critical Information (CI)

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and other sensitive unclassified information and activities vigilance, or degrade the planning and execution of military operations performed or supported by the contractor in support of the mission. Protection of CI will include the adherence to and execution of countermeasures which the contractor initiates or as provided by CNRFC/CNARF Security Office, for CI on or related to this Performance Work Statement.

g. The contractor must mark and protect related internal production schedules, deliverables, inventories and shortages and identified vulnerabilities related to production of government material as For Official Use Only (FOUO) Information in accordance with guidance in paragraphs 13.4 and 13.5 below of this Performance Work Statement.

h. All government information must be destroyed at contract termination or returned to the government at the government's discretion.

13.3.2 PERMANENT GOVERNMENT SITE CONTRACTOR: When a contract includes permanent/embedded contract personnel performing at CNRFC/CNAFR or other government facilities, these additional requirements apply:

(1) The contractor shall assign an OPSEC Point of Contact for this contract.

(2) OPSEC Awareness Education and Training shall be provided by or coordinated through government channels (CNRFC/CNAFR OPSEC Program) at no cost to the contractor. All personnel supporting the contract shall receive initial OPSEC awareness training and Annual OPSEC Refresher training; verification of contractor personnel OPSEC training will be provided. The contractor should contact CNRFC/CNAFR Operations Security Officer to assist with this requirement.

(3) The CNRFC/CNAFR Command Critical Information List (CIL) or additional information identified by CNRFC/CNAFR or the COR including company-generated information whether in electronic or hardcopy form; e.g.; internal schedules, deficiency reports, and other internal documents, related to this project will be marked and handled appropriately as FOR OFFICIAL USE ONLY (FOUO) or other required marking in accordance with guidance in paragraphs 13.4 and 13.5 below (If applicable) of this Performance Work Statement.

Government Critical Information includes but is not limited to:

- Known or probable vulnerabilities to any U.S. system and their direct support systems,
- Details of information about military operations, unit, vessel, aircraft movements/arrivals, missions and exercises,
- Specific TAD/TDY deployment data including personnel numbers, duration, location, etc.
- Specific details concerning TAD/TDY travel itineraries and purposes of travel by key personnel;
- Association of abbreviations, acronyms, nicknames, or codewords with projects or locations,
- New, projected, or expanded secure communications capabilities, and
- Don't display security badge outside the building and don't allow "piggy backing" on the

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doors entering CNRFC/CNAFR facilities.

(4) A complete list of CNRFC/CNAFR Critical Information will be provided to the contractor project manager (if assigned) by the CNRFC/CNAFR OPSEC Officer. Questions regarding Critical Information shall be directed toward the CNRFC/CNAFR OPSEC Program Manager.

(5) OPSEC requirements are additional to the requirements of the NISPOM, DOD 5220.02M National Industrial Security Program Operating Manual. Thus, contractors may not impose OPSEC requirements on their subcontractors unless CNRFC/CNAFR OPSEC Officer approves the OPSEC requirements.

(6) OPSEC Training Requirements. When a contract requires long term access to CNFRC/CNAFR or other government facilities, such as embedded contractors, onsite work or participates in CNRFC/CNAFR operations, they must follow the provisions of the COMNAVFORINST 3432.1 Operations Security Program Instruction, to include training and awareness. The contractor is required to maintain individual training records for compliance purposes. CNRFC/CNAFR will provide initial and annual refresher training to contractor personnel upon assignment to this contract/task order and performing at a CNRFC/CNAFR or other government site on a permanent basis. Initial OPSEC training, which may be provided by computer-based training, live training or a combination of both and, is required initially within 30 days of assignment and annually thereafter. The online OPSEC training course ID is NIOC NIOC-USOPSEC-2.0 and the Course Title is Uncle Sam's OPSEC, which can be found on NKO. Additionally, the commands OPSEC Manager can provide classroom training.

13.4 INFORMATION AND INFORMATION SYSTEM SECURITY. To the extent that the Contractor receives or is given access to proprietary data, data protected by the Privacy Act of 1974 or other classified or privileged technical, business or financial information under this PWS, the Contractor shall treat and protect such information IAW any restrictions imposed on such information. The Contractor shall comply with OPNAVINST 5239.1B, Navy Information Assurance Program.

13.5 INFORMATION DISCLOSURE. Neither the Contractor nor any of its employees shall disclose, or disseminate information concerning the command's operations or security or an interruption of its operations. Disclosure of information relating to the services provided under this PWS is prohibited. The Contractor shall direct inquiries, comments or complaints to the COR any matter observed, experienced or learned during the performance of this PWS, since the resolution may require the dissemination of Government proprietary information.

13.6 CLASSIFIED INFORMATION. Failure by the Contractor or its employees to safeguard classified information received while performing under this PWS, may subject the Contractor, its agents, or employees to criminal liability under 18 United States Code (USC)

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Sections 793 and 798.

13.7 PROPRIETARY DOCUMENTS. The Contractor shall be responsible for appropriately marking Contractor documents that the Contractor considers proprietary.

13.8 DATA RIGHTS. The Government has unlimited rights to all deliverables under this contract. All data received, processed, evaluated and/or generated in the execution of this contract shall become the property of the Government unless specific exception is granted by the Contracting Officer. The Government will retain custody of all records associated with contractor deliverables and shall have exclusive control in the distribution of all written deliverables.

13.9 PHYSICAL SECURITY. All Contractor employees and their representatives who enter a DOD location to perform under the requirements of this PWS must adhere to all security regulations and as such will be subject to security checks. Contractor personnel and their personal property will be subject to searches and seizures when entering, while on, or leaving a DOD location pursuant to the installation's regulations. In the event of a strike by the Contractor's personnel, the Contractor shall be responsible for the cost of any increase in security required by the installation commander. The installation commander has the authority to bar individuals from the installation. Removal of an employee from the job site or dismissal from the premises shall not relieve the Contractor of its requirement to provide sufficient personnel for performance of the services required by the PWS. The Contractor shall remove any individual from the site whose continued presence or employment is contrary to public interest or inconsistent with the best interests of national security.

13.10 HEIGHTENED SECURITY OPERATIONS. The Contractor shall comply with the base policies and OPNAVINST 3300.54, Protection of Navy Personnel and Activities against Acts of Terrorism and Political Turbulence, to ensure mission accomplishment during heightened military installation security postures or other security postures as implemented. Heightened security conditions are known as Force Protection Conditions (FPCON) Bravo, Charlie and Delta. These postures apply when an incident occurs or intelligence is received indicating an imminent threat or act of terrorism against personnel and facilities. To provide continuity of operations in such conditions, the Contractor shall provide the COR written documentation of designated "mission essential personnel" who will require access to military installations during increased FPCON instances, Charlie and Delta.

14.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Government and Contractor personnel will be required to work in common office and warehouse spaces during working hours and the Contractor's performance shall not interfere with the Government's work. In the event that the Contractor believes that the Government or other personnel are interfering with the performance of the services required under the PWS, the Contractor shall notify the COR immediately. The Contractor shall not cease to perform the services required under the PWS without the KO or the COR's direction. Failure by the

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Contractor to notify the KO or COR could result in a denial of any compensation requests for any additional costs incurred in performance of the contract under such conditions.

15.0 NON-PERSONAL SERVICE STATEMENT

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by contractor management personnel. Contractor management will ensure that employees properly comply with the performance work standards outlined in the performance work statement. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

16.0 SPECIAL REQUIREMENTS

16.1 EMPLOYMENT OF FEDERAL EMPLOYEES. The Contractor shall not employ or enter into a contract with any person(s), military or civilian, to perform work under this contract who is an employee of the United States Government unless such person seeks and receives approval in accordance with applicable Navy and DOD regulations including Joint Ethics Regulation.

16.2 NATIONAL EMERGENCY. In the event of a national emergency, natural disaster or military exigency, the Contractor shall be prepared to accommodate a surge in support service requirement. All support operations shall continue services as directed by the CNRFC during a crisis declared by the National Command Authority. This function has been determined to be essential to performance during crisis and is IAW DOD 3020.37, Continuation of Essential DOD Contractor Services during Crisis and Navy implementation thereof.

16.3 FEDERAL HOLIDAYS. Contractors are not required to show up for work that falls on Federal Holidays. The following Federal holidays are observed by DoN:

- A. New Year's Day (1 January)
- B. Martin Luther King's Birthday (Third Monday in January)
- C. President's Day (Third Monday in February)
- D. Memorial Day (Last Monday in May)
- E. Independence Day (4 July)
- F. Labor Day (First Monday in September)
- G. Columbus Day (Second Monday in October)

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H. Veteran's Day (11 November)

I. Thanksgiving Day (Fourth Thursday in November)

J. Christmas Day (25 December)

In the event that a Federal holiday falls on a Saturday, the holiday will be observed on the Friday immediately before the holiday; if the Federal holiday falls on a Sunday, the holiday will be observed on the Monday immediately following the holiday. Other holidays are determined by Executive Order. Contactors are not required to show up for work that falls on Federal Holidays.

16.4 POST/BASE CLOSURES: The Post/Base Commander may decide to close all or part of the Post/Base in response to an unforeseen emergency or similar occurrence. Such emergencies may include, but are not limited to, adverse weather such as snow or flood, acts of nature such as tornado or earthquake, or a Post/Base disaster such as a natural gas leak or fire. Contractor personnel are considered non-essential personnel for purposes of any instructions given regarding a Post/Base closure. Contractor personnel should follow company guidance regarding working at alternate company locations.

If a decision to close all or part of the post/base is made during the normal duty hours and the decision is transmitted through official notification channels, Contractor employees shall notify the POC identified herein for the location, follow all instructions given, promptly secure all GFE appropriately, and evacuate in an expedient but safe manner. If the POC identified herein for the location is not on-site at the time the notification is provided to close the post/base, Contractor employee(s) shall notify the POC by phone or notify the POCs designated representative.

If the decision is made to close the post/base after normal duty hours, the Government's designated representative at the location will notify the Contractor's designated representative for that location who, in turn and as necessary and appropriate, will notify the affected Contractor personnel

16.5 MEETINGS AND BRIEFINGS. The Contractor shall attend, participate in and provide input at scheduled and unscheduled meetings, conferences and briefings that affect PWS functions and serve to provide effective communication.

16.6 GOVERNMENT FURNISHED PROPERTY/ACCESS TO GOVERNMENT SITES.

A. The Contractor and its employees shall be knowledgeable and comply with all DOD, SECNAV, OPNAV and local site instructions, policies and procedures regarding physical security in the performance of this PWS. The Contractor shall safeguard all Government property in assigned work areas and secure all Government material in its possession when not under direct physical control of Contractor employees.

B. The Government will provide existing Government Furnished Equipment

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(hardware and software) and any additional equipment (hardware and software) requested by Contractor and determined necessary by the Government for the Contractor to perform tasks in this PWS. The Government will provide the Contractor with access to IT equipment, software, systems and services, and Local Area Network with internet connectivity during the performance of the services. The Government will be responsible for providing the following:

1. Building and base passes as required to provide access to necessary facilities during normal duty (working) hours.
2. Reasonable use of available office space and equipment to include use of a telephone, FAX, copy machines and a personal computer with word processing and spreadsheet software and email capability at CNRFC Headquarters.
3. Functional access to N6/NMCI systems/databases.
4. Access to various spaces to maintain control/accountability of the NMCI inventory.
5. NMCI Network access.
6. NMCI workstation and associated peripherals to support the accomplishments of tasks/duties assigned

C. The Contractor will be responsible for immediate replacement or reimbursement of any and all government property lost, damaged, or destroyed while in the possession, custody, or supervision of Contractor employees. Replacement will be of 100% like property, in brand new condition. Reimbursement will be either by a discount on the next period's bill to the government, or by check to the US Treasury. Reimbursement will be for the full cost of replacement to the Government for the property.

16.7 CONTRACTOR IDENTIFICATION. Civilian contractor employee personnel shall identify themselves as contractors by wearing badges and/or other visible identification at all times, so their civilian contractor status is clearly known. Contractors must identify themselves as such in conversations, meetings, over the telephone, via e-mail and other mass media, and in informal and formal correspondence, and the like.

16.8 EMPLOYEE AND VEHICLE IDENTIFICATION. All Contractor employees shall obtain and display vehicle passes according to the Pass and Decal Office at the employee's primary work location. The Government will issue badges at no charge to all contracted employees. Each employee shall provide the information requested for an employee badge and vehicle pass. Government issued employee identification badges shall be worn at all times while on the Government installation. Badges shall be displayed on the contracted employees' outer clothing, above the waist, and shall be offered for inspection when requested by management, security or police personnel. Lost badges must be reported immediately to the issuing office. The COR will exercise complete control when granting or denying security identification badges. The contractor shall be accountable at all times for all security identification badges issued to its employees.

16.9 UTILITIES. The Government will furnish the necessary utility services required

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for the Contractor's performance under this PWS. Utility services will include water, electric, telephone, gas, sewage, steam, and fuel. The Contractor shall utilize these utility services only for the purpose of providing the support services of this PWS. The Contractor may use supplied utilities services only for the purposes of this PWS. The Contractor shall not change or alter any utility service or component.

16.10 TELEPHONE SERVICE. Telephone service, instruments and lines at the base will be provided for Contractor use at no cost to the Contractor. Government furnished telephones and telephone lines are to be used for transaction of official business only. All Government furnished telephones will be subjected to security monitoring at all times. Contractor shall notify its employees of the Government's security monitoring system. The Contractor shall ensure that classified information is not discussed over Government supplied telephones and that DD Form 2056, Do Not Discuss Classified Information, is affixed to each Government furnished telephone. Contractor personnel shall not relocate Government-furnished telephone equipment or in any way tamper with the telephone distribution system. The Contractor shall contact the COR when changes/additions are needed for any Government telephones or network lines.

16.11 REFUSE COLLECTION. The Government will be responsible for all refuse collection from assigned exterior dumpsters. The Contractor shall transport large refuse from all work spaces to on-site dumpsters. Refuse shall not be placed around exterior dumpsters. The Contractor shall contact the Government when exterior dumpsters are full or when a suspected rodent infestation is observed. The Contractor shall place metals, furniture, or non-hazardous trash, excluding recyclable material, in the dumpsters. The Contractor shall not dispose hazardous materials or hazardous waste in exterior dumpsters. The Contractor shall comply with all ongoing recycling initiatives

16.12 CUSTODIAL SERVICES. The Government will furnish limited custodial services for office spaces and restrooms. Government support services will include cleaning restrooms, emptying wastebaskets and vacuuming carpets. The Contractor shall perform weekly clean-up of Government furnished work spaces and surrounding areas.

16.13 POLICE AND FIRE PROTECTION. The Government will maintain police and fire protection within the confines of each base facility.

16.14 FACILITY MODIFICATIONS. The Contractor shall submit all requests for facility modifications to the COR for approval prior to action. Approved Contractor requested modifications shall be completed at the Contractor's expense. The Contractor shall not perform or engage in alterations to the facilities without specific written authorization from the COR. If the requested alterations are necessary for compliance with Occupational Safety and Health Administration, the Government will not unreasonably withhold such permission.

16.15 SYSTEM MAINTENANCE AND TURN-OVER. The Contractor shall ensure

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that Government furnished IT systems are maintained separately from the Contractor's furnished commercial systems, such as its financial management, personnel and other operating systems. The Government's furnished source programs, databases, operating systems and all modifications shall remain as Government property. The Contractor shall maintain and protect the systems and data for the duration of the contract; therefore, at the contract end date the Contractor shall return all current source and compiled programs, documentation, and data in a useable format consistent with the manner in which it was originally furnished or modified during the performance period, including any approved Contractor applications with databases. The Contractor shall ensure data is current, complete and readily accessible.

16.16 MANAGEMENT/QUALITY CONTROL PLAN (QCP): The contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Contractors shall therefore prepare and submit a management/quality control plan. The final Government approved plan shall be submitted within 15 days of contract start date. The plan shall discuss the Contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day to day operations. As part of the management/QCP, the contractor may conduct internal QC inspections. Results of any contractor internal Quality Control (QC) inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

16.17 CONTRACTOR PERSONNEL. All Contractor employees and their representatives who enter a DOD location to perform under the requirements of this PWS must adhere to all security regulations and as such will be subject to security checks. The contractor shall ensure that contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, "off limits" areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions. Contractor personnel and their personal property will be subject to searches and seizures when entering, while on, or leaving a DOD location pursuant to the installation's regulations. In the event of a strike by the Contractor's personnel, the Contractor shall be responsible for the cost of any increase in security required by the installation commander. The installation commander has the authority to bar individuals from the installation. Removal of an employee from the job site or dismissal from the premises shall not relieve the Contractor of its requirement to provide sufficient personnel for performance of the services required by the PWS. The Contractor shall remove any individual from the site whose continued presence or employment is contrary to public interest or inconsistent with the best interests of national security.

16.18 SMOKING/DRUG/ALCOHOL POLICY: The contractor shall comply with

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local command smoking policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

16.19 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel employed to perform tasks specified herein shall be the responsibility of the contractor. The contractor shall be responsible for the performance and conduct of contractor and subcontractor employees at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government's standards of conduct.

16.20 PERSONAL APPEARANCE: Contractor personnel shall comply with local military commander's published dress codes.

16.21 SMOKING/DRUG/ALCOHOL POLICY: The contractor shall comply with local command smoking policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

16.22 INTERACTION WITH OTHER ACTIVITIES: Government and contractor personnel will be working in common areas during working hours. Contractor performance shall not interfere with Government work in the area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the contractor shall notify the DGR immediately. The contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the KO or COR to stop work. Failure by the contractor to notify the KO, COR or DGR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions. Other Government contractor's may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between contractor's performing other contracts and this contract. The contractor shall provide all further required coordination between other contractor's for any task specified in this contract that relates to or impacts on any other contracted work.

16.23 HAZARDOUS CONDITIONS: Government facilities have been inspected and satisfy the requirements of Occupational, Safety and Health Administration (OSHA). Should a

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hazard be identified, the Government will correct the hazard IAW the base-wide Government approved plans of abatement. Corrective actions will be prioritized based on safety and health concerns. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this initiative. The fact that hazardous conditions have not been identified does not warrant or guarantee that no possible hazard exists, that workaround procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the Contractor. Compliance with OSHA and other applicable laws and regulations for the protection of Contractor employees is exclusively the responsibility of the Contractor. Furthermore, the Government will not be held liable or assume the responsibility for the Contractor's compliance or noncompliance with such requirements. The exception to this compliance is the aforementioned requirement to make corrections according to the approved plans of abatement subject to base-wide priorities.

16.24 GOVERNMENT MANAGEMENT OVERSIGHT: Government management will provide general instructions on limitations and deadlines. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy and completeness. The government reserves the right to require the Contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The KO or COR will notify the Contractor in writing of the need to remove any personnel. Any proposed substitute must equal or exceed the qualifications of the individual being replaced.

17.0 TRANSITION

17.1 TRANSITION PERIOD: The contractor shall still be prepared to assume full responsibility for the effort, including full staffing, beginning 3 December 2015 unless otherwise noted.

18.0 TECHNICAL POINT OF CONTACT (TPOC) AND INSPECTION AND ACCEPTANCE

The Contracting Officer's Technical Assistants under this Task Order and the person responsible for performing inspection and acceptance of the contractor's performance at the destination) are:

18.1 COR:
To be provided at time of award

18.2 ACOR: TBD

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE (DESTINATION)(NAVSUP)(SEP 1994)

Inspection and acceptance of the services to be furnished hereunder shall be performed at destination by the Contracting Officer's Representative (COR) or in the absence of the COR, the Alternate COR, or other authorized Government representative designated.

INSPECTION AND ACCEPTANCE (SERVICES)(OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made, upon completion of the services, by the Contracting Officer's Representative (COR), or in the absence of the COR, the Alternate COR, or other authorized Government representative designated.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8001 12/3/2015 - 12/2/2016

CLIN - DELIVERIES OR PERFORMANCE

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

8001 12/3/2015 - 12/2/2016

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

8101 12/3/2016 - 12/2/2017
8201 12/3/2017 - 12/2/2018
8301 12/3/2018 - 12/2/2019
8401 12/3/2019 - 12/2/2020

TIME OF PERFORMANCE (FISC DET PHILA) (OCT 1992)

Services to be furnished hereunder shall be performed and completed in accordance with the Delivery Schedule.

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SECTION G CONTRACT ADMINISTRATION DATA

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

(1) Document type. The Contractor shall use the following document type(s).
2 in 1 services

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

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

N00072

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

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

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0338

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Issue By DoDAAC	N00189
Admin DoDAAC	S1109A
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N00072
Accept at Other DoDAAC	
LPO DoDAAC	N00072
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

(*Contracting Officer: Insert applicable DoDAAC information or "See schedule" if multiple ship to/acceptance locations apply, or "Not applicable.")

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

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

aaron.byers@navy.mil
marva.parker@navy.mil

(Contracting Officer: Insert applicable email addresses or "Not applicable.")

(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.

aaron.byers@navy.mil
marva.parker@navy.mil

(Contracting Officer: Insert applicable information or "Not applicable.")

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

(End of clause)

CLAUSES INCORPORATED BY REFERENCE

252.201-7000 Contracting Officer's Representative DEC 1991

APPOINTMENT OF COR

APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

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

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AMCS (AW) Aaron P. Byers
757-322-3102
aaron.byers@navy.mil

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

N/A

Accounting Data

SLINID	PR Number	Amount

8001	N0007216RC70034	
LLA :		
AA 1761806 72A0 233 00072 0 068566 2D C70034		
Cost Code: 0007267029NM		

BASE Funding
Cumulative Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

AVAILABILITY OF FUNDS

Funding provided hereunder for CLIN 8001 (ACRN AA) is subject to the Continuing Resolution Acts, if any, and the final FY 16 Appropriations Act passed by Congress. This funding is released for the period of time covered by the Continuing Resolution Act (CRA), in an amount proportionate to the period of time covered by CRA. Upon approval of further CRAs, if any, funding is released for the period of time covered by the additional CRA(s), in an amount proportionate to the amount of time covered by any additional CRA(s). The funding becomes fully available upon passage of the FY 16 Appropriations Act.

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SECTION I CONTRACT CLAUSES

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

- (a) The Government may extend the term of this contract by written notice to the Contractor within 15 days of contract expiration.
- (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 60 months.

(End of clause)

Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

“The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the NALCOMIS support services via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

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

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

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

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ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security

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matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR

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CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

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SECTION J LIST OF ATTACHMENTS

QASP Services

CAP FFP