

2. AMENDMENT/MODIFICATION NO. P00010	3. EFFECTIVE DATE 05-Mar-2020	4. REQUISITION/PURCHASE REQ. NO. N0006020RC020RT	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N00189	7. ADMINISTERED BY (If other than Item 6) CODE	S3605A

NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 richard.a.mateljan@navy.mil 757-443-1336	DCMA DAYTON AREA A, BUILDING 30, 1725 VAN PATTON DRIVE WRIGHT-PATTERSON AFB OH 45433-5302
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Frontier Technology Inc. 4141 Colonel Glenn Hwy, Ste 140 Beavercreek OH 45431	9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-15-D-8210 / N0018918F3025 10B. DATED (SEE ITEM 13) 25-Sep-2018
CAGE CODE 1BP53 FACILITY CODE	[X]

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 SEE SECTION G

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

(*)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[X]	D. OTHER (Specify type of modification and authority) FAR 52.217-9

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Edwin Roberts, Contracting Officer		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY /s/Edwin Roberts (Signature of Contracting Officer)	05-Mar-2020

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GENERAL INFORMATION

The purpose of this unilateral modification is to exercise Option Year 2 on CLINs 8006, 8007, 8008 and 9002 with POP of 3/25/2020 - 3/24/2021. This modification adds a \$618,854.40 to CLIN 8006, \$232,147.20 to CLIN 8007, \$3,276,940.81 to CLIN 8008 and \$70,000 to CLIN 9002. The total amount of funds obligated to the task and the total value to the order is hereby increased by \$4,197,942.40 from \$5,639,196.90 to \$9,837,139.30.

All other terms and conditions remain unchanged.

A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$5,639,196.90 by \$4,197,942.40 to \$9,837,139.30.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
8006	O&MN,N	0.00	618,854.40	618,854.40
8007	O&MN,N	0.00	232,147.20	232,147.20
8008	O&MN,N	0.00	3,276,940.80	3,276,940.80
9002	O&MN,N	0.00	70,000.00	70,000.00

The total value of the order is hereby increased from \$5,639,196.90 by \$4,197,942.40 to \$9,837,139.30.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
8006	0.00	618,854.40	618,854.40
8007	0.00	232,147.20	232,147.20
8008	0.00	3,276,940.80	3,276,940.80
9002	0.00	70,000.00	70,000.00

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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	R408	BASE YEAR READY RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$50,056.40	\$600,676.80
8001	R408	BASE YEAR READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$18,778.00	\$225,336.00
8002	R408	BASE YEAR READY RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$189,560.80	\$2,274,729.60
8003	R408	OPTION YEAR ONE READY RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$51,059.20	\$306,355.20
8004	R408	OPTION YEAR ONE READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$19,153.60	\$114,921.60
8005	R408	OPTION YEAR ONE READY RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$270,364.80	\$1,622,188.80
8006	R408	OPTION YEAR TWO READY RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$51,571.20	\$618,854.40
8007	R408	OPTION YEAR TWO READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$19,345.60	\$232,147.20
8008	R408	OPTION YEAR TWO READY RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$273,078.40	\$3,276,940.80
8009	R408	OPTION YEAR THREE RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$52,602.00	\$631,224.00
		Option				
8010	R408	OPTION YEAR THREE READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$19,733.20	\$236,798.40
		Option				
8011	R408	OPTION YEAR THREE READY RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$278,551.20	\$3,342,614.40

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8012	R408	OPTION YEAR FOUR READY RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$53,652.80	\$643,833.60
		Option				
8013	R408	OPTION YEAR FOUR READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$20,128.00	\$241,536.00
		Option				
8014	R408	OPTION YEAR FOUR RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	12.0	MO	\$284,129.60	\$3,409,555.20
		Option				
8015	R408	FAR 52.217-8 READY RELEVANT LEARNING PROGRAM EXECUTIVE AGENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$54,188.00	\$325,128.00
		Option				
8016	R408	FAR 52.217-8 READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$20,328.80	\$121,972.80
		Option				
8017	R408	FAR 52.217-8 READY RELEVANT LEARNING PROGRAM REQUIREMENTS DEVELOPMENT AND ASSESSMENT SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$286,956.80	\$1,721,740.80
		Option				
8018	R408	OPTION FIVE READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$54,188.00	\$325,128.00
		Option				
8019	R408	OPTION FIVE READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$20,328.80	\$121,972.80
		Option				
8020	R408	OPTION FIVE READY RELEVANT LEARNING PROGRAM SUPPORT SERVICES IN ACCORDANCE WITH THE PERFORMANCE WORK STATEMENT (O&MN,N)	6.0	MO	\$286,956.80	\$1,721,740.80
		Option				
8021	R408	Funding for additional CNSP, CNSL and CNAL FTEs. (O&MN,N)	5.0	MO	\$80,802.98	\$404,014.90

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	R408	Funding for Base Year Travel NTE \$35,000.00. (O&MN,N)	1.0	LO	\$35,000.00
9001	R408	Funding for Option Period One NTE \$35,500.00. (O&MN,N)	1.0	LO	\$35,500.00
9002	R408	Funding for Option Period Two NTE \$70,000.00. (O&MN,N)	1.0	LO	\$70,000.00
9003	R408	Funding for Option Period Three NTE \$70,000.00. (O&MN,N) Option	1.0	LO	\$70,000.00
9004	R408	Funding for Option Period Four NTE \$70,000.00. (O&MN,N) Option	1.0	LO	\$70,000.00
9005	R408	Funding for FAR 52.217-8 period travel NTE \$35,000.00. (O&MN,N) Option	1.0	LO	\$35,000.00
9006	R408	Funding for Option Period Five NTE \$35,000.00. (O&MN,N) Option	1.0	LO	\$35,000.00
9007	R408	Additional funding for base year travel NTE \$20,474.00. (O&MN,N)	1.0	LO	\$20,474.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PROGRAM REQUIREMENTS MANAGEMENT SERVICES PERFORMANCE WORK STATEMENT (PWS)

Ready Relevant Learning Program Support for U.S. Fleet Forces Command N1 and Type Commanders

1. INTRODUCTION

Commander, United States Fleet Forces Command (USFF) is procuring contractor support for the Sailor 2025 Ready Relevant Learning (RRL) Program to assist USFF and TYCOMs in execution of responsibilities as RRL Executive Agent (EA), RRL Integration Board (IB) and Executive Steering Committee (ESC) Executive Secretary, and Fleet Training Requirements Development and Assessment. Support is required at USFF as well as at the respective TYCOMs: Commander, Naval Air Forces Pacific (CNAP); Commander, Naval Air Forces Atlantic (CNAL); Commander, Naval Surface Forces Pacific (CNSP); Commander, Naval Surface Forces, Atlantic (CNSL); Commander, Naval Submarine Forces Atlantic (CSL); Commander, Naval Submarine Forces Pacific (CSP); Navy Expeditionary Combat Command (NECC); Commander, Naval Information Forces (NAVIFOR); and Commander, Naval Reserve Forces Command (CNRFC).

1.1 Mission

USFF will train, certify, and provide combat-ready navy forces to Combatant Commanders. Our forces must be capable of conducting prompt and sustained naval, joint, and combined operations in support of national interests. In addition, we will continue to command and control subordinate navy forces and shore activities during the planning and execution of assigned service functions in support of the CNO; provide operational planning and coordination support to U.S. Northern Command, U.S. Element NORAD, and U.S. Strategic Command; and command and control subordinate forces during the planning and execution of joint missions as the Joint Forces Maritime Component Commander North (JFMCC-N) to U.S. Northern Command.

1.2 Background

As a key pillar in the Navy's "Sailor 2025" vision, RRL is a long-term investment in improving individual Sailor performance and enhancing Fleet readiness. The goal of RRL is to deliver the right training at the right time in the right way so that Sailors are ready to operate their equipment at the extreme technical end of its capability to win the high-end fight. As described in the RRL EA Strategy and Vision, RRL will change the how and when we train our Sailors, and it will accelerate our ability to keep training tightly aligned with the real-world needs of the Fleet through the following 3 lines of effort:

- Career-Long Learning Continuum. Detailed professional-development roadmaps for every Navy career path—including technical and non-technical content alike—with Fleet leaders validating that all training requirements are tightly aligned with real mission requirements.
- Modern Delivery at the Point of Need. A combination of traditional and emerging learning technologies will be used to deliver the right training at the right time in the right way, based on clear learning objectives and rigorous science-of-learning principles.
- Integrated Content Development. Processes, standards, and resources will be aligned to reduce the cost of content-development and decrease the time it takes to get training to the Fleet.

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1.3 Scope

The scope of this effort is to provide program support to USFF and TYCOMs in execution of responsibilities as RRL EA, RRL IB and ESC Executive Secretary, and Fleet Training Requirements Development and Assessment.

2. GENERAL REQUIREMENTS

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

2.2 Business Relations

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of deliverables. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at USFF Command N1 Directorate, BLDG NH-140 on Naval Support Activity Hampton Roads and the contractor's corporate offices.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirement.

2.3.3 Personnel Administration

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The contractor shall provide the following management and support as required. The contractor shall provide alternate work location or other arrangements for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks on-site. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

All travel costs shall be in accordance with FAR Part 31. Invoices shall include actual costs incurred. The Contractor is not authorized to perform any travel that is not in conjunction with this Task Order. It is the Department of the Navy (DON) policy not to allow a charge of profit or fee on reimbursable items. The Government will make no reimbursements for a contractor's local travel. In no instance shall the contractor exceed the amount specified in the contract for travel expenses. This solicitation includes travel costs at a not to exceed (NTE) amount, which is established in Section B

2.4 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor employees supporting this effort must meet the minimum labor category descriptions for the tasking which they will be performing.

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

Contractor Identification in the Government Workplace. All contractor and subcontractor personnel shall be required to wear company picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during business meetings, over the telephone, or via electronic mail contractor and subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors and subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signatures shall identify company affiliation.

Contractors shall be required to wear government-issued identification as specified.

2.5 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work On-site.

Command	Address
USFF	1562 Mitscher Ave, Norfolk, VA 23505 BLDG NH-140, Naval Support Activity (NSA) Hampton Roads
CNAL	1562 Mitscher Ave Suite 300, Norfolk, VA 23511 BLDG NH-1, Naval Support Activity (NSA) Hampton Roads
CNAP	PO Box 357051, San Diego, CA 92135 BLDG 8, Quentin Roosevelt Blvd. Naval Air Station North Island, San Diego, CA
CNSL	1751 Morris Ave, Norfolk, VA 23509

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	BLDG D-20, Naval Station Norfolk
CNSP	2841 Rendova Rd, San Diego, CA 92155
CSL	1562 Mitscher Ave Suite 300, Norfolk, VA 23511 BLDG NH-13, Naval Support Activity (NSA) Hampton Roads
CSP	1430 Morton St. BLDG 619, Pearl Harbor, HI 96860
NECC	1575 Gator Blvd. Virginia Beach, VA 23459
NAVIFOR	115 Lake View Parkway, Suffolk, VA 23435 BLDG 115
CNRF	1915 Forrestal Dr, Norfolk, VA 23551 Naval Support Activity (NSA) Hampton Roads

Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week.

Below are the traditional Federal holidays in which Government facilities will be closed. With the exception of responsibilities, such as 24-hour operations to support training events/exercises and real world events, where prior approval has been granted by the COR to perform on-site at the Government installation, Contractor shall follow their corporate policy for work on recognized Federal holidays where on-site performance cannot be conducted:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

In the event of inclement weather, Government facilities will follow the guidance as promulgated by the Base Facilities Commanding Officer.

3. PERFORMANCE REQUIREMENTS

3.1 Basic Requirements

3.1.1 Contractor support is required to provide support services to assist USFFC N1 and N1T, and Type Commanders (Commander, Naval Air Forces Pacific; Commander, Naval Air Forces Atlantic; Commander, Naval Surface Forces Pacific; Commander, Naval Surface Forces, Atlantic; Commander, Naval Submarine Forces Atlantic; Commander, Naval Submarine Forces Pacific; Naval Expeditionary Combat Command; Commander, Naval Information Forces; and Commander, Naval Reserve Forces Command) in achieving their goals and objectives. This PWS specifies the tasks to be performed, deliverables to be provided and performance objectives to be met in support of Ready Relevant Learning program and USFF N1 role as EA for RRL program, executive secretary for the RRL IB and ESC, and lead agency for training requirements development and assessments.

3.1.2 The Contractor shall furnish all work, management, supervision, labor and materials necessary to ensure the effective and efficient performance of functions identified throughout this PWS which make up this requirement. The Contractor must be capable of providing flexible, responsive, and high quality services and support. The Contractor shall ensure the effective and efficient performance of staff functions and tasks identified throughout this PWS.

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3.1.3 Personnel working outside of the Norfolk, VA area will travel to attend meetings in Norfolk, VA when required by the COR, anticipated to be twice per year. Contractor personnel supporting USFF N1 may be required to travel to Orlando, FL, Pensacola, FL, or Fleet Concentration areas in execution of their duties, anticipated two personnel per quarter. All travel for contractor personnel will be coordinated by the contractor and must be approved by the COR prior to traveling.

3.2 Performance Requirements - TASKS

The Contractor shall perform the following tasks in accomplishing the requirements of this contract. The Contractor shall provide the necessary timely support to meet emergent requirements as requested by the program manager, technical point of contact, or other properly designated authority.

3.2.1 RRL EA Support: Develop and maintain the RRL strategic concepts. Provide oversight and assessment of RRL implementation by comparing progress to the established plan.

3.2.1.1 Strategic Development and Long Range Planning: Creates and maintains the RRL Strategic Plan. Planning encompasses the documentation and communication of the plan. Assists in the development of requirements in support of the Strategic Plan to be used in future budget planning.

3.2.1.1.1 Conduct analysis to support long-range planning related to the development of RRL initiatives and the integration of related learning technologies and information systems requirements.

3.2.1.1.2 Conduct analysis to address Strategic training gaps in both operation and maintenance performance through the use of available metrics and assessment tools.

3.2.1.1.3 Provide recommendations for standardized procedures and reference guides to establish consistency in execution of mission-critical processes while streamlining mission performance.

3.2.1.1.4 Examine current process variance and gaps, and recommend process redesign solutions and change management activities that will reduce process schedule time, lower cost, and/or improve overall program performance.

3.2.1.1.5 Identifies possible gaps and risks, and documents recommended mitigations that will reduce process schedule time, lower cost, and/or improve overall program performance.

3.2.1.1.6 Provide program support for reviews, conferences, briefings and other meetings.

3.2.1.1.7 Develop and implement a risk management strategy and plan, and prepare risk assessments, analyses, studies and recommendations.

3.2.1.1.8 Gather information, identify issues and provide recommendations and draft documentation to achieve overall goals for RRL execution.

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3.2.1.1.9 Develop and coordinate briefings for senior leadership to promote program decisions by the RRL IB and ESC.

3.2.1.2 Outreach and Engagement: Support communication of the RRL program to Fleet Sailors. Supports engagement strategies to communicate the RRL program across the Navy and to senior level leadership.

3.2.1.2.1 Assist in the design and deliver outreach products to increase awareness and understanding of RRL initiatives and emerging technologies and capabilities throughout the Fleet community.

3.2.1.2.2 Assist in the developing a comprehensive engagement plan and associated communication products to inform key stakeholder groups, address relevant concerns and interests, and facilitate collaboration in the execution of roles and responsibilities.

3.2.1.2.3 Analyze key stakeholder equity in accessions and Fleet training to better communicate the benefits, concerns, and issues with RRL.

3.2.1.2.4 Provide recommendations for stakeholder engagement to increase awareness and understanding of RRL issues and requirements.

3.2.1.2.5 Facilitate stakeholder engagement through meetings, conferences, and site visits to create understanding of RRL and the objective.

3.2.1.3 Training Information Systems Analysis and Engineering Requirements: Provides technical requirements recommendations and methodologies for managing, evaluating, reporting, and providing IT solutions to support RRL.

3.2.1.3.1 Analyze current training information technology infrastructure composition and operational lifecycle, and assess existing infrastructure's ability to meet RRL requirements.

3.2.1.3.2 Conduct analysis of proposed training IT systems with regard to ability to meet RRL requirements and provide briefings on gaps and recommended changes.

3.2.1.3.3 Conduct analysis to identify technical risks for proposed equipment changes within the training IT infrastructure, and provide brief(s) on mitigation strategies based on probability and severity.

3.2.1.3.4 Evaluate proposed training IT infrastructure deployment plans and schedules. Provide brief(s) with recommendations related to system schedule, and performance.

3.2.1.3.5 Review and provide briefing with recommendations on Cyber Security Information Assurance plan(s) to support RRL Information Technology changes.

3.2.1.3.6 Review training system software solutions and provide brief(s) with recommendations on suitability to support implementation of RRL requirements.

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3.2.1.3.7 Analyze and review training IT deployment plans and provide brief(s) with recommendations on test and evaluation program planning, execution, and results.

3.2.1.3.8 Develop briefing material to support communication of requirements with senior leadership.

3.2.1.4 Program Review: Provide in depth analysis and assessment of RRL program plan and training results.

3.2.1.4.1 On a regularly scheduled basis, consolidate and review program schedule and training data results and provide brief or assessment of results.

3.2.1.4.2 Develop briefing material to support communication of analysis and assessments with senior leadership.

3.2.1.4.3 Coordinate review schedule with RRL IB and ESC schedule to provide timely and accurate assessments for RRL IB and ESC consideration.

3.2.1.5 Financial Analysis: Conduct financial analysis of current and future budgets to provide reports, briefs, and or consolidated data views or outlays.

3.2.1.5.1 Develop briefing material to support communication of funding requirements with senior leadership.

3.2.1.5.2 Provide analysis and brief(s) on monthly reporting of execution of program resources.

3.2.1.5.3 Consolidate and review cost, schedule, and performance data and provide graphs or briefs to support program management reviews.

3.2.1.5.4 Conduct current and future risk assessments with respect to program funding and provide brief(s) with alternatives to support leadership meetings and review.

3.2.1.6 Technical Writing: Provide technical writing expertise in support of developing strategic documentation, requirements documents, and associated briefings.

3.2.1.6.1 Gather information from stakeholders to support development of technical concept and requirements documentation.

3.2.1.6.2 Conduct meeting to gather information for documentation and briefings.

3.2.1.6.3 Draft documentation as required to include strategic or technical concept documents, requirement documents, meeting memorandums, and other records.

3.2.1.6.4 Staff documents and briefs to gain stakeholder consensus.

3.2.1.6.5 Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

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3.2.1.6.6 Develop briefing material to support communication of with senior leadership.

3.2.1.6.7 Maintain records and files of work and revisions in accordance with document development life cycle.

3.2.1.6.8 Distribute approved documentation and brief to stakeholders.

3.2.1.6.9 Provide support and assistance with administration of the RRL IB and ESC to include gathering and reviewing briefings, collecting minutes, drafting memorandum, and maintaining records.

3.2.2 USFF and TYCOM Requirements Management and Assessments

3.2.2.1 Assessment Development and Analysis: Provides technical expertise to USFF and TYCOMs on design and maintenance of assessments database, supports development of analytical tools to provide meaningful program assessment, and supports development of recommendations based on assessments.

3.2.2.1.1 Assist the RRL Program team to measure the efficiency and effectiveness of RRL processes and the training developed and delivered using RRL strategies.

3.2.2.1.2 Design, build and maintain RRL assessment database using MS Access database or similar database tool as determined by the RRL EA.

3.2.2.1.3 Collect, process, and integrate data from multiple, disparate, automated and manual sources.

3.2.2.1.4 Design and execute processes to access data, write queries, create and run reports, manipulate, and parse potentially large datasets to support analysis.

3.2.2.1.5 Develop and administer procedures to ensure the integrity, accuracy, appropriateness, and completeness of RRL assessment data.

3.2.2.1.6 Develop individual training metrics to assess impact to sailor performance and Fleet readiness.

3.2.2.1.7 Develop and maintain interactive visualizations (e.g., dashboards) to support analysis and to present meaningful performance metrics to senior leadership.

3.2.2.1.8 Monitor RRL performance measures, identify trends, and provide inputs to RRL program management risk assessments.

3.2.2.1.9 Support the development, modification, and validation of new and existing performance measures for Sailor performance, program performance, and readiness impacts.

3.2.2.1.10 Assist in development of RRL assessments data collection processes and requirements.

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3.2.2.1.11 Provide inputs for and assist drafting of periodic analytical reports.

3.2.2.1.12 Perform ad-hoc data analysis, as required, to address emergent RRL tasking.

3.2.2.1.13 **Develop sustainment plans to support life cycle management of TYCOM individual training requirements.**

3.2.2.2 Training Requirements Development Planning/Scheduling: Support the development and tracking of program schedules in support of training requirements development and assessments.

3.2.2.2.1 Develop and track program schedules to manage work and due dates in support of requirements development and assessments.

3.2.2.5.2 Coordinate scheduling and work across TYCOMs and other stakeholder to ensure products are delivered in a timely fashion to meet overall program timelines.

3.2.2.2.3 Coordinate execution of work and provide weekly status updates.

3.2.2.2.4 Develop briefing material to support communication with senior leadership.

3.2.2.3 Training Systems and Requirement Analysis: Supports USFF and TYCOMs to provides analysis of current training systems and requirement, makes recommendations and reports on changes to individual training to support and enhance Fleet readiness.

3.2.2.3.1 Provide subject matter expertise on all individual training systems, to include but not limited to, Corporate Enterprise Training Activity Resource System (CeTARS), Fleet Training Management and Planning System (FLTMPS), Navy e-Learning (NeL) and other Learning Management Systems, Automating Instructional Materials (AIM), and Training Requirements Management System (TRMS) and requirements necessary to support assigned Type Commander.

3.2.2.3.2 Analyze Enlisted Ratings training paths and learning objectives to determine gaps in individual training requirements and provide a brief and informational paper on results.

3.2.2.3.3 Review individual training requirements recommendation from various stakeholder organizations and provide briefing with recommendation based on requirements of the Type Commander.

3.2.2.3.4 Develop and review recommendation on individual training requirements to support Enlisted career continuums of learning. Provide brief and information paper with recommendations.

3.2.2.3.5 Develop assessments on impacts to Fleet and Type Commander readiness based on changes in individual training requirements. Provide brief with assessment methodology and recommendations.

3.2.2.3.6 Review new training content and validate against approved requirements to provide recommendations on acceptance of modernized training.

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3.2.2.3.7 Support the development, modification, and validation of new and existing performance measures for Sailor performance, program performance, and readiness impacts.

3.2.2.3.8 Develop briefing material to support communication of requirements with senior leadership.

3.2.2.3.9 Provide support for Rating Domain Analysis (RDA) and Final Requirements Document (FRD) development workshops. To meet current and future program schedules.

3.2.2.3.10 Conduct detailed reviews of RDA and FRD documentation, provide detailed feedback in comment review matrix and recommendation to the TYCOM for acceptance and future implementation.

3.2.2.3.11 Coordinate and conduct reviews of new and modified Naval Training Systems Plans, provide TYCOM with recommendations on changes to Individual Training Requirements.

3.2.2.3.12 Conduct analysis of TYCOM training requirements to provide recommendations on requirements for individual training course (for example D, F, and T schools) in support of development of the annual Student Input Plan.

3.2.2.4 Program Management: Provide RRL program scheduling and management assistance to USFF and Type Commanders. Assist with the coordination of products for senior leadership.

3.2.2.4.1 Develop and track program schedules to manage work and due dates in support of requirements development, product reviews, and training implementation.

3.2.2.4.2 Support development and review of individual training requirements and assist with program briefing and products.

3.2.2.4.3 Gather information and conduct analysis to support the development of RRL or individual training schedules.

3.2.2.4.4 Conduct current and future risk assessments and provide brief(s) on alternatives to support senior leadership meetings.

3.2.2.4.5 Conduct analysis on the impacts to Fleet and Type Commander readiness based on changes in individual training requirements and deployment of modernized training.

3.2.2.4.6 Develop briefing material to support communication of requirements with senior leadership.

3.2.2.4.7 Develop and implement monthly tracking and reporting for execution of program resources.

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3.2.3 RRL Integration Board and Executive Steering Committee Executive Secretariat: Schedule routine and ad hoc meetings of the RRL IB and ESC, develop appropriate agendas and document proceedings and decisions of the RRL IB, ESC and other related meetings.

3.2.3.1 RRL IB and ESC Senior Program Analyst: Provides senior level oversight of RRL IB and ESC planning. Coordinates across all stakeholders to develop high quality, senior executive level product for RRL IB and ESC review.

3.2.3.1.1 Oversight and quality control for RRL IB and ESC support.

3.2.3.1.2 Establish standardize formats for RRL IB and ESC briefings.

3.2.3.1.3 Coordinate submission of briefing products from stakeholder, review products for quality, format, and content to meet the standards for senior executive level briefings as well as uniformity of format, understanding of content and appropriateness for discussion in this forum.

3.2.3.1.4 Coordinate review of RRL IB and ESC briefs and proposed decisions among the stakeholders to gain consensus on decisions. Provide recommendations for additional meetings or coordination when required to gain consensus and/or raise awareness with all stakeholders.

3.2.3.1.5 Validate RRL IB and ESC meeting schedules and agendas to meet the RRL IB and ESC purpose, vision, and goals.

3.2.3.1.6 Develop, review and validate minutes for RRL IB, ESC and other RRL related coordination meetings.

3.2.3.1.7 Develop briefing material to support communication with senior leadership.

3.2.3.2 RRL IB and ESC Support: Provide scheduling and management assistance for the RRL IB and ESC. Assist with the coordination of briefing products.

3.2.3.2.1 Develop agendas, coordinate, and distribute briefings for senior leadership, at the 4-star level, to promote program decisions by the RRL IB and ESC.

3.2.3.2.2 Conduct initial review of briefing materials provided for presentation to ensure uniformity of format, understanding of content and appropriateness for discussion in this forum.

3.2.3.2.3 Coordinate among stakeholders to answer pre-brief queries and questions for individual presentations prepared by stakeholders clarifying content and ensuring understanding of the materials to be presented prior to the board convening.

3.2.3.2.4 Coordinate scheduling for RRL IB, ESC and other RRL related coordination meetings.

3.2.3.2.5 Record and publish minutes for RRL IB, ESC and other RRL related coordination meetings.

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3.2.3.2.6 Disseminate assigned tasks, track, and report completion of tasking from RRL IB, ESC and other RRL related coordination meetings.

4. PERSONNEL REQUIREMENTS

4.1 Key Personnel

Key Personnel: The education and experience offered in the proposal (i.e., the proposed “personnel qualifications” for each key personnel identified in each labor category) shall become the performance standard for key personnel labor category for the duration of the contract. During contract performance, the contractor shall not replace key personnel with personnel who do not meet or exceed the proposed personnel qualifications. During contract performance, any changes in key personnel shall be subject to review by the Government Program Manager and COR and approved by the Contracting Officer.

Certain skilled experienced professional and/or technical personnel are essential for accomplishing the work to be performed under this contract. The contractor shall provide resumes for all Key Personnel. No substitutions shall be made of accepted key personnel except for the sudden illness, death, or termination of employment, without prior written approval from the COR. Substitutions shall only be accepted if in compliance with paragraph 4.2, Substitution of Key Personnel.

4.2 Substitution of Key Personnel

Contractor shall submit resumes for substitution of personnel to the COR and shall provide a detailed explanation of the circumstances necessitating the proposed substitution.

4.3 Strategic Planner, Senior or Level III (Key Personnel)

Description: Performs overall administration and management of all contract work-related activities. Primary point of contact for communication with Government Program Manager and COR. Supports strategic and long-range program planning

Minimum Education: Shall, at a minimum, have Master’s degree in Business Administration, Management, Public Policy, Public Administration, or Strategy.

Minimum Experience: In addition to the education requirements above, the Strategic Planner must have a minimum of seven (7) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Strategic Planner will have a minimum two (2) years of experience with Navy Echelon I or II, processes, planning, and training systems.

Education Equivalency: Minimum of Bachelor’s degree and ten (10) years of experience in business management, public policy, or strategic development. Not concurrent with the required minimum of seven (7) years of experience performing same or similar tasks as included in this PWS or two (2) years of experience with Navy.

Key Personnel: One (1) Strategic Planner is required as a key person for this contract. Location/site breakdown for the one (1) key person is Norfolk, Virginia.

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Location: USFF N1

4.4 Communications / Public Relations Specialist

Description: Assists with development and support for the Fleet and senior level leadership communication of the RRL program.

Minimum Education: Shall, at a minimum, have Bachelor's degree in Communications, Media, Journalism, or Management.

Minimum Experience: In addition to the education requirements above, the Strategic Outreach must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS and one (1) year of experience with Navy processes and planning.

Education Equivalency: Minimum of ten (10) years of experience in communications, journalism, or media related field. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and one (1) year of experience with Navy processes and planning.

Location: USFF N1

4.5 Information Systems Analyst

Description: Provides technical support and analysis of the Information Technology infrastructure requirements necessary to support the RRL program.

Minimum Education: Shall, at a minimum, have a Certification in an Information Technology related field.

Minimum Experience: In addition to the education requirements above, the Information Systems Analyst must have a minimum of seven (7) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy information technology systems.

Education Equivalency: Minimum of ten (10) years of experience in information technology. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy information technology systems.

Location: USFF N1

4.6 Operational Research Analyst

Description: Support the development of an assessments database, collection of data, and provide data analysis to assess program objectives.

Minimum Education: Shall, at a minimum, have Bachelor's degree in Mathematics, Data Analysis, Statistics, or Operational Research.

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Minimum Experience: In addition to the education requirements above, the Operational Research Analyst must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy educational and training systems and processes.

Education Equivalency: Minimum of ten (10) years of experience in statistical analysis, data analysis, or operational research. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy educational and training systems and processes.

Location: USFF N1

4.7 Project Scheduler

Description: Support the development and tracking of program schedules in support of training requirements development and assessments.

Minimum Education: Shall, at a minimum, have Bachelor's degree.

Minimum Experience: In addition to the education requirements above, the Project Scheduler must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS, and have at least two (2) years of experience with Navy education and training systems.

Education Equivalency: Minimum of ten (10) years of experience in engineering or engineering management. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy education and training systems.

Location: USFF N1

4.8 Budget / Financial Analyst

Description: Conduct financial analysis of current and future budgets to provide reports and briefings

Minimum Education: Shall, at a minimum, have Bachelor's degree business, finance, accounting, or economics.

Minimum Experience: In addition to the education requirements above, the Financial Analyst must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Financial Analyst will have two (2) years of experience with Navy programming and budgeting systems, to include the Planning, Programming, Budgeting, and Execution (PPBE) process and the Navy Program Budget Information System (PBIS) database.

Education Equivalency: Minimum of ten (10) years of experience in financial management or analysis. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy programming and budgeting systems, to include the Planning, Programming, Budgeting, and Execution (PPBE) process and the Navy Program Budget Information System (PBIS) database.

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Location: USFF N1

4.9 Training Specialist

Description: Support the analysis of individual training requirement for the Fleet and Type Commanders and develops recommendations and briefing products.

Minimum Education: Shall, at a minimum, have Bachelor's degree, in training or education related field or Instructional System Design or a Bachelor's degree in any discipline and a certification in a training or educational field.

Minimum Experience: In addition to the education requirements above, the Training Specialist must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Training Specialist will have two (2) years of experience with Navy educational and training systems and processes.

Education Equivalency: Minimum of ten (10) years of experience in U.S. Navy training/ education or Navy Master Training Specialist. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS.

Location: USFF N1 and Type Commanders (minimum of 9)

4.10 Management / Program Analyst

Description: Provide in depth analysis and assessment of RRL program plan. Support the scheduling and management of requirements development and training implementation for the Fleet and Type Commanders.

Minimum Education: Bachelor's degree

Minimum Experience: In addition to the education requirements above, the Program Analyst must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Program Analyst will have two (2) years of experience with Navy staff processes.

Education Equivalency: Minimum of ten (10) years of experience in program analysis.
Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy staff processes.

Location: USFF N1 and Type Commanders (minimum of 9)

4.11 Technical Writer

Description: Provide technical writing expertise in support of developing briefings and supporting documents.

Minimum Education: Bachelor's degree

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Minimum Experience: In addition to the education requirements above, the Technical Writer must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Technical Writer will have two (2) years of experience with Navy writing and processes.

Education Equivalency: Minimum of ten (10) years of experience in technical writing. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of experience with Navy writing and processes.

Location: USFF N1

4.12 Senior Program Analyst (Key Personnel)

Description: Provides senior level oversight of RRL IB and ESC planning. Coordinates across all stakeholders to develop high quality, senior executive level product for RRL IB and ESC review.

Minimum Education: Master's degree

Minimum Experience: In addition to the education requirements above, the Senior Program Analyst must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Senior Program Analyst will have two (2) years of experience at Navy Echelon I or II commands coordinating meetings assisting with the development of briefings and supporting documents.

Education Equivalency: Minimum of ten (15) years of experience in executive administration. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of Navy experience.

Key Personnel: One (1) Senior Program Analyst is required as a key person for this contract. Location/site breakdown for the one (1) key person is Norfolk, Virginia.

Location: USFF N1

4.13 Program Analyst

Description: Provide scheduling and management assistance for the RRL IB and ESC. Assist with the coordination and development of briefing products.

Minimum Education: Bachelor's degree

Minimum Experience: In addition to the education requirements above, the Program Analyst must have a minimum of five (5) years of experience performing same or similar tasks as included in this PWS. Concurrently, the Program Analyst will have two (2) years of experience at Navy Echelon I, II, or III commands coordinating meetings assisting with the development of briefings, and document.

Education Equivalency: Minimum of ten (10) years of experience in executive administration. Concurrent with the required minimum of five (5) years of experience performing same or similar tasks as included in this PWS and two (2) years of Navy experience.

Location: USFF N1

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4.14 Modification to Support

4.14.1 Purpose: Provide additional support at CNSP, CNSL, CNAP and CNAL. The increase in capacity is required due to the increasing workload in the RRL production schedule for Requirements Development and Assessments; task groups 3.2.2.1, 3.2.2.2, and 3.2.2.3. Increase shall consist of a mix of Training Specialists (para 4.9) and Program Analysts (para. 4.10).

4.14.2 Requirement:

4.14.2.1 Provide additional support at CNSP. These shall be a combination of Training Specialists (para. 4.9) and Program Analysts (para. 4.10).

4.14.2.2 Provide additional support at CNAL. These shall be a combination of Training Specialists (para. 4.9) and Program Analysts (para. 4.10).

4.14.2.3 Provide additional support at CNSL. This shall be a Training Specialist (para. 4.9) or Program Analyst (para. 4.10).

5. SPECIAL REQUIREMENTS

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

5.1 Security and Safety

5.1.1 Contractor personnel performing under this contract will be U.S. Citizens and are required to obtain / retain/maintain a security clearance.

Work performed by the contractor requires access to information that is: UNCLASSIFIED
CONFIDENTIAL SECRET
TOP SECRET

The contractor will be required to attend meeting classified at: UNCLASSIFIED
CONFIDENTIAL SECRET
TOP SECRET

5.1.2 Security Clearances

5.1.2.1 Contractor personnel supporting this effort are required to obtain and possess a secret security clearance under this effort. Contractor deliverables will be up to and including Secret only. It is the Contractor's responsibility to obtain and maintain the appropriate security clearances for its personnel prior to the start and during the performance of work in accordance with the requisite DD254. All security requirements shall be coordinated with the COR and command security office personnel.

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5.1.2.2 Contractor supporting this effort is required to possess a Facility Clearance at the Secret level under this effort. It is the Contractor's responsibility to obtain and maintain the appropriate facility security clearance levels required by the contract and DD254 prior to the start and during the performance of work. All security requirements shall be coordinated with the COR and command security office personnel.

5.1.2 DD254. The DD254 attached to this solicitation provides further details as to the security requirements of this contract. Contractor shall comply with all security instructions and references included in the DD254 throughout the life of this contract and beyond if required. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5531.1A (INDUSTRIAL SECURITY PROGRAM).

5.1.3 Base Access. The Contractor is responsible for and shall obtain CACs for all contractor personnel and vehicle passes for vehicles requiring entry onboard Government installations. The Contractor shall complete and submit the requisite documentation to the COR. Contractors who do not have/require NMCI access are not required to obtain CAC. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5531.1A (INDUSTRIAL SECURITY PROGRAM) at all times during the performance of this effort.

5.1.4 Physical Security. The Contractor shall be responsible for safeguarding all Government property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured. The Contractor shall follow established Government security procedures for the facility for which they are assigned and/or supporting. Contractor shall comply with the COMUSFLTFORCOMSTAFFINST 5530.2A (PHYSICAL SECURITY PLAN) at all times during the performance of this effort.

5.1.5 Key Control.

5.1.5.1 The Contractor shall establish and implement methods of making sure all keys and key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards, CAC, and individual security identification badges. No keys issued to the Contractor by the Government shall be duplicated.

5.1.5.2 The Contractor shall adhere to the methods/procedures included in their proposed/accepted QCP covering key control. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

5.1.5.3 The Contractor shall immediately report any occurrences of lost or duplicate keys and key cards to the COR and local security official.

5.1.5.4 In the event keys other than master keys are lost or duplicated the Contractor shall upon direction of the Contracting Officer re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

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5.1.5.5 The Contractor shall prohibit the use by any persons other than the Contractor's employees of Government keys and key cards issued to members of that Contractor's team.

5.1.5.6 The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas or those personnel authorized entrance by the Government (usually through the use of facility- or event-specific identification badges).

5.1.6 Lock Combinations. The Contractor shall ensure that all lock combinations are not revealed to unauthorized persons.

5.1.7 Operations Security

Background, OPSEC is a process used to protect unclassified sensitive Information from exploitation by an adversary. Sensitive unclassified information—which is also referred to as critical information or critical program information (CPI)—is defined as information that is not classified but which needs to be protected from unauthorized disclosure. Examples are information labeled “For Official Use Only (FOUO),” proprietary information, contractor sensitive information, limited distribution information, and personally identifiable information (PII).

5.1.7.1 The contractor and all subcontractors shall provide OPSEC protection for sensitive unclassified information as identified in the critical information list and CPI list, if applicable. The prime contractor and all subcontractors shall employ the countermeasures listed below in order to protect that information. Additional countermeasures may be employed as necessary. If an OPSEC Plan is provided, the contractor and all subcontractors shall comply with that plan. These OPSEC requirements will be in effect throughout the life of the procurement from award through the conclusion of services at the end of the period of performance (PoP) or other procurement termination. If required, the contractor and all subcontractors shall prepare an OPSEC Plan.

5.1.7.2 Contractor personnel shall follow OPSEC concepts and principles in the conduct of this requirement to protect critical information, personnel, facilities, equipment, and operations from compromise. The contractor shall consult with the subject matter expert (SME) within 5 working days of receipt of order to determine all special circumstances affecting OPSEC under this requirement. In any case where there is uncertainty or ambiguity regarding OPSEC measures, the contractor shall consult the SME as soon as possible. If the SME is unavailable, the contractor shall consult the contracting officer. The prime contractor and all subcontractors shall provide OPSEC protection for sensitive unclassified information and comply with all OPSEC requirements.

5.1.7.3 Minimum Protection Requirements for Critical Information Critical information is exempt from public release under Exemption 2 of the Freedom of Information Act (FOIA). It is designated “For Official Use Only (FOUO)” and is considered controlled unclassified information (CUI). Specific CPI, for reasons of OPSEC will not be identified to offerors prior to award. CPI will be identified to the successful offer or only after receipt of contract award.

5.1.7.4 OPSEC: IAW DODM 5205.02M, contractor shall protect information listed in the Critical Information List (CIL) and any other sensitive, but unclassified information that may be useful to our adversaries. Contractor shall abide by OPSEC policies and procedures, as detailed in DODM 5205.02M, COMUSFLTFORCOMINST 3432.1A, and/or as directed by the OPSEC Manager/Officer or an OPSEC Coordinator. Contractor shall accomplish USFF initial OPSEC training within 90 days of in-processing and complete refresher OPSEC training annually. Contractor shall notify their OPSEC Coordinator or the OPSEC Manager/Officer of recommendations for the OPSEC program or potential OPSEC concerns. POC: USFF OPSEC Program Manager, phone 757-836-4462. The critical information list can be found in COMUSFLTFORCOMSTAFFNOTE 3070 (CRITICAL INFORMATION LIST).

5.1.8 Personally Identifiable Information (PII).

PII shall be protected in accordance with DOD and Navy directives, in such a manner as to prevent unauthorized disclosure. Email containing PII must be encrypted or password protected.

5.1.9 Controlled Unclassified Information (CUI).

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CUI is official information that requires the application of controls and protective measures for a variety of reasons and has not been approved for public release, to include technical information, proprietary data, information requiring protection under the Privacy Act of 1974, and Government-developed privileged information involving the award of contracts. CUI is a categorical designation that refers to unclassified information that does not meet the standards for National Security Classification under Executive Order(s), but is pertinent to the national interest of the United States or to the important interests of entities outside the Federal Government, and under law or policy requires protection from unauthorized disclosure, special handling safeguards, or prescribed limits on exchange or dissemination.

5.1.9.1 Minimum Requirements for Access to CUI.

Prior to access, contractor personnel requiring access to DON CUI or “user level access to DON or DOD networks and information systems, system security and network defense systems, or to system resources providing visual access and/or ability to input, delete or otherwise manipulate sensitive information without controls to identify and deny sensitive information” who do not have clearance eligibility are required to submit a Questionnaire for Public Trust Positions (Standard Form 85P) through the cognizant Facility Security Officer or contractor entity representative for a suitability determination by DON Central Adjudication Facility.

5.1.9.2 Minimum Protection Requirements for CUI.

Contract deliverables taking the form of unclassified limited-distribution documents (FOUO), are not authorized for public release and therefore shall not be posted on a publicly accessible Web server, nor electronically transmitted via electronic mail unless appropriately encrypted or password protected.

5.1.10 Countermeasures

Countermeasures are required to negate the susceptibility of critical information to exploitation by an adversary or competitor. The contractor shall protect all critical information listed in a manner appropriate to the nature of the information, including use of the necessary countermeasures as listed below applicable to specific items:

1. Encryption with a password of electronically stored critical information.
2. Encryption or password protection of e-mail containing critical information.
3. Storage of hard copy critical information, optical media, and external hard drives in locked containers when not in use.
4. Transmission of critical information to the minimum set of recipients with a need to know.
5. Proper marking of critical information with warnings to include at a minimum “FOR OFFICIAL USE ONLY”; as appropriate to the nature of the critical information it shall also be marked with “UNCLASSIFIED BUT SENSITIVE,” “PRIVACY ACT INFORMATION,” “PERSONALLY IDENTIFYING INFORMATION,” “PROTECT FROM UNAUTHORIZED DISCLOSURE,” or other similar statements cautioning protection of the critical information.
6. Restricting disclosure of critical information at meetings and conferences (including teleconferences) to the minimum necessary to the performance of this requirement.
7. Immediate and appropriate destruction in a manner precluding reconstruction of all critical information no longer needed under this requirement.
8. Restricting verbal discussion of critical information to venues and circumstances that prevent the monitoring and interception of the discussion by unauthorized personnel.
9. Maintaining current, successful completion of Navy-mandated information assurance (IA) and OPSEC training by all personnel handling critical information.
10. Refraining from the use of unencrypted telephones to transmit critical information.
11. Refraining from the use of foreign postal systems to ship critical information.

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12. Promptly retrieving documents containing critical information printed on printers accessible by persons without a need to know the critical information.
13. Use of cover pages or other appropriate means to prevent the viewing of critical information by unauthorized persons.
14. Limiting the inclusion of critical information in contract and budget documents, presentations, press releases, and other publications to that which is essential to the performance of this requirement.
15. Use of protected databases and strong passwords and the protection of user identifications (User IDs).
16. During test and evaluation events (as applicable to this requirement) practice OPSEC methodologies with respect to staging units, personnel, and materials out of the observation of unauthorized persons; desensitization; and the speed of execution of the event.

5.1.11 Compromise

The contractor shall notify the SME, FSO, and security office immediately of all known and suspected compromises of critical information, classified information, or PII. If the SME cannot be reached, the contractor shall notify the contracting officer (or the command duty officer if after normal work hours).

5.1.12. FOUO

The FOUO marking is assigned to information at the time of its creation. It is not authorized as a substitute for a security classification marking but is used on official Government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act (FOIA). Use of FOUO markings does not mean that the information can't be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.

5.1.12.1 All UNCLASSIFIED documents created under this contract that contain FOUO information will be marked "FOR OFFICIAL USE ONLY" on the bottom of the cover page and interior pages.

5.1.12.2 Classified documents containing FOUO do not require any markings on the cover of the document. However, the interior pages containing only FOUO information shall be marked at the top and bottom center with "FOR OFFICIAL USE ONLY." Only unclassified portions containing FOUO shall be marked with "(FOUO)" immediately before each unclassified FOUO portion.

5.1.12.3 All FOUO information released to the contractor will be marked with the following statement prior to transfer: THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS(S) _____ APPLY.

5.1.12.4 Removal of the FOUO marking may be accomplished only by the originator or other competent authority. The contractor shall not remove any FOUO marking without written authorization from corona or the author. The Government will notify the contractor when the FOUO status is terminated.

5.1.12.5 The contractor is authorized to disseminate FOUO information to its employees and those having a need to know the information in order to accomplish the requirements of the contract.

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5.1.12.6 When in use, reasonable steps shall be taken to minimize the risk of access to FOUO information by unauthorized personnel. FOUO information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need to know the information in order to perform contract requirements. When not in use, the FOUO information shall be stored in a locked desk, file cabinet, bookcase, rooms, or other lockable container or space affording reasonable protection from unauthorized disclosure.

5.1.12.7 FOUO information may be delivered via U.S. Postal Service first-class mail, parcel post, and fourth-class mail for bulk shipments only. The contractor shall not permit FOUO information to enter foreign postal systems and parcel delivery systems.

5.1.12.8 When no longer needed, FOUO information shall either be returned to appropriate Government custody or destroyed in a manner precluding reconstruction of the information.

5.1.12.9 Electronic transmissions of FOUO information (via voice, data, or facsimile transmission) shall be by approved secure communications systems or if transmitted over non-secure means, encryption or password protected documents must be used. If circumstances preclude the use of such a system, the contractor shall consult the SME; if the SME is not available and time requirements do not permit delay, the contractor shall consult the contracting officer.

5.1.12.10 Access Briefings

FSO will provide any necessary access briefings required for contract performance (NATO, etc.).

5.1.12.11 Classified information performance will occur only at locations specified in the DD254.

5.1.13 Additional Contract Language for OPSEC Requirements

Consideration should be given to include the following Defense Federal Acquisition Regulation (DFAR) clauses for all service support contracts: DFARS 252.227-7020; 252.204.7000; 252.204.7003; 252.204.7008; 252.204.7009; 252.204.7012.

5.1.13.1 Government Furnished Training

The Government will provide, or provide contractor access to all mandated Information Assurance (IA) and Cyber Awareness training required in support of this contract to allow establishment of Government IT user accounts and access to Government operated networks. All other training requirements required to attain, or maintain skill levels and qualifications of contractor personnel are considered contractor responsibility and will not be reimbursed by the Government.

5.1.13.2 Security Requirements

Personnel who are not cleared in accordance with these requirements will not be granted access to the designated Government facilities and cannot perform work in support of this PWS. Detailed security requirements shall be in accordance with DOD Contract Security Classification Specification (DD254).

5.1.13.3 The contractor and its personnel shall not divulge any information about files, data, processing activities or functions, user IDs, passwords or other knowledge that may be gained to anyone who is not authorized to have access to such information. Further, such conduct may be cause for criminal prosecution and imposition of severe criminal and civil penalties.

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5.1.13.4 The Contractor and all associated employees shall not disclose sensitive information obtained as a result of working this contract, to include the personal identity of personnel working in support of this mission. This includes names, addresses and other contact information.

5.1.13.5. The contractor and all associated subcontractor employees shall comply with applicable local area policies and guidance for access security procedures provided by the U.S. Government. In addition to the changes otherwise authorized by the changes clause of this contract, should the force protection condition (FPCON) at any individual facility, installation or location change, the U.S. Government may require changes in contractor security matters or processes.

5.1.13.6 The contractor will ensure contractor employee comply with established Command OPSEC policy to protect the Government's critical information in accordance with MCO 3070.2A, the Marine Corps Operations Security (OPSEC) Program. This also requires new contractor employees to complete Welcome Aboard training and all contractor employees must complete annual OPSEC awareness training. All contractor employees shall complete DOD information assurance awareness training and OPSEC training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DOD and Marine Corps training requirements in DODD 8570.01, DOD 8570.01-M, within 6 months after being employed.

5.1.13.7 Loss or Suspension of Security Facility Clearance

The Government reserves the right to direct contractor employees to be removed from work, directly or indirectly, whenever there is probable cause to believe that such action is warranted in the interest of national security. This contractor's Facility Clearance or individual's security clearance. The Government also reserves the right to remove any contractor for the purpose of conducting any investigation of alleged misconduct which may, in the opinion of the Contracting Officer, jeopardize the security of the project.

5.1.13.8 Public Release Statement.

Any information (classified and unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval at least 10 working days (or as directed by the hiring activity) prior to release/disclosure. In the case of non-DOD user agency, requests for disclosure shall be submitted to that agency at least 15 working days prior to requested release date.

5.2 Transition

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase in/phase out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase in/phase out periods.

5.3 Government Furnished Material

The Government will provide workspace, classified/unclassified workstations, office supplies, computer equipment, telephone, fax (local, DSN and long distance), electronic mail, reproduction facilities, and proper building access identification badges as required. The Government will furnish any computer software, such as access to the PBIS database, which may be needed to

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accomplish tasks at the government site. The Government will provide access to appropriate reference material and databases necessary in the performance of this effort. The contractor will be provided the authority to access all information required to perform duties. The Government will provide coordination assistance to assist the contractor in accessing required information.

The Government will provide the following information: access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

5.3.1 GFE: Access to Government databases and seats e.g., MS Word, Excel, PowerPoint, Access, Project, and other databases required to perform this effort.

5.3.2 GFE: Access via internet using security protocols required by Government to assure secure data transmission: PBIS, CeTARS, CANTRACS, FLTMS and other databases required to perform this effort.

5.3.3 GFI: Required programmatic and financial information required in order to complete deliverables.

Definition of terms:

GFE: Government Furnished Equipment

GFI: Government Furnished Information - verbal or written (e.g., electronic or hand written) guidance and information required for the preparation of work products and deliverables.

Program: Program Management Institute (PMI) defines a program as “a group of related projects managed in a coordinated way to obtain benefits and control not available from managing them individually. Programs may include elements of related work outside the scope of the discrete projects in a program.” Program Managers (are) “responsible for the coordinated management of multiple related projects, and in many (most) cases, ongoing operations which are directed toward a common objective.” Each agency has its own unique program governance, and those that meet the DoD 5000 requirements must comply with it and those that do not will be governed by the individual agencies.

5.4 Applicable Directives and References

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3 Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Document Source	No./Version	Title
United States Code	Title 10	Armed Forces
United States Code	Title 31	Money and Finance 31 US Code 1301(a) 31 US Code 1502(a) 31 US Code 1517
OMB	Circular A-11	Preparation, Submission, and Execution of the Budget
DoD Directive	5000.01	The Defense Acquisition System
DoD Directive	5000.02	Operation of the Defense Acquisition System

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DoD Regulation	7000.14-R	Department of Defense Financial Management Regulations
DoD Directive	5015.2	DoD Records Management Program
SECNAV	5000.2	Implementation and Operation of the Defense Acquisition System and Joint Capabilities Integration and Development System
Navy		DoN Budget Guidance Manual
COMUSFLTFORCOMSTAFFINST	5531.1A	Industrial Security Program
COMUSFLTFORCOMINST	3432.1A	Operational Security
COMUSFLTFORCOMSTAFFINST	5510.1	Information Security Program
COMUSFLTFORCOMSTAFFINST	5530.2A	Physical Security Plan
COMUSFLTFORCOMSTAFFINST	5520.1	Personnel Security Program
COMUSFLTFORCOMSTAFFINST	3300.1	Anti-Terrorism Plan
COMUSFLTFORCOMINST	5239.1	Information Assurance Program
COMUSFLTFORCOMSTAFFINST	5239.2	Information Assurance Policy for U.S. Fleet Forces Command

5.5 Mandatory Contractor Training

The Contractor is responsible for its employees (and subcontractors) supporting this contract completing and staying up to date on all training required by USFF and supported activities for individuals working on Government installations. Some examples of required training and their requisite course numbers/references are listed below. The required training is subject to change throughout the life of this contract; however, the Contractor should assume at least a total of eight (8) hours for all required training courses annually per Contractor/Subcontract employee. The Contractor shall provide documentation (copies of training certificates) to the COR confirming that Contractor employees have completed the required training within five (5) days of the specific training due date.

Program	Course	Reference
Cyber Awareness	DOD-IAA-V12.0 or DOD-IC-IAA-V12.0	SECNAVINST 5239.3B, para. 7(a)(4)
Privacy Act & PII	DOD-PII-V2.0	SECNAVINST 5211.5E, para. 18(d)(2)
Antiterrorism Awareness Level 1	CENSECFOR-AT-010.1.0	DoDI 2000.16, para. E3.25.1.5 supported by E2.11; E3.18.6
OPSEC	NIOC-USOPSEC- 2.0	OPNAVIST 3432.1A, para. 3 & para. 4c(3) and COMUSFLTFORCOMINST 3432.1, para. 8a(7)
Suicide Prevention	CPPD-GMT-SAP- 1.0	OPNAVINST1720.4A, para. 5a(1)
Records Management	DOR-RM-010	OPNAVINST 5210.20, para. 25c
Counterintelligence Awareness	NCIS Face-to-Face	SECNAVINST M-5510.30, chapter 4; employee (to include contractor) is defined in Appendix A

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Security Awareness	Local Brief/Seminar	SECNAVINST M-5510.30, chapter 4 & para. 102; employee (to include contractor) is defined in Appendix A
Active Shooter	CNIC-TRTAS-1.1	USFF Commander directed.

5.6 Enterprise 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 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;
- (6) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address:

<https://www.ecmra.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://www.ecmra.mil>.

6. DELIVERABLES

The contractor shall provide deliverables as described and specified by the government. Format and delivery schedule for deliverables shall be outlined in per the PWS.

The Contractor shall provide the following deliverables within the timeframe specified:

Products/Deliverable	Schedule/Date Required
Monthly Status Report	5 th business day of each monthly
Monthly Contract Financial Report	5 th business day of each monthly
End of Performance Report	30 calendar days after the end of the Period of Performance
Long-range strategic planning brief	As Required
Strategic gaps, risks, and recommendations brief	As Required
Process Analysis brief	As Required
Strategic Documentation	As Required
Risk Management Plan	As Required
Fleet Engagement Plan	As Required
Communication products	As Required
Training IT Infrastructure Analysis Brief	As Required
Cyber Security Brief	As Required

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IT Deployment Plan Brief	As Required
Assessments Database	As Required
Assessment Reports	As Required
Program Schedules	As Required
Program Scheduling Deficiency Report	As Required
Program Financial Analysis/Report	As Required
Training Requirements Briefs	As Required
Schedules for RRL IB, ESC and other associated meetings	As Required
RRL Meeting Minutes	As Required

Monthly Status Reports. The Contractor shall provide a monthly report which summarizes overall performance under the task order and summarize the financial execution of the contract. The report shall detail performance under each task of this PWS (3.0), addressing completed tasks and the status of on-going tasks. For in-process tasks, the Contractor shall identify accomplishments for the month, identify planned accomplishments for the coming month and potential risks that might negatively impact performance and proposed mitigation plans. During phase in/phase out, monthly will include the status of the transition. Reports shall be submitted monthly on the 5th business day for the preceding month to the Government Program Manager and the Contracting Officer's Representative (COR) with a copy to the cognizant Contracting Officer.

End of Performance Report. The Contractor shall develop a report summarizing Financial Management and Accounting Administration Support functions as congruent with PWS 3.0. The report will provide items in priority order of importance, internal control deficiencies and related criteria or workarounds with final determination of impact for each non-compliant requirement assessed. The final report shall be submitted to the Government Program Manager and COR within 30 days after the end of the contract period of performance.

All deliverables shall be submitted to the Government Program Manager and COR. The COR, in consult with the Government Program Manager, is responsible for tracking and acceptance.

7.0 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information

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 text 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 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.

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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.

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 Command's Security Manager upon arrival to the 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) or T5 or T5R equivalent investigation, which is a higher level investigation than the National Agency Check with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security 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 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 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

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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 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. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions 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 as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation 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 Command's Security Manager upon arrival to the 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

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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 Command Security Manager. The Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM); Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination 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 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 DoD 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 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 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) or T1 investigation equivalent 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 T1 equivalent investigation, 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 D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) AND MATRIX

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52.246-4, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contract Officer Representative (COR)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR's limitations are contained in the written letter of appointment.

5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **COR Assessment** – The COR will evaluate the timeliness, quality and accuracy of reports and presentations, contract deliverables and invoices.
- **Customer Feedback** – Customer feedback may be obtained either from the results of formal customer satisfaction surveys or from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be

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forwarded to the Contractor. The Contractor shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

- **Random Checks/Inspections** – Random checks will be conducted to ensure compliance with the Standard Operating Procedures (SOP). In process reviews and random monitoring will be conducted.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

QASP Matrix

Performance Element	Performance Requirement	Method of Surveillance	Acceptable Quality Level (AQL)	Procedures to be taken when performance standards are not met
PWS Compliance and Fulfillment	Tasks/Services identified in the Support Services/Qualifications /Duties Section of the PWS performed/provided by Contractor contain accurate information the requirements as provided by the Government Program Manager or COR. Work products (reports, presentations, technical	COR review, customer feedback, complaints, Random Checks/Inspections	98% compliance	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan. Contract Discrepancy Report may be completed. Failure to comply may be documented in Contractor

	documentation, etc.) identified in PWS Section			Performance Assessment Reporting System (CPARS) and in future requests for Past Performance information
Requested deliverables	<p>Deliverables received in accordance with Section C Para. 6 Deliverables and/or as scheduled by the Government Program Manager or COR</p> <p>Deliverables meet the requirements as provided by the Government Program Manager or COR</p>	COR review, customer feedback	95% compliance	<p>Request corrective action from contractor in accordance with Contractor Quality Assurance Plan.</p> <p>Contract Discrepancy Report may be completed.</p> <p>Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future requests for Past Performance information</p>
Contractor personnel meet the minimum qualifications for all positions described in the PWS	Contractor personnel are regarded as independently capable of tasking specified in the PWS.	COR review and assessment - Personnel resumes may be reviewed by the COR if there is reason to suspect a contractor employee does not meet minimum qualifications. Additional information may be requested to validate resume information.	100% compliance	<p>Request corrective action from contractor in accordance with Contractor Quality Assurance Plan.</p> <p>Contract Discrepancy Report may be completed.</p> <p>Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future requests for Past Performance information</p>
Complaints lodged against Contractor personnel	No more than 4 substantiated complaints lodged against contractor personnel within a 12 month period: no more than 3 substantiated complaints lodged against the same contract employee with in a 6 month period.	Complaints	98% compliance	<p>Request corrective action from contractor in accordance with Contractor Quality Assurance Plan.</p> <p>Contract Discrepancy Report may be completed.</p> <p>Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future</p>

				requests for Past Performance information
Information Assurance/Information Security	Contractor shall fully comply with the Security Requirement Section of the PWS	COR review, customer feedback, Random Checks/Inspections	100% compliance	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan. Contract Discrepancy Report may be completed. Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future requests for Past Performance information
Invoicing	Monthly invoices per contract procedures are timely and accurate	Review and acceptance of the invoice	99%	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan. Contract Discrepancy Report may be completed. Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future requests for Past Performance information
ECMRA	Contractor shall ensure all required ECMRA data be reported no later than October 31 of each calendar year in accordance with the PWS	Review and Inspection	98%	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan. Contract Discrepancy Report may be completed. Failure to comply may be documented in Contractor Performance Assessment Reporting System (CPARS) and in future requests for Past

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				Performance information
Combating Trafficking in Persons (CTIP) Compliance	Compliance with FAR 52.222-50, Combating Trafficking in Persons	Customer feedback and random/scheduled monitoring/inspections conducted by the COR/TA's	100% compliance	Non-Compliance will be immediately reported to the contract officer (see DFARS PGI 222.1703)

INCENTIVES/DISINCENTIVES:

The COR makes an annual report on Contractor Performance (CPARS or other annual report). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts. Additionally, the contractor's failure to achieve satisfactory performance under the contract may also 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 KO and COR 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 KO will determine if any further action will be taken.

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SECTION F DELIVERABLES OR PERFORMANCE

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

8000	9/25/2018 - 9/24/2019
8001	9/25/2018 - 9/24/2019
8002	9/25/2018 - 9/24/2019
8003	9/25/2019 - 3/24/2020
8004	9/25/2019 - 3/24/2020
8005	9/25/2019 - 3/24/2020
8006	3/25/2020 - 3/24/2021
8007	3/25/2020 - 3/24/2021
8008	3/25/2020 - 3/24/2021
8021	4/25/2019 - 9/24/2019
9000	9/25/2018 - 9/24/2019
9001	9/25/2019 - 3/24/2020
9002	3/25/2020 - 3/24/2021
9007	9/25/2018 - 9/24/2019

CLIN - DELIVERIES OR PERFORMANCE

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

8000	9/25/2018 - 9/24/2019
8001	9/25/2018 - 9/24/2019
8002	9/25/2018 - 9/24/2019
8003	9/25/2019 - 3/24/2020
8004	9/25/2019 - 3/24/2020
8005	9/25/2019 - 3/24/2020
8006	3/25/2020 - 3/24/2021
8007	3/25/2020 - 3/24/2021
8008	3/25/2020 - 3/24/2021
8021	4/25/2019 - 9/24/2019
9000	9/25/2018 - 9/24/2019
9001	9/25/2019 - 3/24/2020
9002	3/25/2020 - 3/24/2021
9007	9/25/2018 - 9/24/2019

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

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8009	3/25/2021 - 3/24/2022
8010	3/25/2021 - 3/24/2022
8011	3/25/2021 - 3/24/2022
8012	3/25/2022 - 3/24/2023
8013	3/25/2022 - 3/24/2023
8014	3/25/2022 - 3/24/2023
8015	9/25/2023 - 3/24/2024
8016	9/25/2023 - 3/24/2024
8017	9/25/2023 - 3/24/2024
8018	3/25/2023 - 9/24/2023
8019	3/25/2023 - 9/24/2023
8020	3/25/2023 - 9/24/2023
9003	3/25/2021 - 3/24/2022
9004	3/25/2022 - 3/24/2023
9005	9/25/2023 - 3/24/2024
9006	3/25/2023 - 9/24/2023

Services to be performed hereunder will be provided at specific addresses and buildings identified in the Performance Work Statement.

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SECTION G CONTRACT ADMINISTRATION DATA

SECURITY ADMINISTRATION N0018918F3025 (SEP 2015)

The highest level of security required under this contract is SECRET as designated on DD Form 254 attached hereto and made a part hereof.

The Commander, Defense Investigative Service, Director of Industrial Security, Mid-Atlantic Region, is designated Security Administrator for the purpose of administering all elements of military security hereunder.

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

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 Contracting Officer's Representative (COR) or someone else herein.
3. The paying office is responsible for making payment of proper invoices after acceptance is documented.
4. The Contracting Officer's Representative (COR) 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 **COR** duties are as follows:
 - a. Technical Interface

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(1) The COR 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 COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. 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 COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR 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 COR'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.

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

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR 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 COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR 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 COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR 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 COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

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

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

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

e. Administrative Duties

(1) The COR 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 COR 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 COR 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 COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

Enclosure (1)

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

h. Standards of Conduct. The COR 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 COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR 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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5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:
 - a. All pre-award information, questions, or data;
 - b. Freedom of Information inquiries;
 - c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
 - d. Arranging the post award conference (See FAR 42.503).

Name: Eric Dieges
Address: 1968 Gilbert Street, Norfolk, VA 23511
Phone: 757-443-1375
Email: eric.dieges@navy.mil

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: Eric Dieges
Address: 1968 Gilbert Street, Norfolk, VA 23511
Phone: 757-443-1375
Email: eric.dieges@navy.mil

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

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Name: DFAS HQ0338

4. CONTRACTING OFFICERS REPRESENTATIVE (COR) is responsible for:
- a. Liaison with personnel at the Government installation and the contractor personnel on site;
 - b. Technical advice/recommendations/clarification on the statement of work;
 - c. The statement of work for delivery/task orders placed under this contract.
 - d. An independent government estimate of the effort described in the definitized statement of work;
 - e. Quality assurance of services performed and acceptance of the services or deliverables;
 - f. Government furnished property;
 - g. Security requirements on Government installation;
 - h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
 - i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. **THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.**

52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

Pursuant to FAR clause 52.232-18, funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract. The notice of availability of funds can be found at the following: <https://www.navsup.navy.mil/public/navsup/flcn/contracting/>

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

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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

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

Not applicable.

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(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	HQ0337
Issue By DoDAAC	N00189
Admin DoDAAC	S3605A
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	N00060
Service Acceptor (DoDAAC)	N00060
Accept at Other DoDAAC	_____
LPO DoDAAC	N00060
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

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

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

COR Raymond Strawbridge, 757-836-0085, Raymond.Strawbridge@navy.mil

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Financial POC S. Bergeman, 757-836-9230

(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.

(End of clause)

Accounting Data

SLINID	PR Number	Amount
8000	N0006018RC041RT	600676.80
LLA :		
AA 1781804 60CA 251 00060 W 068732 2D C041RT		
Cost Code: 000608N10CTQ		
8001	N0006018RC041RT	225336.00
LLA :		
AA 1781804 60CA 251 00060 W 068732 2D C041RT		
Cost Code: 000608N10CTQ		
8002	N0006018RC041RT	2274729.60
LLA :		
AA 1781804 60CA 251 00060 W 068732 2D C041RT		
Cost Code: 000608N10CTQ		
9000	N0006018RC041RT	35000.00
LLA :		
AA 1781804 60CA 251 00060 W 068732 2D C041RT		
Cost Code: 000608N10CTQ		
BASE Funding 3135742.40		
Cumulative Funding 3135742.40		
MOD P00001 Funding 0.00		
Cumulative Funding 3135742.40		
MOD P00002		
8021	N0006019RC023RT	404014.90
LLA :		
AB 1791804 6M1K 251 A0060 056521 2D C023RT 000609N1RCTQ		
MOD P00002 Funding 404014.90		
Cumulative Funding 3539757.30		
MOD P00003		
9007	N0006019RC0042C	20474.00

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LLA :
AC 1791804 6M1K 251 A0060 056521 2D C0042C 000609N1RCTQ
Additional Funding for Base Period Travel ODC.

MOD P00003 Funding 20474.00
Cumulative Funding 3560231.30

MOD P00004 Funding 0.00
Cumulative Funding 3560231.30

MOD P00005

8003 N0006019RC028RT 306355.20

LLA :
AD 1791804 6M1K 251 A0060 056521 2D C028RT 000609N1RCTQ
Funding for Option Period 1

8004 N0006019RC028RT 114921.60

LLA :
AD 1791804 6M1K 251 A0060 056521 2D C028RT 000609N1RCTQ
Funding for Option Period 1

8005 N0006019RC028RT 1622188.80

LLA :
AD 1791804 6M1K 251 A0060 056521 2D C028RT 000609N1RCTQ
Funding for Option Period 1

9001 N0006019RC028RT 35500.00

LLA :
AD 1791804 6M1K 251 A0060 056521 2D C028RT 000609N1RCTQ
Funding for option period 1

MOD P00005 Funding 2078965.60
Cumulative Funding 5639196.90

MOD P00006 Funding 0.00
Cumulative Funding 5639196.90

MOD P00007 Funding 0.00
Cumulative Funding 5639196.90

MOD P00008 Funding 0.00
Cumulative Funding 5639196.90

MOD P00009 Funding 0.00
Cumulative Funding 5639196.90

MOD P00010

8006 N0006020RC020RT 618854.40

LLA :
AE 1701804 6M1K 252 A0060 056521 2D C020RT 000600N1RCTQ
Standard Number: N0006020RC020RT

8007 N0006020RC020RT 232147.20

LLA :
AE 1701804 6M1K 252 A0060 056521 2D C020RT 000600N1RCTQ
Standard Number: N0006020RC020RT

8008 N0006020RC020RT 3276940.80

LLA :
AE 1701804 6M1K 252 A0060 056521 2D C020RT 000600N1RCTQ
Standard Number: N0006020RC020RT

9002 N0006020RC020RT 70000.00

LLA :
AE 1701804 6M1K 252 A0060 056521 2D C020RT 000600N1RCTQ
Standard Number: N0006020RC020RT

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MOD P00010 Funding 4197942.40
Cumulative Funding 9837139.30

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SECTION H SPECIAL CONTRACT REQUIREMENTS

(a) Definitions - In this clause:

- (i) "Contractor" means the firm signing this contract;
- (ii) "Affiliates" means employees or officers of the contractor and first tier subcontractors involved in the performance of this contract, or in the decision making process concerning this contract.
- (iii) "Interest" means organizational or financial interest.
- (iv) "Term of this Contract" means the period of performance plus any extensions thereto.

(b) Warranty Against Existing Conflicts of Interest

- (i) The contractor warrants that it and its affiliates, to the best of its knowledge, do not have any contracts with or any substantial interest in the services or systems that may be the subject of analysis pursuant to the statement of work of this contract.
- (ii) The contractor recognizes that during the term of this contract additional services or systems may be identified and added to the statement of work of this contract as a result of contract modifications. In such event, the contractor agrees to immediately disclose to the Government information concerning any contract or interest between the contractor and its affiliates and any services or systems providers if the contract or interest arises during the term of this contract.
- (iii) The contracting officer shall have the sole discretion to determine whether a potential organizational conflict of interest exists concerning any interest or contract which arises or is identified during the term of this contract. The contracting officer may take such steps as are necessary in the best interest of the Government to eliminate potential conflict of interest.
- (iv) The contractor warrants by submission of its offer that it has not participated in the preparation of any solicitation documents. The offeror shall inform the Contracting Officer, prior to the submission of its offer, if it or any of its affiliates has done so.

(c) Restrictions on Contracting

- (i) The contractor agrees that during the term of this contract, and for a period of twenty four (24) months thereafter, neither it nor its affiliates shall (1) enter into any contract for services or systems related to the work under this contract with the service or system providers; (2) create for themselves any interest in the service or system providers; (3) consult or discuss with the service or system provider any aspects of work under this contract; or (4) furnish to the United States Government, either as a prime contractor or as a subcontractor any service or system it has worked on or had access to under this contract.
- (ii) The contractor further agrees that neither it nor its affiliates will conduct a review nor make recommendations under this contract concerning any item which is the product of work performed by the contractor or its affiliates under any other contract.
- (iii) The contractor and any of its affiliates, shall be ineligible to perform any services or to provide any systems that result from the analysis or recommendations arising from the contract awarded from this solicitation as a contractor or subcontractor for a period of twenty-four (24) months.

(d) Non-Disclosure of Proprietary Data/Disclosure of Possession of Non-Public Information

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Certain information of a proprietary nature may be submitted to the Government by commercial entities. While performing under this contract, the prime contractor and any subcontractors may receive this information. The prime contractor and any subcontractors agree to use and examine this information exclusively in the performance of this contract and to take the necessary steps to prevent disclosure of such information to any party outside the Government, as long as it remains proprietary. The contractor and the subcontractors agree to indoctrinate their affiliates who will have access to this information as to the proprietary nature of the information and the relationship under which they have possession of the information. Affiliates will also be informed that they may not engage in any other action, venture or employment where this information will be used for profit of any party other than the party furnishing this information. Additionally, the contractor and subcontractor agree to execute agreements to this effect with companies providing proprietary data for performance under this contract. The contractor and subcontractors will restrict access to proprietary information to the minimum number of employees for performance of this contract.

Additionally, the offeror shall inform the Contracting Officer, prior to the submission of its offer, if it or any of its affiliates possesses any non-public information relevant to the current solicitation and provided by the Government, either directly or indirectly; the offeror should also advise the Contracting Officer of any actions that the offeror proposes to take to resolve the situation.

(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 the contract and that the Government may, in addition to any other remedy available, terminate the contract for default.

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SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2015
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	DEC 2017
252.245-7003	Contractor Property Management System Administration	APR 2012

CLAUSES INCORPORATED BY FULL TEXT

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2019)

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

“Covered foreign country” means The People’s Republic of China.

“Covered telecommunications equipment or services” means—

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(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE

Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country

“Critical technology” means–

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology;

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

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(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817). "Substantial or essential component" means any component necessary for the proper function or performance of a piece of equipment, system, or service

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or

essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the

report provided at <https://dibnet.dod.mil>.

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(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within one (1) day.

(End of clause)

52.217-9 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.

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(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 66 months.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the

provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class	Monetary Wage-Fringe Benefits	
14170 System Support Specialist	\$26.47	\$9.59

(End of clause)

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SECTION J LIST OF ATTACHMENTS

Wage Determination 2015-4341 Revision 9

Wage Determination 2015-5635 Revision 8

Wage Determination 2015-5689 Revision 6

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