

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-8038		2. DELIVERY ORDER NO. NW02		3. EFFECTIVE DATE 2016 Jan 28		4. PURCH REQUEST NO. N5702516RC020CG		5. PRIORITY Unrated	
6. ISSUED BY NAVSUP FLC San Diego, Code 200 3985 Cummings Road San Diego CA 92136-4200 Kimberly F Rieder/200 619-556-5239				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 <i>(Date)</i> 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. 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								
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA BY: /s/Juana M Perez		25. TOTAL \$59,633.04		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 01/22/2016 CONTRACTING/ORDERING OFFICER		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
				PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE				g. E-MAIL ADDRESS		FINAL			
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			PARTIAL		35. BILL OF LADING NO.		
					FULL				
37. RECEIVED AT		38. RECEIVED BY (Print)	39. DATE RECEIVED	40. TOTAL CON-TAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8000	R499	Administrative Support and Clerical services in accordance with the attached performance work statement Payments shall be issued monthly in arrears. (O&MN,N)	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001		CDRL Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8100	R499	Administrative and Clerical support services in accordance with the attached performance work statement Payments shall be issued monthly in arrears. (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8101		CDRL Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8200	R499	Administrative and Clerical support services in accordance with the attached performance work statement Payments shall be issued monthly in arrears. (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8201		CDRL Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8300	R499	Administrative and Clerical support services in accordance with the attached performance work statement Payments shall be issued monthly in arrears. (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8301		CDRL Not Separately Priced	1.0	LO		NSP

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8400	R499	Administrative and Clerical support services in accordance with the performance work statement Payments shall be issued monthly in arrears. (O&MN,N) Option	12.0	MO		

For FFP / NSP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8401		CDRL Not Separately Priced	1.0	LO		NSP

SECTION C DESCRIPTIONS AND SPECIFICATIONS

Performance Work Statement for Commander Naval Air Force U. S. Pacific Fleet N01IG – Force Inspector General Office Administrative Assistant Support Services

1.0 INTRODUCTION

This position is located in the Force Inspector General Office, which is part of the Command Staff for Commander, Naval Air Force, U. S. Pacific Fleet (CNAP). The CNAP Force Inspector General Office currently consists of three federal service employees, and requires contractor administrative assistant support services.

2.0 BACKGROUND

Commander Naval Air Force U. S. Pacific Fleet (CNAP) Inspector General (IG) office is responsible for the inspection, investigations, reviews, audits and inquiries into any and all matters of interest to CNAP to include such matters as effectiveness, efficiency, economy; personnel discipline, morale and welfare; management practices, command relationships, and organizational structures; fraud, waste, and abuse. The IG office, under the Manager's Internal Control Program, is responsible for ensuring internal controls are in place in critical process areas to provide reasonable assurance to the Secretary of the Navy of proper stewardship of Federal resources. In support of these efforts, the Force IG has a requirement for administrative assistant support services.

3.0 SCOPE

The objective of this task order is to obtain the full range of administrative assistance and clerical support services to assist the Force IG carry out its duties and responsibilities. The contractor serves as the central point of contact and Subject Matter Expert (SME) on all administrative matters and shall staff the Force IG front desk, screen telephone calls and visitors, perform general clerical duties and word processing, use standard office equipment, prepare reports, arrange and maintain travel and meeting schedules and calendars.

4.0 DIRECTIVES

The contractor shall adhere to the following documents in accordance with paragraph 5.0 Performance Requirements:

Document Type	No./Version	Title	Date
		DON Manager Internal Control	-
SECNAVINST	5200.35F	Program	21 Jul 2014
JTR		Joint Travel Regulations	1 Oct 2014
SECNAVINST	5210.11	DON File Maintenance Procedures and Standard Identification Codes SSIC	20 Oct 87
SECNAVINST	5216.5	DON Correspondence Manual	June 2015
U.S. Code	Title 10 Subtitle A Part II Chapter 47	Uniform Code of Military Justice	
OPNAVNOTE	5400	Standard Navy Distribution List (SNDL)	

5.0 PERFORMANCE REQUIREMENTS

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The contractor shall perform the following tasks in accomplishing the requirements of this contract. Additionally, the contractor shall provide the necessary timely assistance to meet emergent requirements as requested by the Force Inspector General or other properly designated authority.

5.1 Serves as a central point of contact on all IG administrative matters. Authorized to provide information and take actions on administrative matters consistent with established policies and procedures. Answer and direct telephone calls and visitors; screen telephone calls, visitors, and incoming correspondence; personally respond to inquiries for information concerning administrative office procedures; determines which requests should be handled by the supervisor, appropriate staff member or other office.

5.2 Provide administrative assistant duties to include: maintaining records, receiving, preparing and verifying documents; typing; filing; use of word processing equipment/software; and basic knowledge of proper office procedures.

5.3 Manage and perform wide-range of administrative services. Provide advice and guidance to the Force IG to ensure compliance with administrative requirements. Develops and ensures application of administrative instructions and local policies and procedures, conducts follow-up administrative review when necessary. Programs that require administrative services and recommendations include, but are not limited to, management of internal controls, security, equipment management, travel, military evaluation program (fitness reports and evaluations), manpower utilization, performance standards, training, personnel actions, personnel awards, budgeting, administrative correspondence, directives and publications, educational services, and pay and entitlements. Serve as the primary contact point for interface with Personnel Support Detachments (PSD). (Approximately 5-10 interfaces monthly, dependent upon case volume).

5.4 Using government-provided format, contractor shall prepare initial drafts of general tasking letters to commands informing them of IG complaints relating to their cognizance and their requirements in carrying out investigation of the complaints. (Approximately 5-20 drafts monthly, dependent upon case volume).

5.5 Using government provided format, contractor shall prepare initial drafts to complainants to alert them of the outcome of the investigations. (Approximately 5-20 drafts monthly, dependent upon case volume).

5.6 Photocopy documents and reports for distribution. (Approximately 5-20 reports monthly, dependent upon case volume).

5.7 Prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc. (Approximately 5-20 monthly, dependent upon case volume).

5.8 Make arrangements for conferences and meetings and assembles established background materials as required. May attend meetings and record and report on the proceedings. (Approximately 5-20 attended conferences/meetings monthly, dependent upon case volume).

5.9 Prepares materials needed by the Force IG for conferences, correspondence, appointments, meetings, telephone calls, etc., and informs supervisor on matters as required. (Approximately 5-20 monthly, dependent upon case volume).

5.10 Perform data entry by writing case notes and uploading case

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documents/information into Navy Inspector General Hotline Tracking System (NIGHTS) database. (Approximately 5-20 uploads monthly, dependent upon case volume).

5.10.1 Provide limited transcription service of interviews from audio and digital files, for interviews not to exceed ten (10) minutes. Other transcription services will be used for lengthy interviews. (Approximately 5-20 transcribed interviews monthly, dependent upon case volume).

5.11 Maintain management information systems databases and tools, such as hotline complaint line and other resources that are used to track personnel, case files, audits, and corrective actions taken, as well as all forms of official correspondence.

5.12 Assist CNAF Inspector General Program Manager with the following:

5.12.1 Maintain the Force IG's short and long range calendars. Schedule and coordinate the Force IG's interviews with complainant, witness and Subject Matter Expert's (SME) schedule and to diplomatically resolve all conflicts; reschedule as necessary advising all parties in advance to ensure all obligations are met. Direct the Force IG's office administrative operations to ensure the most efficient and effective support is provided.

5.12.2 Organizes, develops and prepares Force IG's presentations and briefs .

5.12.3 Prepare, distribute, and collect customer surveys, questionnaires, and other forms used to gather data.

5.12.4 Assist in researching regulations and laws for developing functional guidelines for CNAF employees and subordinate commands.

5.12.5 Organize and maintain program files and databases and perform basic data validation and analysis.

5.12.6 Maintain office supplies and equipment, and responsible for ordering materials and for scheduling maintenance of office equipment through CNAF Force Supply Code N412.

5.13 DELIVERABLES

The contractor shall document the efforts performed in the completion of each task in a detailed Monthly Status Report due to the COR and Force IG Technical Point of Contact (TPOC) on or before the tenth of each month, in government approved contractor format. Minimum report requirements are as follows:

- (a) Summaries of the efforts expended on each task of the work statement, sections 5.1 – 5.12.6;
- (b) Uncompleted work
- (c) Issues or obstacles impeding work progress and recommended solutions
- (d) Topics or issues identified by COR with Contractor comment and/or mitigation plans provided.

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6.0 SKILLS/KNOWLEDGE/QUALIFICATIONS REQUIRED

6.1 Contractor personnel supporting this requirement will frequently serve as the primary focal point for the COMANVAIRPAC Force Inspector General Office. This occurs whenever Government members are on travel, conducting inspections, or otherwise out of the office. The ability to receive communications by telephone, email, or other communication mode and discern what can be answered or redirected and what must wait until the return of one of the Force IG members, is critical. As such, this is considered a Key Personnel function.

6.1.1 The contractor shall provide resumes for all Key Personnel. No substitutions shall be made of accepted key personnel except for sudden illness, death, or termination of employment, without prior written approval from the Contracting Officer (KO) and the Contracting Officer's Representative (COR).

6.1.2 All Contractor requests for approval of substitutions shall be submitted in writing to the KO and the COR within thirty (30) calendar days in advance of the effective date, when possible, and shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and other information requested by the KO necessary to approve or disapprove the proposed substitution. An interview by the KO and/or COR may also be requested. The KO and the COR will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing.

6.2 Contractor personnel will be working in the headquarters of Commander, Naval Air Force Pacific Fleet and must be able to communicate effectively with all levels of military and government civilian personnel on CNAF staff and other commands.

6.3 Contractor must have a minimum experience level of at least two (2) years of experience providing similar support within the Federal Government, a working knowledge and understanding of Inspector General processing procedures, investigative methods on military justice and comprehensive knowledge of Uniform Code of Military Justice (UCMJ).

6.4 Contractor personnel must have extensive knowledge of the organization, function, and chain of command of the Department of Defense (DoD); Department of the Navy (DoN) Secretariat, Chief of Naval Operations, and regionalized components; CNAP Command Staff and code structure; and Navy IG sufficient to determine contact and action offices, and to establish priorities, specifically the Standard Navy Distribution List (SNDL).

6.5. Contractor personnel must have extensive knowledge of and proficiency in U.S. Navy organizations, requirements, regulations, and procedures; Navy operational orders, written instructions and notices, and Navy correspondence procedures. Also, a comprehensive and detailed knowledge and understanding of governing budgetary, personnel, resource management, and other administrative policies, and regulations issued by DoD, SECNAV, OPNAV to assure the Force IG complies with administrative requirements, guidelines, and objectives. This includes responsibility in developing and implementing local administrative policies and procedures.

6.6 Contractor personnel must be able to manage multiple tasks at one time; coordinate with other personnel within the command; work independently; and develop strategies to optimize task performance, ensure efficiency, and achieve a high level of customer satisfaction.

6.7 Contractor personnel must be proficient in the use of Microsoft Office 2007 with an emphasis on Outlook, Word, Excel, Access, and PowerPoint, and must be able to enter, save, retrieve, edit, and present text, spreadsheets and/or charts. Must have ability to keyboard at minimum 40 wpm and possess proper grammar, spelling and punctuation skills. Additionally, contractor must have proficient knowledge of other approved automated systems such as Total Workforce Management Service (TWMS), BUPERS Online (BOL) and Fleet Training Management and Planning Systems (FLTMPS) to support the Force IG

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functions.

6.8 Contractor personnel must have working knowledge of SharePoint, and proficiency in the use of office equipment such as audio and digital transcribing devices, fax machines, copiers, scanners, personal computers, and printers.

7.0 GOVERNMENT FURNISHED PROPERTY

The government will provide onsite government facilities, adequate working space and all necessary equipment/supplies to perform the tasks required in Section 5.0. The contractor shall maintain the space in a neat and orderly manner. Personal or company use of telephones, utilities, computers, printers, copiers or other equipment not directly related to required services is strictly prohibited. The contractor shall not remove any government furnished equipment or supplies from the worksite without express written permission of the contracting officer.

8.0 SECURITY

8.1 Contractor shall have access to government data for accomplishment of work under this task order. Personal security clearances are required during the review of classified materials. Contractor personnel providing services under this task order will be required to access and handle classified information to the level of SECRET, and must hold a SECRET clearance.

8.2 Contractor personnel will be required to have access to the Navy Marine Corps Intranet (NMCI) in support of this work statement, requiring issuance of a Common Access Card (CAC). The Contractor shall coordinate and ensure personnel obtain a Common Access Card (CAC) which is required for access to various DoD networks and designated work spaces. Additionally, contractor personnel issued a CAC shall be required to complete initial and annual DOD Information Assurance Awareness training, available through Navy Knowledge Online (NKO). The contractor Facility Security Officer (FSO) shall refer to and follow the National Industrial Security Operating Manual (NISPOM) DoD 5220.22-M and applicable Government security policies for security guidance, e.g. DoD 5200.1R, Information Security Program: DoD 5200.2-R Personnel Security Program.

8.2.1 Initial DoD Contractor eligibility for issuance of a CAC is physical access to Federal facilities and installations and logical access to DoD networks, including but not limited to Navy Marine Corps Internet (NMCI), NALCOMIS, Command Websites, and SharePoint. Contractors required to have a CAC to access government systems, a particular installation, or to work on tasks requiring a clearance shall be required to pass a trustworthy National Agency Check plus Written Inquiries with Credit Check (NACI), in accordance with DTM-08-003 or latest guidance, at no cost to the government, prior to being allowed to work under this PWS.

8.2.2 Contractor personnel shall have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLIC) Personnel Security Investigation (PSI) prior to performing the requirements under this work statement.

8.2.3 Contractor personnel will be required to complete, sign and date CNAP Security Indoctrination brief provided by CNAP Industrial Security manager at time of check-in with command.

8.2.4 The contractor FSO must enter the contractor employee into the Joint Personnel Adjudication System (JPAS) and submit a visit request to JPAS SMO Code N570254. The contractor FSO must also submit a Visit Authorization Letter (VAL). The VAL is required to validate the contractor's employment for CAC issuance. The JPAS visit request and VAL must be sent via encrypted or password protected email to the CNAP Security Manager and the CNAP Trusted Agent Sponsorship System Trusted Agent (TASS TA) provided below,

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and will include the following information:

- 1.) Government sponsor
- 2.) Name, date and place of birth, and citizenship of employee
- 3.) Contractor employee's email address (for CAC issuance).
- 4.) Certification of the employee's personnel security clearance (type of clearance, date clearance granted, type of investigation and date investigation completed) and any special access authorizations required for the visit.
- 5.) Purpose of visit.

8.2.5 Once the contractor employee has been properly vetted, an application for a CAC will be initiated by a DoD Trusted Agent (TA) via the Trusted Agent Sponsorship System (TASS). When the CAC is no longer required, the contractor or Program Manager will recover the CAC from the contractor employee and return the CAC to the CNAP DoD TASS TA or sponsor.

8.2.6 The CNAP Security Manager is Mr. Christopher Bruebaker, email address: Christopher.breubaker@navy.mil; commercial telephone (619) 767-1534.

8.2.7 The TASS TA for this task order is Catherine Crep; email address: catherine.crep@navy.mil commercial telephone: (619) 545-5171.

8.3 Contractor personnel must execute appropriate non-disclosure agreements and have completed training in the identification and protection of sensitive information.

8.4 In accordance with Defense Federal Acquisition Regulation Supplement (DFARS) Part 211.106, Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

8.5 All information or data developed under this contract belongs to and is the property of the U.S. Government and shall be marked and handled as For Official Use Only (FOUO). The contractor shall comply with all applicable DOD security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard sensitive information, computer systems and data, privacy act data and government work products obtained or generated in performance of this task order. The Trustworthiness clause is applicable to this task order. Contract security requirements are defined in the contract DD254, Contract Security Classification Specification.

9.0 ORGANIZATIONAL CONFLICT OF INTEREST

Contacts include the full range of Command staff, managers, supervisors and military and civilian employees at CNAP Headquarters, CNAP subordinate units, other DoD and DoN components; other agencies/offices of the Executive Branch, and State and local governments; support staff at other Inspector General offices; private sector attorneys; citizens; dependents; retirees; and court and administrative board officials at the Federal, State, and Local levels.

Contacts relate to a wide variety of matters for review, assistance, and representation by the CNAP Inspector General in order to: obtain and disseminate factual information; provide status reports; and clarify issues. In view of the sensitive nature of many inspector general issues, particularly with respect to matters of privacy interest, matters of potential liability affecting the U.S., and matters of personal liability affecting individuals, the incumbent's contacts often require a high degree of good judgment, discretion, tact, diplomacy and/or courtesy in dealing with individuals who may be hostile or attempting to avoid involvement in a particular matter.

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10.0 HOURS OF OPERATION

10.1 Work shall be full time during the government's regular business hours, which are Monday through Friday between the hours of 7:30 AM and 4:00 PM, except federal holidays. The contractor is not required to provide services on federal holidays. The federal holidays are New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

11.0 PLACE OF PERFORMANCE

11.1 Place of Performance: Work will be performed on Government Site, located at Commander Naval Air Forces, Building 11 Second Floor Room 230B, Naval Air Station North Island CA.

12.0 TRAVEL

Travel to meetings, conferences and related events within the San Diego commuting area may be required.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services to be furnished hereunder shall be made by the Task Order Manager (TOM). 52.246-4 INSPECTION OF SERVICES -- FIXED-PRICE (AUG. 1996)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000 1/28/2016 - 1/27/2017

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

8000 1/28/2016 - 1/27/2017

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

8100 1/28/2017 - 1/27/2018

8200 1/28/2018 - 1/27/2019

8300 1/28/2019 - 1/27/2020

8400 1/28/2020 - 1/27/2021

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SECTION G CONTRACT ADMINISTRATION DATA

CONTRACT ADMINISTRATION PLAN (CAP)

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:

- a. All pre-award duties such as solicitation, negotiation and award of contracts.
- b. Any information or questions during the pre-award stage of the procurement.
- c. Freedom of Information inquiries.
- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Task Order Manager (TOM) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Task Order Manager (TOM) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The TOM duties are as follows:

a. Technical Interface

(1) The TOM is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The TOM is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The TOM is prohibited from issuing any instruction which would constitute a contractual change. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The TOM shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the TOM should exercise extreme care to ensure that he/she does not cross the line of personal services. The TOM must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the TOM's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

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(2) The TOM shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the TOM is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The TOM will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the TOM should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the TOM is responsible for monitoring the recovery and keeping the PCO advised of progress.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The TOM is responsible for quality assurance of services performed and acceptance of the services or deliverables. The TOM shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the TOM must take into consideration all documentary information available and any information developed from personal observations.

(2) The TOM must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The TOM must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The TOM will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The TOM shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The TOM shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The TOM is responsible for developing the performance work statement for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed performance work statement.

e. Administrative Duties

(1) The TOM shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The TOM shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The TOM must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the TOM will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The TOM will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The TOM is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The TOM is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The TOM is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

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Contracting Officer (PCO): Juana Perez; Phone: 619-556-6763; Email: Juana.perez@navy.mil

Contract Specialist: Kimberly Rieder; Phone: 619-556-5239; Email: Kimberly.rieder@navy.mil

Task Order Manager (TOM): Ashley Cooper; Phone: 619-545-1551; Email: Ashley.cooper@navy.mil

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Section 4.0 of this Performance Work Statement (PWS) specifies the tasks to be performed. Section 5.0 specifies the deliverables. In accordance with the Contract Administration Plan, the Contracting Officer's Representative (COR), with the assistance of the designated technical assistants (TAs), will measure and evaluate the contractor's performance based upon the terms provided in Table 1, below.

Table 1

Performance Objective	Performance Standards	Acceptable Level Of Quality (ALQ)	Monitoring Method	Incentive
Quality of Service	Meets contract technical requirements at least 90% of the time	Fulfills contract technical requirements, was proactive in response and improved methods at least 80% of the time	Review of task and contract deliverables, monitoring of employees	Excellent performance rating if technical requirements met 90% of the time. Marginal to unsatisfactory performance rating if requirements met less than 80% of the time or less.
Schedule	Meets schedule requirements at least 95% of the time	Meets schedule requirements at least 85% of the time	Evaluation of products submitted according to contractual or agreed schedule.	Excellent performance rating if technical requirements met 95% of the time. Marginal to unsatisfactory performance rating if requirements met 84% of the time or less.
Cost Control	Meets Service and schedule requirements while keeping direct and indirect costs below awarded contract value.	Meets Service and schedule requirements while keeping direct and indirect costs within awarded contract value.	Review and projection of contractor invoices	Excellent performance rating if costs are below awarded contract value. Marginal to unsatisfactory performance rating if costs exceed awarded value.
Business Relations	Satisfy government concerns and issues within a reasonable time 90% of the time	Satisfy government concerns and issues within a reasonable time 80% of the time	Monitoring of daily interaction with government personnel, and customer complaints.	Excellent performance rating if responsive 90% of the time Marginal to unsatisfactory if responsive less than 80% of the time.

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Management of Key Personnel	Contractor staffing provides exceptional contract performance with minimum government oversight	Contractor staffing provides satisfactory contract performance with some government direction.	Responsiveness of the contractor to government questions and concerns about contractor staff.	Excellent performance rating if contractor maintains staffing requiring minimal government guidance. Marginal to unsatisfactory rating if contractor unresponsive to government staffing concerns.
Customer Satisfaction	Contractor satisfies contract requirements in terms of productivity, responsiveness, schedule and cost.	Contractor meets contract requirements with nominal government involvement and guidance. Addresses government concerns.	Customer surveys and customer complaints	Excellent performance rating for superior customer satisfaction. Marginal to unsatisfactory rating for a large number of complaints and/or unresolved complaints

Accounting Data

SLINID	PR Number	Amount
8000	N5702516RC020CG	
LLA :		
AA 1761804 70CE 251 57025 H 068688 2D C020CG 570256HQA3QQ		

BASE Funding
Cumulative Funding

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H15 APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer's Representative(s)(COR) for this contract: (to be filled-in at the time of award)

(b) The COR will act as the Contracting Officer's representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(c) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

N00244H001 TRUSTWORTHINESS SECURITY - NAVY CONTRACT/TASK ORDERS (MAY 2004)(FLCSD)

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, sensitive unclassified information or areas critical to the operations of the command. Although these contracts are not classified and therefore contractor employees are not required to have obtained a National Agency Check (NAC) trustworthiness determination, the Department of the Navy (DON) has determined that all DON information systems are sensitive regardless of whether the information is classified or unclassified. Contractors whose work involves access to sensitive unclassified information warrants a judgement of an employee's trustworthiness. Therefore, all personnel accessing DON computer systems must undergo a National Agency Check to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the contractor employees. The following addresses those requirements for Trustworthiness Security: --Each contractor employee will have a favorably completed National Agency Check (NAC). --If contractor personnel currently have a favorably adjudicated NAC the contractor will notify the Security Manager of the command they will visit utilizing OPNAV 5521/27 Visit Request form. The visit request will be renewed annually or for the duration of the contract if less than one year. --If no previous investigation exists the contractor personnel will complete the requirement for a Trustworthiness NAC. --In accordance with NAVSUPINST 5239.1A, if the contractor employee is a Foreign National prior approval of the Network Security Officer (NSO) is required. Access may be granted to Foreign Nationals who have a need to know and at least one of the following applies: (a) Foreign National is employed by DOD, or (b) Foreign National possesses a current Functional Accreditation approved by the Navy International Program Office (NAVIPO), or (c) Foreign National possesses a current Visit Request Form (OPNAV 5521/27 (1-73) as defined in OPNAVINST 5510.1H), which is on file with the requesting activity. The Trustworthiness NAC is processed through the command Security Manager. The NAC will be processed through the use of the Electronic Personnel Security Questionnaire (EPSQ) SF 85P. The EPSQ software can be downloaded at the Defense Security Service (DSS) website <http://www.dss.mil/epsq/index.htm>. The contractor should provide the completed EPSQ electronically (electronic mail/diskette) to the Command Security Manager along with the original signed release statements and two applicant fingerprint cards (FD 258). The responsibility for providing the fingerprint cards rests with the contractor. The Security Manager will review the form for completeness, accuracy and suitability issues. The completed SF 85P along with attachments will be forwarded to (DSS) who will conduct the NAC. The Department of the Navy Central Adjudication Facility will provide the completed investigation to the requesting command security manager for the trustworthiness determination. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Trustworthiness determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable

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risk, that decision is final. No due process procedures are required. The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

ORGANIZATIONAL CONFLICT OF INTEREST

A. Introduction

In accordance with Federal Acquisition Regulations (FAR Part 9.5), both the contractor and the Contracting Officer have an affirmative duty to identify and mitigate actual and potential organizational conflicts of interest.

The contract requires the contractor, herein defined, to provide management support, professional consulting services, in particular, the contract calls for the contractor to provide engineering and technical direction, as defined in FAR Part 9.505-1. In addition, the contractor will be providing other administrative support that may include accessing and/or preparing budget information; accessing and/or preparing documents containing Privacy Act information. These services will be provided to COMNAVAIFOR, COMMARFORPAC, and COMMARFORLANT. The purpose of this "Organizational Conflict of Interest" clause ("OCI Clause" or "clause") is to ensure that the opinions and recommendations provided in this contract are inherently reliable and non-biased; and it will also ensure that information received or developed during performance of this contract will not be improperly exploited to affect competition or released in contravention of the Trades Secret Act or the Privacy-Act.

B. Definitions

- (1) "Contractor" means the firm awarded this contract or task order;
- (2) "Offeror" means any firm engaged in, or having a known or prospective interest in, participating as an offeror in response to any solicitation related to or resulting from the procurement.
- (3) "Affiliates" means employees, agents, or officers of the Contractor, its subsidiaries or parent companies, and first tier subcontractors involved in performance of this contract.
- (4) "Interest" means organizational or financial interest;
- (5) "Term of this task order" means the period of performance of any task order issued with this restriction, including any extensions thereto; and
- (6) "Contracting Officer" is the warranted Government official signing this contract or task order; he or she will be identified by name and will be signing the contract or task-order provision incorporating this Organizational Conflict of Interest clause.

B. WARRANTY AGAINST EXISTING CONFLICTS OF INTEREST

By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation requiring it to provide products/services to be evaluated under this contract. By submitting a proposal in response to this contract, the Contractor warrants that neither it, nor its affiliates, is an interested offeror in any solicitation where access to listed program business sensitive information, budgetary information, or technical documentation may give it an unfair advantage in developing a competitive proposal for that solicitation, or the contractor may be unable or potentially unable to render impartial assistance or advice to the Government, or the Contractor is otherwise not considered objective or impartial. [In no event may the contractor refuse to provide services/support in accordance with contract terms because of a potential or actual organizational conflict of interest that could affect future competitive acquisitions.]

C. PROSPECTIVE RESTRICTIONS ON CONTRACTING:

Contractor understands and agrees that if it actually develops systems' specifications (see FAR 9.505-2) and/or provides systems' engineering and technical direction, as defined in FAR Part 9.505-1, it cannot be awarded a contract to supply the system, subject of the specification or systems engineering and technical direction. It cannot be a subcontractor or consultant to a supplier of the system or any of its major components. Contractor may provide administrative support and may have access to Government business-sensitive data and/or Privacy Act information. For a period of one year after contract is completed, neither it nor its affiliates shall propose in response to a

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solicitation, nor shall it consult or exchange information with any offeror, where such data would provide it with an advantage in that solicitation.

D. RESTRICTIONS ON DISCLOSURE

The Contractor agrees and understands that it may have access to business sensitive information, to include, but not limited to budget estimates, allocations/appropriations data, project or program cost estimates, and contract cost estimates. Contractor and its affiliates shall not, under any circumstances, disclose or exploit in any way data used or accessed during the course and scope of this contract. Further, Contractor shall abide by the restrictions imposed by the Privacy-Act clause, incorporated herein by reference: FAR 52.224-1, Privacy Act Notification. Far 52.224-2, Privacy Act.

The Contractor shall have each and every employee accessing information that is subject to these restrictions sign a “non-disclosure agreement.” These agreements shall be maintained by the Contractor and shall be available for review/submission to the Contracting Officer or Ordering Officer upon request. These non-disclosure agreements must be maintained by the Contractor for the life of the contract plus five-years (5). Before destroying these documents, the Contractor must contact the Contracting Officer for further guidance – these documents may still be documentary evidence to be preserved in the case of litigation. In which case, the documents may have to be maintained in perpetuity. If for some reason, the documents cannot be maintained for the time frames set forth above, the contractor should notify the Contracting Officer for further guidance and possible release to the Navy.

In accordance with FAR 9.505-4, Contractor may access third-party procurement sensitive or tradeseecret information after execution of an agreement with the third-party agreeing to protect the information from unauthorized use or disclosure. Contractor shall immediately notify the Contracting Officer if it has been tasked to access such data; and, it shall promptly execute an agreement with any third-party providing that data, prior to reviewing, manipulating or otherwise, accessing such data. If no agreement is reached (copy to be furnished to the contracting officer), the Contractor shall cease and desist any further actions resulting in accessing thirdparty trade-secret information and contact the Contracting Officer for further guidance. Under no circumstances shall any such data be commercially exploited and/or otherwise released to any party without the express approval of the Contracting Officer. Contractor agrees to put this clause, or one in substantial conformance to this clause, in its subcontractors when, as indicated, the subcontractor or its employees will be providing the services identified herein. A subcontractor may therefore be bound by the terms and conditions of this OCI clause.

E. GOVERNMENT REMEDY

The Contractor agrees that any breach or violation of the warranties, restrictions, disclosures or non disclosures set forth in this conflict of interest clause shall constitute a material and substantial breach of terms, conditions, and provisions of this task order and that the Government may, in addition to any other remedy available, terminate the contract for default.

Further, the Contractor understands that this clause may serve as support to the contracting officer/office for finding the contractor ineligible for award. See FAR Part 9, “Responsibility” determination(s).

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 Commander, Naval Air Force US Pacific Fleet 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) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY;
- (5) S, Utilities ONLY;

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(6) 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>.

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SECTION I CONTRACT CLAUSES

52.204-2 – Security Requirements (Aug 1996)

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

52.204-10 -- Reporting Executive Compensation and First Tier Subcontract Awards

52.209-10 – Prohibition on Contracting With Inverted Domestic Corporations (Nov 2015)

52.219-6 - Notice of total small business set-aside

52.222-55 -- Minimum Wages Under Executive Order 13658 (Dec 2014)

52.223-18 – Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)

52.224-1 – Privacy Act Notification (Apr 1984)

52.224-2 – Privacy Act (Apr 1984)

52.228-5 -- Insurance -- Work on a Government Installation (Jan 1997)

52.232-18 – Availability of Funds (Apr 1984)

52.232-19 – Availability of Funds for the Next Fiscal Year (April 1984)

252.201-7000 Contracting Officer Representative

252.203-7000 Requirements Relating to Compensation of Former DoD Officials

252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (DEC 2015)

252.204-7015 Disclosure of Information to Litigation Support Contractors

252.243-7001 Pricing of Contract Modifications (Dec 1991)

252.237-7010 Prohibition on Interrogation of Detainees by Contractor Personnel

52.217-9 -- Option to Extend the Term of the Contract

Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within one (1) day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least one (1) day before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

252.203-7997 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2016-O0003)(OCT 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53_ or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in

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accordance with the terms and conditions of the contract as a result of Government action under this clause.

5252.237-9400 - SUBSTITUTION OR ADDITION OF PERSONNEL (JAN 1992)

a. The offeror agrees to assign to the contract those persons whose resumes, personnel data forms or personnel qualification statements were submitted as required by Section L to fill the requirements of the contract. No substitution or addition of personnel shall be made except in accordance with this clause.

b. The offeror agrees that:

(1) during the contract performance period

(2) during the first 30 days of the contract performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (d) below.

c. If personnel for whatever reason become unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (d) below.

d. All proposed substitutions shall be submitted, in writing, to the Contracting Officer at least fifteen (15) days (thirty (30) days if a security clearance must be obtained) prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapproved the proposed substitution. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the person being replaced.

e. In the event a requirement to increase the specified level of effort for a designated labor category, but not the overall level of effort of the contract occurs, the offeror shall submit to the Contracting Officer a written request for approval to add personnel to the designated labor category. The information required is the same as that required in paragraph (d) above. The additional personnel shall have qualifications greater than or equal to at least one (1) of the individuals proposed for the designated labor category.

f. The Contracting Officer shall evaluate requests for substitution and addition of personnel and promptly notify the offeror, in writing, of whether the request is approved or disapproved.

g. If the Contracting Officer determines that suitable and timely replacement of personnel who have been reassigned, terminated or have otherwise become unavailable to perform under the contract is not reasonably forthcoming or that the resultant reduction of productive effort would impair the successful completion of the contract or the delivery order, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. Alternatively, at the Contracting Officer's discretion, if the Contracting Officer finds the Contractor to be at fault for the condition, he may equitably adjust (downward) the contract price or fixed fee to compensate the Government for any delay, loss or damage as a result of the Contractor's action.

5252.237-9401 PERSONNEL QUALIFICATIONS (MINIMUM) (JAN 1992)

a. Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner. If the offeror does not identify the labor categories listed below by the same specific title, then a cross-reference list should be provided in the offeror's proposal identifying the difference.

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

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

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

5252.234-9400 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER (JAN 1992)

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's.

In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

252.232-7006 Wide Area WorkFlow Payment Instructions.

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:

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(1) *Document type.* The Contractor shall use the following document type(s).

2-in-1

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

NAS NORTH ISLAND, SAN DIEGO, CA 92135

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

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0338
Issue By DoDAAC	N00244
Admin DoDAAC	S1109A
Inspect By DoDAAC	N57025
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N57025
Service Acceptor (DoDAAC)	N57025
Accept at Other DoDAAC	N/A
LPO DoDAAC	N57025
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

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

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

WAWF ACCEPTOR: Ashley.cooper@navy.mil

WAWF CERTIFIER/LPO: Catherine.crep@navy.mil

(g) *WAWF point of contact.*

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

NOT APPLICABLE

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

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SECTION J LIST OF ATTACHMENTS

Attachment 1: CDRL

Attachment 2: DD254

Attachment 3: Wage Determination