

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
J

PAGE OF PAGES  
1 2

2. AMENDMENT/MODIFICATION NO.  
12

3. EFFECTIVE DATE  
17-Jul-2017

4. REQUISITION/PURCHASE REQ. NO.  
N4658117RC013AD-0002

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

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S0514A

NAVSUP FLC Norfolk, Code 200

DCMA SAN DIEGO

SCD: C

1968 Gilbert Street Ste 600

9174 Sky Park Court, Suite 100

Norfolk VA 23511-3392

SAN DIEGO CA 92123-4353

carrie.paben@navy.mil 757-443-1307

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

Epsilon Systems Solutions  
9242 Lightwave Ave., Suite 100  
San Diego CA 92123-6404

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-04-D-4048-FK01

10B. DATED (SEE ITEM 13)

29-Sep-2014

CAGE CODE 1HQ30

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

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

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: DFARS 252.232-7007
- D. OTHER (Specify type of modification and authority)

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

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

SEE PAGE 2

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

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

Jill H Joscelyn-Smith, Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY /s/Jill H Joscelyn-Smith

13-Jul-2017

(Signature of person authorized to sign)

(Signature of Contracting Officer)

NSN 7540-01-152-8070

30-105

STANDARD FORM 30 (Rev. 10-83)

PREVIOUS EDITION UNUSABLE

Prescribed by GSA  
FAR (48 CFR) 53.243

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## GENERAL INFORMATION

The purpose of this modification is to fully fund CLIN 8013. Accordingly, said Task Order is modified as follows:  
A conformed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$7,499,851.95 by \$25,370.01 to \$7,525,221.96.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
801301	O&MN,N	57,667.00	25,370.01	83,037.01

The total value of the order is hereby increased from \$7,525,221.96 by \$0.00 to \$7,525,221.96.

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## SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R425	Services performed in accordance with section C of the solicitation. (O&MN,N)	12.0	MO	\$148,564.80	\$1,782,777.60
8002	R425	Services performed in accordance with section C of the solicitation. (O&MN,N)	12.0	MO	\$150,174.40	\$1,802,092.80
8003	R425	Services performed in accordance with section C of the solicitation. (O&MN,N)	12.0	MO	\$151,795.20	\$1,821,542.40
8004	R425	Services performed in accordance with section C of the solicitation. (O&MN,N)	12.0	MO	\$153,456.00	\$1,841,472.00
		Option				
8005	R425	Services performed in accordance with section C of the solicitation. (O&MN,N)	12.0	MO	\$155,115.20	\$1,861,382.40
		Option				
8006	R425	Services performed in accordance with section C of the solicitation. SPEAR, NMD-R, and MAI Support (PWS Sections 3.9 and 3.10) (O&MN,N)	3.0	MO	\$74,459.75	\$223,379.25
8007	R425	Services performed in accordance with section C of the solicitation. SPEAR, NMD-R, and MAI Support (PWS Sections 3.9 and 3.10) (O&MN,N)	1.0	MO	\$74,459.75	\$74,459.75
8008	R425	Modification number 05. To add one Sr. Information Analyst and three Sr. Data Analyst to provide services in sections 3.9 and 3.11. (O&MN,R)	5.0	MO	\$46,892.12	\$234,460.60
8010	R425	Option Period to CLIN 8008. Provides personnel to work in sections 3.9 and 3.11 of the PWS. (O&MN,N)	12.0	MO	\$43,208.04	\$518,496.48
8011	R425	CLIN provided to reconcile REA submitted 1 December 2015 for services rendered September 2014 through March 2015. (O&MN,N)	1.0	LO	\$163,280.06	\$163,280.06
8012	R425	Modification 09. To add one Damage Control Program Manager to provide services in Section 3.5 (O&MN,N)	7.4	MO	\$10,603.65	\$78,467.01
8013	R425	Modification 09. To add one Administration Project Coordinator to provide services in Section 3.2 (OMN,N). (O&MN,N)	7.0	MO	\$11,862.43	\$83,037.01
801301	R425	(O&MN,N)				
801302	R425	(O&MN,N)				
8014	R425	Option period to CLIN 8012. Provides personnel to work in Section 3.5. (O&MN,N)	12.0	MO	\$10,870.75	\$130,449.00
		Option				

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8015	R425	Option period to CLIN 8013. Provides personnel to work in Section 3.2. (O&MN,N)  Option	12.0	MO	\$11,763.20	\$141,158.40
8016	R425	Option period to CLIN 8012. Provides personnel to work in Section 3.5. (O&MN,N)  Option	12.0	MO	\$11,088.17	\$133,058.04
8017	R425	Option period to CLIN 8013. Provides personnel to work in Section 3.2. (O&MN,N)  Option	12.0	MO	\$11,998.75	\$143,985.00

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9001	R425	ODC's & Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR) TRAVEL NTE: [REDACTED]; ODCs NTE: [REDACTED] (O&MN,N) (O&MN,N)	1.0	LO	\$247,440.00
9002	R425	ODC's & Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). TRAVEL NTE: [REDACTED]; ODCs NTE [REDACTED] (O&MN,N) (O&MN,N)	1.0	LO	\$247,740.00
9003	R425	ODC's & Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation (FTR). TRAVEL NTE: [REDACTED]; ODCs NTE [REDACTED] (O&MN,N). (O&MN,N)	1.0	LO	\$248,049.00
9004	R425	ODC's & Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation(FTR). TRAVEL NTE: [REDACTED] ODCs NTE [REDACTED] (O&MN,N). (O&MN,N)  Option	1.0	LO	\$248,367.27
9005	R425	ODC's & Travel incurred shall be in accordance with the Performance Work Statement (PWS) and the Federal Travel Regulation(FTR). TRAVEL NTE [REDACTED]; ODCs NTE [REDACTED] (O&MN,N). (O&MN,N)  Option	1.0	LO	\$248,665.09

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### Performance Work Statement (PWS)

#### ENGINEERING AND TECHNICAL SUPPORT SERVICES FOR COMMANDER, NAVAL SURFACE FORCE, ATLANTIC

**1. BACKGROUND:** Commander, Naval Surface Force, Atlantic (COMNAVSURFLANT), one of the six United States Naval Type Commands (TYCOM), was established in 1975 as a consolidation of the Cruiser-Destroyer, Amphibious, and Service Forces, U.S. Atlantic Fleet. In addition to COMNAVSURFLANT's 70+ ships, there are special mission and fleet support units that make up the more than 29 commands of the Force. Our approximate 25,000 personnel staffs are stationed both State Side and at sea (from the Norwegian Sea in the Atlantic Ocean to the Persian Gulf and the Arabian Sea). Additionally, COMNAVSURFLANT's forces provide a critical element to drug interdiction operations in the Caribbean Sea and the Eastern Pacific. Our Cruisers, Destroyers, and Frigates maintain constant readiness to engage enemy land targets, aircraft, ships, and submarines. Our Amphibious ships, with embarked U.S. Marines, project Sea Power ashore by maintaining the capability of landing the Marines by helicopters, amphibious track vehicles, air cushion landing craft, and assault craft whenever and wherever the need arises. The Naval Beach Group, consisting of the Amphibious Seabees, a Beach Master Unit, and Assault Craft Units, provide essential pre- and post-landing support to our Amphibious Forces. In summary, the widely diversified and specialized Naval Surface Force Atlantic is an important instrument of national policy in the Atlantic, Indian Ocean, Mediterranean Sea, Caribbean Sea, and the Persian Gulf.

**2. OBJECTIVE:** The objective of this PWS is to acquire support services required to provide training, management, and engineering support services to COMNAVSURFLANT in the following areas:

1. TYCOM Type Desk
2. Administrative
3. Total Ship Readiness Assessment (TSRA)
4. Financial Analysis
5. Engineering and Technical Support
6. Hot Wash and Maintenance and Modernization Program Review (MMPR)
7. Nonskid Oversight and Planning
8. Motor Gas (MOGAS)
9. Regional Maintenance Automated Information System (RMAIS), SURFLANT Planning and Execution of Alteration and Repairs (SPEAR) and Navy Maintenance Database (NMD)
10. Ship Maintenance Availability Work Package Closeout Coordinator
11. Perform Metrics And Data Analysis.

**3. SPECIFIC REQUIREMENTS:** The Contractor shall provide engineering and technical support services to COMNAVSURFLANT. In performance of this requirement, the Contractor shall provide:

#### **1. TYCOM Type Desk Support:**

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3.1.1. Provide Maintenance Modernization for all ship classes and LPD/LSD Type Desk Assistant (TDA) support with the Availability Work Package (AWP) from the A-360 milestone to final execution in accordance with COMFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM) and SURFMEPPNOTE 4700.1B. This includes small boat repair/overhaul indications, boat alterations and boat replacement if necessary.

3.1.2. Provide Maintenance Modernization for all ship classes and LPD/LSD Type Desk Assistant support in overseeing availability work planning and finalization, recommend work prioritization via the Maintenance Modernization Business Plan (MMBP), recommend maintenance priorities as needed, and provide availability status, tracking, and reporting.

3.1.3. Provide Modernization Management assistance with TYCOM prioritization for Amphibious and Combatant Class Fleet Alterations in Navy Data Environment (NDE).

3.1.4. Provide LPD/LSD Type Desk Assistant developmental support and analysis of Business Case Analysis (BCA).

3.1.5. Provide Modernization Management assistance in reviewing final Ship Change Document (SCD)/Alteration completion data to provide analysis of initial BCA and final Return on Investment (ROI) projections.

3.1.6. Review and provide Modernization Management input to Type Desk Assistant (TDA) on AWP and other availabilities including MMBP to ensure it accurately reflects all Planned, Program and Fleet Modernization jobs.

3.1.7. Provide LPD/LSD TDA support for review of funding requests for completeness and forward to government lead for final analysis and action.

3.1.8. Provide LPD/LSD TDA support to monitor the expenditure of funds to ensure accomplishment of planning actions by required date and within planned funding constraints.

3.1.9. Provide Modernization Management support to the Force Type Desk Officer (TDO) in the oversight of the ship modernization program. Conduct research using Navy Data Environment (NDE). Attend meetings and teleconferences in support of modernization efforts.

3.1.10. Provide LPD/LSD TDA support to monitor the readiness and material condition of assigned ships through Casualty Report (CASREP) and other naval message traffic and the TYCOM Readiness Management System (TRMS) to identify material problem trends and potential class-wide problem areas.

3.1.11. Provide LPD/LSD TDA and Modernization Management support to review and analyze the planning and executing of New and Growth repairs, modernization related requirements, and cross ship class alteration and modernization programs.

3.1.12. In conjunction with the assigned Port Engineers, and Surface Maintenance Engineering Planning Program (SURFMEPP) develop a list of maintenance and modernization required for execution year and Program Objective Memoranda (POM) years for review.

3.1.13. Provide LPD/LSD TDA support to assist with the TYCOM Departure from Specification (DFS) adjudication, status and due dates in support of the COMNAVSURFLANT Force Engineer.

**3.1.14. TYCOM Type Desk Support (3.1) Deliverables:**

- Maintenance and Modernization Business Plans
- Ship Maintenance Funding Requests
- Weekly Ship Availability Planning and Execution Status Reports
- Modernization Late Add and Emergent Request Replies
- Daily Ship Maintenance Status Reports
- Availability Risk Assessment Reports

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- Availability Growth Work Business Case Analysis
- Availability Work Packages
- Ship Modernization Status Reports
- Weekend Work List Updates
- Fleet Database Planning Documents
- Ship Change Documents Development and Submission (As required)
- Programmatic Budgetary Development Inputs for DON/FAST and POM (DON/FAST inputs due in June each year, (POM inputs due in October each year)
- Letters of Authorization for approved list of Fleet Alterations
- Availability Planning Trackers

### **3.2 Administrative Support:**

3.2.1. Compose correspondence, create spreadsheets, and manage databases as needed in support of the COMNAVSURFLANT Maintenance and Modernization Department.

3.2.2. Review and update daily, weekly, and monthly schedules for the Assistant Chief of Staff for Material based on government inputs.

3.2.3. Assist with travel planning, making travel arrangements, and preparing documentation for travel claims for government personnel.

3.2.4. Provide mail pickup/delivery, interoffice mail routing/sorting, and messenger services from building to building and between various local (within 50 miles of Norfolk, VA) naval installations and private contractor facilities.

3.2.5. Provides support for the development, review, updating or re-description of Civilian Employees position descriptions (PD).

3.2.6. Development Civilian Position technical papers and standard government forms utilized for initiating and processing position descriptions and other civilian personnel actions.

3.2.7. Interface with select individual employees encumbering the position being reviewed, their supervisors and the applicable Human Resources Office to review or update of the major duties and responsibilities and the knowledge, skills and abilities (KSA's) and other requirements ensuring the formatting and duties are reflected in HR current standards.

3.2.8. Provide position description and strategic human capital planning training to Headquarters staff and subordinate commands managers and supervisors on establishing and updating general schedule pay system position descriptions.

### **3.2.9 Administrative Support (3.2) Deliverables:**

- xDaily Schedule
- xNaval Correspondences
- xNaval Messages
- xStaff Organization Chart updates
- xTravel Planning Weekly PD Status Report on Tuesday of each business week.The PD Status Report will be updated as of the previous Friday.
- xProvide position descriptions and technical papers that are developed, reviewed or updated to accurately reflect the major duties and responsibilities and KSA's of the position.

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- ×Provide the position description training as an ongoing part of accomplishing tasks. The training will include the PD life cycle; official titling instructions; understanding and utilizing the Office of Personnel Management (OPM) standards; functional guides; fly sheets; understanding and utilizing the OPM General Schedule Supervisory Guide(GSSG); when and how to apply the Factor Evaluation System (FES) and/or the GSSG.
- ×Provide tracking on all position descriptions on where they are in the process on a weekly or as needed basis.

### **3. Total Ship Readiness Assessment (TSRA) Technical Support**

3.3.1. Review the TSRA equipment class matrices annually utilizing various data repositories to assist the government lead in adjusting and modifying TYCOM risk mitigation.

3.3.2. Provide monitoring, reporting and problem resolution recommendations for TSRA visit scheduling, visit planning, visit execution, associated visit briefings, and TSRA message reporting for issue mitigation, process corrective action, and metric data analysis. Provide inputs for future improvements to the TSRA Instruction (COMNAVSURFPAC/COMNAVSURFLANTINST 4700.1A/CNRMCINST 4700.7).

3.3.3. Develop training on TSRA and other material assessment issues for the TYCOM staff, Immediate Superior in Command (ISIC) and ships.

3.3.4. Conduct periodic quality assurance reviews with the Port Engineers and Type Desks on TSRA planning process and visit execution.

3.3.5. During the TSRA visits verify the completeness and technical accuracy of OPNAV Form 4790/2K.

3.3.6. Review customer satisfaction surveys by TSRA visit ships and assist the RMCs in development and maintenance of said surveys. Provide periodic recommendations or summaries of surveys for continuous improvement.

3.3.7. Review TSRA Visit long range schedule for accuracy and executability and preliminary Baseline Agendas for each TSRA Visit.

3.3.8. Track and review various TSRA messages and provide recommendations.

3.3.9. Attend Visit Pre-briefs and Out-briefs

#### **3.3.10. TSRA Technical Support (3.3) Deliverables:**

- TSRA Equipment Class Matrices
- TSRA Instruction Updates
- TSRA Training Products
- Customer Satisfaction Surveys
- TSRA Schedule
- TSRA Metrics
- Track TSRA Messages

### **4. Financial Analysis Support:**

3.4.1. Assist the government lead in financial and cost analysis studies and report findings to government lead.

3.4.2. Assist in the coordination of current year N43 inputs into key USFFC execution documents. Review finances and documents issued by Budget Activity/Functional Program, ensuring they are consistent with the budget

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formulation and execution processes. Identify deviations and ensures variances are resolved through coordination with staff of USFFC, COMNAVSURFLANT, and RMCs.

3.4.3. Use automated financial tools to analyze and track funding documents supporting Surface Ship Maintenance.

3.4.4. Examine and analyze current year ship maintenance requirements, controls and fiscal transactions of RMCs.

3.4.5. Research, review and reconcile all fiscal transaction records at COMNAVSURFLANT, USFFC and RMCs associated with N43 Ship Maintenance.

3.4.6. Assist with the review and analysis of funding requests from COMNAVSURFLANT TDO/TDA. Monitor funds provided to the RMCs for the maintenance on the Surface Ship Atlantic Fleet.

3.4.7. Assist with the review of all Centrally Managed accounts funding documents and correct Resource Sponsor (RE) and Program Element (PE) in support of improving financial accuracy and accountability.

3.4.8. Research, analyze and construct fiscal tracking process spreadsheet to appropriately track Ship Modernization, Operation and Sustainment Fund (SMOSF).

3.4.9. Research, review and identify underperforming N43 Ship Maintenance Programs and make recommendations for efficient use of funds.

3.4.10. Identify and document non-repeatable financial processes and determine recommendation.

3.4.11. Assist in the development of Flag Level Monthly Financial Briefs and supplementary briefs as needed.

**3.4.12. Financial Analysis Support (3.4) Deliverables. Assist the Government Lead in the development of the following reports:**

- Financial Status Reports (Deferred Maintenance Report, Monthly Obligations, Funding Control Messages, and Rainbow Chart)
- TYCOM Monthly USFFC Brief
- COMNAVSURFOR Monthly Financial Brief
- Funding Phasing Plans
- Maintenance and Modernization Business Plans

**5. Engineering and Technical Support:**

3.5.1. Provide Engineering and Technical Support to the TYCOM Command, Control, Communications,

Computers, Combat Systems Intelligence, Surveillance and Reconnaissance (C5ISR) Type Desk Assistant, the

TYCOM Environmental Specialist and the TYCOM Maintenance and Material Management (3M) Program

Manager, Damage Control Program Manager.

3.5.2. Conduct engineering studies for designated Damage Control, C5ISR/Weapons Systems/HM&E systems. Research and analyze data and procedures related to the maintenance, operation, performance, or reliability of these systems, and provide recommendations to improve maintenance/operational processes and procedures. Analyze procedures utilized by maintenance and repair activities and develop recommendations to achieve optimum utilization of tools,

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machines and equipment used for repairs.

3.5.3. Provide support to the Type Desk Manager (TDM) and TDO to integrate life cycle maintenance and coordinate corrective maintenance repairs to improve surface ship readiness and ensure ships' planned service life is sustained.

3.5.4. Track and report on maintenance availability execution per JFFM and COMNAVSURFLANT N6/N43

Directive guidance and identify trends, risks and concerns and report up thru the COMNAVSURFLANT N6/N43 chain of command.

3.5.5. Monitor and analyze Force compliance with DoD Environmental requirements.

3.5.6. Support the COMNAVSURFLANT 3M policy and assessment program by providing continuity in the oversight of the 3M program, while monitoring 3M assessments scheduled by the ISICs and Afloat Training Group

(ATG) ensuring the timely assessments are completed as required.

3.5.7. Provide support in the development, review, and maintenance of technical documentation, drawings, and related correspondence associated with the equipment, systems, projects and programs.

3.5.8. Provide support in conducting Quality Assurance audits, operational readiness assessments, and process improvement evaluations of designated fleet maintenance and training activities.

3.5.9. Provide program management, program performance/cost analysis, life cycle support, technical/maintenance support, and training related to fleet programs and projects including, Navy Enterprise Maintenance Automated

Information System (NEMAIS), Continuous Maintenance (CM) Program, Maintenance Continuous Improvement

Team (MCIT), Surface Warfare Enterprise (SWE), Fleet Modernization Program (FMP), Condition Based

Maintenance (CBM) Requirements, Reliability Centered Maintenance (RCM) analyses, and similar maintenance and readiness programs.

3.5.10. Provide assistance in the development, updating, and execution of governing directives, and assist with the training and implementation of maintenance process improvement policies and initiatives.

3.5.11. Provide technical support and business process improvement recommendations for fleet maintenance programs at the depot, intermediate and organizational levels. Assist in Quality Assurance assessment/audit reviews for designated COMNAVSURFLANT maintenance activities.

3.5.12. Provide program management support and ongoing initiatives, including business process improvement recommendations to COMNAVSURFLANT N43 on the Regional Maintenance Automated Information System (RMAIS)/Validate Screen & Broker (VSB) /Automated Work Notification (AWN) on depot availabilities.

Coordinate project plan development for conducting AWN pilots for force ships. Function as technical support for

COMNAVSURFLANT N43 for testing and introduction of the Maintenance Figure of Merit (MFOM) II

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family of applications. Provide technical or training assistance to VSB and AWN users. Assist and support

COMNAVSURFLANT N43 SCD Submitters, responsible for validating the requirement for the SCD forwarded to

CNSL for submission.

3.5.13. Provide technical support for the sustainment/updating of existing Level II Computer Based Training (CBT) associated maintenance management products, modules, and training tools. Provide support for the development of new modules, as required, by COMNAVSURFLANT. Provide support for the management of the web-based tracking and execution scheme for the modules.

3.5.14. Monitor MFOM and VSB applications for all CNSL ships.

3.5.15. Attend Maintenance Information System meetings (MIS) and MFOM meetings as required.

3.5.16. Assist with annual SPEAR Defense Business System Review and budget data analysis.

3.5.17. Monitor and analyze ships force compliance with applicable firefighting directives and instructions.

3.5.18. Provide assistance in the development, updating and execution of governing directives, and assist with the training and implementation of damage control process improvement policies and initiatives.

3.5.19 Conduct Track and support training the ship's damage control (DC) organization in ship equipment, ship systems, and procedures and techniques relating to the ship's survivability.

3.5.20. Provide assistance in the development, updating and execution of governing directives, and assist with the training and implementation of damage control process improvement policies and initiatives.

3.5.21. Provide technical support and process improvement recommendations for fleet damage control initiatives.

3.5.22. Provide program management support and ongoing initiatives, including fire drill improvement recommendations to COMNAVSURFLANT N43 Engineering.

3.5.23. Provide technical or training assistance to users of damage control systems.

3.5.24. Assist and support COMNAVSURFLANT N43 engineering with damage control drill planning, execution and evaluation of shipboard firefighting capabilities and shipboard and shore integration firefighting capabilities.

3.5.25. Provide technical support for the sustainment/updating of existing instructions to include the 8010 and NSTM 555.

**3.5.26. Engineering and Technical Support (3.5) Deliverables:**

- Engineering Studies
- Quality Assurance Assessment/Audit Report
- Quarterly Program Updates

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- Operational Readiness Assessments
- Maintain the SPEAR DADMS, MFOM, DITPR-DON entries current.
- Process Improvement Evaluations
- Governing Directive Updates (JFFM, USFFC, TYCOM)
- MFOM Suite Implementation Status and Updates
- Information Technology (IT) System Budget Inputs
- IT System Business Process Data Base entries and Process Reports
- Working Group Progress (USFFC Requirements Management Board, VSB Implementation and Forward Deployed Naval Forces (FDNF) Maintenance IT Support) Reports
- Damage Control drill results and improvement recommendations.as scheduled
- Monthly report on troubled systems and the initiatives to correct.
- Monthly report of the Damage Control Board of Directors (DCBOD) Meeting actions and initiatives
- Monthly report of the Shore Based Damage Control Working group actions and initiatives.

#### **6. Hot Wash and Maintenance and Modernization Program Review (MMPR) Support**

3.6.1. Assist with overall management of Hot Wash Team and MMPR process improvement efforts through strategic planning and data analysis.

3.6.2. Support the Hot Wash program analysis and integration of findings into the Surface Warfare Enterprise (SWE) and other TYCOM initiatives.

3.6.3. Continuously implement and update the strategic and tactical plans for the process improvement of Surface Ship Availabilities involving Hot Wash Ups and Super Hot Wash Ups.

3.6.4. Support the continuing development, promulgation and implementation of the strategic process improvement of Surface Ship Maintenance and Modernization Availabilities Navy wide. This effort involves developing top level plans, detailed agendas for semiannual meetings, and briefings to Navy Maintenance Leadership on a continuous basis.

#### **3.6.5. Hot Wash and MMPR Support (3.6) Deliverables:**

- Monthly Hot Wash/Lessons Learned Status Report
- Monthly Quality Assurance of Tactical Action Items Report
- Meeting agendas for briefings as needed
- Maintenance Person of the Week Award
- MMPR Meeting schedules and Lessons Learned/Action Item products

#### **7. Nonskid and Coatings Oversight and Planning**

3.7.1. Provide specialized technical and logistical nonskid oversight and planning repair support to COMNAVSURFLANT as directed by COMNAVSURFLANT Code N43C in assigned geographical areas.

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3.7.2. Serve as liaison with Ship's force, COMNAVSURFLANT N43C and all east coast RMCs in matters both logistical and physical regarding ship's nonskid replacement and improvement initiatives.

3.7.3. Provide nonskid program implementation services, identify and document methods to improve the quality of repair and service life of nonskid, and identify and document methods to improve repair production processes.

3.7.4. Provide classroom instruction for ships force with Nonskid QA Inspector procedure training as requested for compliance and provide classroom training for deficiency resolution and recommendations to prevent reoccurrences.

3.7.5. Provide an on-site, full-time Nonskid SME assigned and permanently located at COMNAVSURFLANT N43C Norfolk Operating Base and to liaison as required to support this task and to facilitate review of various nonskid related documents and issues to include Ship Nonskid Quality Assurance Reports, Naval Ships Technical Manual (NSTM) Chapter 634, NAVSEA Standard Items, NSTM sheets, Reliability and Maintainability (R&M)/Ship Alteration inputs, Visual Landing Aids, and all other issues to support nonskid program readiness in the fleet and reporting deficiencies to COMNAVSURFLANT N43C.

3.7.6. Compile and maintain a report for nonskid repairs to include geographical location, repair area including square feet, contract info, and separated nonskid and containment costs to include maintenance of a minimum of 10 years of historical e-files.

3.7.7. Maintain and disseminate graphical reports tracked by repair dates, installation location, type material, square feet installed, and ship's landing number (SLN) as applicable for all COMNAVSURFLANT Ships to include maintenance of a minimum of 5 years of historical e-files for each ship/geographical area.

**3.7.8. Nonskid Oversight and Planning Support (3.7) Deliverables:**

- Non-skid Process Improvement Analysis and Recommendations
- Non-skid Training both On-site and Classroom
- Non-skid Repairs Report

**8. Motor Gas (MOGAS) Support**

3.8.1. Conduct an annual inspection of designated ships' MOGAS system and verify Cargo Fuel Operational Sequencing System (CFOSS) documentation for the specified auxiliary systems.

3.8.2. Provide a CFOSS briefing talk-through and system walk-through and review CFOSS procedures for correct and complete coverage of the MOGAS system.

3.8.3. Conduct a MOGAS system on-site training and walk-through to ensure system integrity and review training documentation for operating MOGAS Storage, Transfer, Service, Inerting, Seawater and Safety Systems including the procedures outlined in CFOSS manuals, pollution control manuals and instructions.

3.8.4. Determine presently installed equipment, provide operation assistance and instruction and identify components/parts repairable by Ship's Force, NSSA and the Shipyard for the following functions: MOGAS on-load and off-load, MOGAS systems test, and SPAS ship/shore interface.

**3.8.5. MOGAS Support (3.8) Deliverables:**

- CFOSS Brief
- CFOSS Procedures Updates as required
- MOGAS on-site Training

**9. Regional Maintenance Automated Information System (RMAIS), SURFLANT Planning & Execution of**

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## **Alteration & Repairs (SPEAR) and Navy Maintenance Database Replatformed (NMD-R) Support**

3.9.1. Provide continuing programming 24 hour/7 days per week support to COMNAVSURFLANT for the administration, implementation and utilization of government furnished programs for the SPEAR Information System and the COMNAVSURFLANT Maintenance Corrosion Control Information Management System (CCIMS) / Corrosion Control Data Entry Tool (CADET) / Corrosion and Structural

Monitoring (COSMOS) shipboard maintenance tracking and assessment visit processes.

3.9.2. Provide continuous uninterrupted access for users of the SPEAR Website, which includes the following applications or tools: Corrosion Control Information Management System (CCIMS), Corrosion Control Data Entry Tool (CADET), Corrosion and Structural Monitoring System (COSMOS), Master Assessment Index (MAI), Technical Assistance and Scheduling Information System (TASS-INFO), Submarine Technical Assistance and Reporting System (STAARS), Fleet Scheduling Center (FSC), Shipboard Habitability Improvement Program, and CSMP Reports. Ensure any errors are cleared and any database maintenance is performed on a timely basis or within 24 hours. Ensure SPEAR/database monthly reports are updated and accurate. Provide technical and engineering services to support the installation and proper operation and security of government furnished and owned desktop hardware and software used to monitor and safeguard the SPEAR System servers located at NEDC, New Orleans. Provide services to install, operate, maintain and monitor government furnished SPEAR servers at NEDC, New Orleans using Retina Vulnerability Scanning software or other products as directed. Provide services to install, maintain, and monitor antivirus software on all government furnished desktop SPEAR computers.

3.9.3. Provide engineering services, improvement inspections, support for RMAIS and SPEAR, MARMC waterfront technical support services as well as NMD Replatform support, including:

3.9.3.1. Provide Oracle Database administration, programming, and technical services in support of the Combined Fleet Forces' RMAIS databases as directed to include performance of database backup and recovery, database exports and imports, database tuning, table space adjustments, creation and execution of scripts, review of log files, installation of Oracle patches and updates, and technical assistance as required.

3.9.3.2. Provide continuing support to COMNAVSURFLANT for the administration, implementation and utilization of government furnished programs for the SPEAR Information System and the COMNAVSURFLANT Maintenance CCIMS/CADET shipboard maintenance tracking and assessment visit processes.

3.9.3.3. Provide Engineering and Technical services to support Commander, Naval Regional Maintenance Center, Norfolk, VA with CNRMC NMD Re-platform project.

### **3.9.4. RMAIS, SPEAR, and NMD Support (3.9) Deliverables:**

In addition to the tasks identified above. The following reports are needed with the frequency as indicated:

- Bi-Weekly SPEAR Management Report
- Corrosion Control Reports for CNO Availability Work Package Development (bi-weekly for ships in availability process)
- Weekly CSMP Spreadsheet for all ships
- Weekly CSMP/MFOM Summary Report - Ship Level, Class Level, ISIC Level , Regional Level
- Weekly CSMP Upline Status Report
- Weekly CSMP Upline Delinquency Report
- Weekly Work Candidate Status Report
- Weekly Depot Summary for Commanding Officer

## **10. Ship Maintenance Availability Work Package Closeout Coordinator.**

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3.10.1 Coordinate with Ships Force, Port Engineers (HM&E and CS), Type Desk Officers, and NSA Availability Project Management Personnel (PM, SBS, Assessment Directors, Ship Superintendents) to assess and properly document availability work item completion. Incumbent will: visit project work sites, interview project management personnel, attend End of Availability Closeout Meetings, review availability departure reports and analyze any other pertinent documents/records to ensure planned work items were properly completed.

3.10.2 Access necessary Navy maintenance and modernization IT systems and data bases including, but not limited to: NMDR, VSB, NDE, eDFS, MFOM, TAAS, AIM4RMC and others as applicable and close out/complete availability maintenance and modernization work items.

3.10.3 Review planned work packages and Identify work items that were deferred/unaccomplished. Coordinate with ship Maintenance Team (MTs) and Type Desk personnel to reschedule and reprogram as necessary.

3.10.4 Conduct post availability CSMP analysis at the end of depot and intermediate level availabilities. Validate completion of documented maintenance requirements, identify backlog/deferred maintenance actions, and analyze the overall quality of the ship's CSMP.

3.10.5 Build and maintain spreadsheets/databases (metrics) of data related to work package closeouts and CSMP maintenance. As required, develop written reports, or generate PowerPoint presentations (graphs and charts) of same.

3.10.6 Support administrative functions such as developing messages, data input and record keeping.

**3.10.7 Ship Maintenance Availability Work Package Closeout Coordinator Deliverables:**

- Provide documentation required to support the duties and responsibilities outlined above.
- Provide Monthly Progress and Status Report due by the 15th business day of the month, to include the previous month's accomplishments and financial data.
- Provide a Travel Report within two weeks after the completion of travel which shall include the destination, number of travelers, duration of stay, efforts completed, issues and recommendations.
- Provide documentation required to support the duties and responsibilities outlined above.
- At the completion of above provide an Availability Close-Out Report indicating differences difference between JSNs in the applicable data bases. This report will be generated NLT 90 days following availability completion reports. This applies to both CNO Availabilities and Continuous Maintenance Availabilities.
- Attend Availability Close-Out Meetings and provide a summary of meeting results within 10 days following meeting attendance.
- Provide documentation required to support the duties and responsibilities outlined above.
- Coordinate with RMCs to provide Availability Departure Completion Report not later than 90 days following availability completion. This applies to both CNO Availabilities and Continuous Maintenance Availabilities.

**11. Perform Metrics And Data Analysis.**

3.11.1 Develop a method for measuring the effectiveness and accuracy of the Availability Process from planning through execution, including, but not limited to:

- Timely development of the Authorized Work Package (AWP)
- Completeness/accuracy of the AWP, including timeliness of definitization in accordance with the JFMM
- Adherence to milestones in accordance with JFMM
- Development of specifications in accordance with the Master Spec Catalog

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- Effectiveness of the ILS support plan and Long Lead Time material ordering
  - Effectiveness of the Quality and Test Plan
  - Management of the overall Availability to ensure timeliness of execution and completion of the event
- 3.11.2 Using Completion Reports from Availabilities including CMAVs, gather data on RCC, growth and new work, premiums paid, condition found reports and perform analysis.
- Identify trends and provide recommended conclusions and corrective action.
- 3.11.3 Identify modernization alterations installed and track CSMP discrepancies related to the systems affected by the alts.
- Perform analysis to identify whether alteration improved system performance (Ao)
  - Capture costs measuring Return on Investment to gauge the cost effectiveness of the alt.
- 3.11.4 Coordinate with CNRMC and ST1 Metrics POCs to leverage off existing metrics and make recommendations for improvement.
- 3.11.5 Utilizing available data such as 3-M/CSMP data, performance monitoring and Corrective Action Summary Report (CASREP) data, INSURV discrepancies and Top Management Attention/Top Management Issues (TMA/TMI), safety, environmental, MFOM and mission criticality considerations, gather and enter data, develop metrics and perform analysis.
- 3.11.6 Assist in the establishment and accomplishment of engineering analyses of 3-M trends, (e.g., Mean Time Between Failure (MTBF) of Functionally Significant Items (FSI), Mean Logistics Down Time (MLDT), Operational Availability (Ao), Root Cause Analysis, etc.).
- 3.11.7 Review, analyze and accomplish engineering analysis of existing data for life cycle maintenance strategy improvements from sources including, but not limited to:
- Master Assessment Index (MAI)
  - Ships' 3-M History (3-M) Data Warehouse
  - Fleet Analysis Center (FAC)
  - Surface Warfare Enterprise (SWE) bridgeplot (e.g., churn)
  - Casualty Reports (CASREP) – deployed, other
  - Maintenance Activity completion reports
  - Availability Departure Reports
- 3.11.8 Build and maintain spreadsheets /databases of metrics related data.
- 3.11.9 Develop graphs, charts and reports summarizing results of analyses and identifying potential corrective actions.
- 3.11.10 Generate Power Point presentations outlining results and recommended actions.
- 3.11.11 Support administrative functions such as developing messages, data input and record keeping.
- 3.11.12 **Perform Metrics and Data Analysis Deliverables**
- Provide documentation required to support the duties and responsibilities outlined above.
  - Provide Monthly Progress and Status Report due by the 15th business day of the month, to include the previous month's accomplishments and financial data.

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- Develop Metrics to track CNO Availabilities and CMAVs. Once developed provide an updated monthly metrics report on the 30th of each month. At times these metrics may require more frequent updates to support management decisions and Flag level briefs.
- CNO Availability and CMAV Program Trend Reports with improvement recommendations based on metric results. These trends and recommendations will accompany the monthly reports discussed above on the 30th of each month.
- Updated Metrics Data Base developed on the CNSL Share Drive. The Data Base will interface with the Command Readiness Dashboard and be updated on a monthly basis.

**4. PERSONNEL QUALIFICATIONS:** The contractor is responsible for providing personnel with the proper education, training and experience to meet the accepted industry standards for the labor categories listed herein as required by tasks assigned under this PWS. Personnel assigned to these tasks will need tact and diplomacy to effectively work with all levels of civilian and military personnel. The minimum acceptable experience for each category is as follows:

1. Program Manager: Requires a Bachelor's degree in Engineering, Computer Science, Information Systems, Business or other related scientific/technical discipline. Ten years of recent (within the last 3 years) experience in systems development and engineering required. Plans, coordinates, schedules, directs, and controls all engineering and technical support activities applicable to task execution. Reviews and evaluates all work performed. Ensures compliance with all management plans, policies, and procedures. Provides recommendations for resolution of technical problems. Requires background in Navy Maintenance Policies and processes. Ten (10) years of documented naval shipboard experience and working expertise in ship maintenance can be substituted for the Bachelor Degree requirement.
2. Project Manager: Requires a Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline. Eight years of progressively complex recent (within the last 3 years) project related experience is required. Requires background in Navy Maintenance Policies and processes. Ten (10) years of documented naval shipboard experience and working expertise in ship maintenance can be substituted for the Bachelor Degree requirement.
3. Financial Analyst: Requires a bachelor's degree in Accounting or Finance. Requires experience with budget functions involving the formulation, justification, and/or execution of budgets for organizations, programs, or projects. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting. Five (5) years' experience in the budgeting/finance /accounting can be substituted for a Bachelor's Degree.
4. Senior General Engineer: Requires a Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline. Requires a minimum of eight years of recent (within the last 3 years) general work experience with Navy shipboard systems. At least four of the eight years must include specialized work experience in planning, scheduling, conducting, and/or coordinating detailed phases of Navy shipboard system maintenance/engineering projects. Ten (10) years of documented naval shipboard experience and working expertise in ship maintenance can be substituted for the Bachelor Degree requirement.

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5. General Engineer: Requires a Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline. Requires a minimum of four years of recent (within the last 3 years) general work experience with Navy shipboard systems. At least two of the four years must include progressively complex specialized experience in the design and installation of integrated systems of personnel, materials, machinery, and/or equipment. Ten (10) years of documented naval shipboard experience and working expertise in ship maintenance can be substituted for the Bachelor Degree requirement.
  
6. Engineer (IT): Requires a Bachelor Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline. Requires a minimum of six years of recent (within the last 3 years) progressively complex experience in computer simulation, client-server architectures, advanced networking techniques and protocols, data base management systems, and operating systems.
  
7. Administrative Assistant: Requires a High School Diploma and four years of related experience office and/or clerical experience. Performs diversified clerical, administrative and general office duties in support of various engineering tasks. This position requires knowledge of applicable policies, organization, and a high level of technical skills using automation tools including word processing and graphics.
  
8. Senior Information Analyst: Requires a Bachelor's Degree in Engineering, Computer Science, Information Systems, or other related scientific or technical discipline. Requires a minimum of seven years of recent (within the last 3 years) general experience in the analysis and design of system applications. Three of the seven years must include experience with applications programming and analysis techniques combined with the knowledge of pertinent system software and equipment specifications/characteristics.
  
9. Junior Logistician: Requires a Bachelor's Degree in Engineering, Business, or other related scientific or technical discipline. Requires a minimum two years of progressively complex experience in the analysis of government logistics requirements, including familiarity with government logistics systems, capabilities, and processes.
  
10. Logistician: Requires a Bachelor's Degree in Business, Engineering, or other related scientific or technical discipline. Requires a minimum four of general experience. Two of the four years must include specific experience in the analysis of government logistics requirements, including in-depth knowledge of government logistics systems, capabilities, and processes.
  
11. Senior Logistician: Requires a Bachelor's Degree in Business, Engineering, or other related scientific or technical discipline. Requires a minimum twelve years total experience with at least three years specific experience including proven management skills in supervising logistics projects and progressively complex experience in the analysis of government logistics requirements, including in-depth knowledge of government logistics systems, capabilities, and processes.
  
12. Senior Data Analyst: Requires a Bachelor's degree in Business, Computer Science, Software Engineering or related field. Requires a minimum of six years of experience with current DBMS technologies, and experience analyzing large datasets utilizing statistical software packages, such as SAS, SQL, and the advanced analytical features of MS Excel or MS Access. Requires knowledge of data processing, system's support background and the ability to support statistical data interpretation as it relates to fleet operational/maintenance requirements.

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Provides technical expertise on the database system to user and data processing personnel.

13. Data Analyst: Requires a Bachelor's degree in Business, Computer Science, Software Engineering or related field. Requires four years of related experience including experience with current DBMS technologies, computer programming, data analysis, and machine and assembly language programming for mini- and mainframe computers. Must be knowledgeable in operation of peripheral computer equipment.
  
14. ILS Manager: Requires a Bachelor's Degree. A minimum of six years of recent (within the last 3 years) logistics experience in industry or Government supporting manufacturing, repair, upgrade, and refurbishment of equipment. Requires experience in preparing/editing Navy technical documents as well as availability and maintainability analysis of complex shipboard mechanical and electronics systems/equipment.
  
15. Engineering Tech III: Requires a High School Diploma or equivalent. Requires 2 years of recent (within the last 3 years) experience in the operation and maintenance of shipboard C5ISR and HM&E systems.
  
16. Engineering Tech IV: Requires a High School Diploma or equivalent. Requires five years of recent (within the last 3 years) experience in the operation, maintenance, and readiness assessments of shipboard C5ISR and HM&E systems.
  
17. Engineering Tech V: Requires technical or computer school diploma, with related vendor sponsored training classes. Requires ten years of recent (within the last 3 years) experience demonstrating progressively increasing responsibility in the operation, maintenance, and readiness assessments of shipboard C5ISR and HM&E systems. Three of the ten years must demonstrate progressively increasing responsibility in providing technical direction and guidance to lower level technical personnel. Requires a broad knowledge of Navy/military training and readiness assessment concepts, practices, and procedures.
  
18. Technical Writer: Requires a Bachelor's Degree in English, Literature, Engineering, Business, or other related discipline. Requires a minimum four years total experience with at least two years of experience in writing, reviewing and/or editing of technical documentation utilizing applicable Government and/or industry standards.
  
19. Drafter IV: Requires four years of progressive experience with drafting, including knowledge of drafting methods, procedures, and techniques, and the use of Computer Aided Drafting (CAD) hardware and software.
  
20. Computer Based Training Specialist: Requires a Bachelor's Degree. Requires four years of training experience in Navy/military systems and in developing computer based training materials and courses. Eight years of additional experience may be substituted for the Bachelor's Degree.
  
21. Word Processor Operator: Requires High school diploma. Requires two years of experience with word processors or other computerized data entry systems. Requires filing and archiving experience.

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## 5. PLACE (S) OF PERFORMANCE

Performance will take place mainly at government facilities in Norfolk (90%) with some work being conducted at any or all of the following locations: Mayport, San Diego, Bahrain, Spain, at the contractor's facilities and other locations as directed by the COR. Contractor must comply with OCONUS anti-terrorism force protection travel requirements.

## 6. PERIOD OF PERFORMANCE

START DATE: 29SEP14

COMPLETED DATE: 28SEP19

**7. TRAVEL:** Travel will be paid in accordance with the JFTR.

1. Based on a three year historical average, travel is estimated at a Not-to-Exceed ceiling amount of \$237,440.00 per year.

**8. GOVERNMENT FURNISHED EQUIPMENT / MATERIALS / FACILITIES:** The Government shall provide all necessary job related equipment/furnishings for the Contractor to accomplish the on government site services associated with this task. Any government laptops issued to Contractors will be inventoried and monitored. The Contractor shall comply with all applicable environmental, health, safety and security requirements while working within Government facilities and will maintain a clean working space to include but not limited to the removal of their own trash. The Government shall provide Contractor access to Government facilities, as required.

**9. GOVERNMENT FURNISHED INFORMATION** – Applicable documents: Instructions for the above tasks can be accessed at the below sites. Contractors are held accountable to the latest revision and this list is not all inclusive.

1. OPNAVINST 4700.7K: Maintenance Policy for U.S. Navy Ships

<http://www.scribd.com/doc/12884186/2003-US-Navy-Maintenance-Policy-for-USShips->

74p

2. NAVSEA STANDARD ITEMS Latest edition (No publication number assigned)

<http://www.navsea.navy.mil/CNRM/SERMC/SSRAC1/standard.aspx>

3. OPNAVINST 4790.4E, Ships' Maintenance, Material & Management (3-M

Instruction) (Refer to link in 9.1). <http://www.seapyramid.net/rt/4790-4e-navy-3mmanual/>

4. NAVSEAINST 4790.8B, Ships' Maintenance, Material & Management (3-M)

Manual [http://www.everyspec.com/USN/NAVSEA/NAVSEAINST\\_4790--8B\\_6050/](http://www.everyspec.com/USN/NAVSEA/NAVSEAINST_4790--8B_6050/)

5. COMFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)

<http://www.navybmr.com/COMFLTFORCOMINST%2047903%20VOL%20V.html>

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6. OPNAVINST 4790.16: Condition Based Maintenance (CBM) Policy

<http://www.docstoc.com/docs/49607479/JOINT-FLEET-MAINTENANCE-MANUAL>

7. COMNAVSURFOR NOTICE 4701 – Surface Ship Maintenance Validation,

Screening, and Brokering <http://www.docstoc.com/docs/49607479/JOINT-FLEETMAINTENANCE-MANUAL>

8. COMNAVSURFOR NOTICE 4702 – Surface Ship Work Package Preparation

<http://www.docstoc.com/docs/49607479/JOINT-FLEET-MAINTENANCE-MANUAL>

9. COMNAVSURFOR NOTICE 4703 – Surface Ship Maintenance Placement and

Oversight Business Rules <http://www.docstoc.com/docs/49607479/JOINT-FLEETMAINTENANCE-MANUAL>

10. COMNAVSURFORINST 4790.1 – Force Maintenance and Material Management

(3M) Assessment and Certification <http://documentsearch.org/pdf/comnavsurforinst-4790-1e.html>

11. COMNAVSURFORNOTICE 4700 - Maintenance Team Roles and Responsibilities

<http://www.docstoc.com/docs/49607479/JOINT-FLEET-MAINTENANCE-MANUAL>

**10. SECURITY:** All proposed personnel shall possess a clearance level of, at a minimum, SECRET level at contract award.

**11. QUALITY CONTROL:** This task requires the Contractor to maintain a thorough quality control program with the aim of identifying and correcting deficiencies in the quality of services before performance becomes unacceptable. As part of the Quality Control Program, the Contractor shall develop a Quality Control Plan (QCP) that describes the Contractor's procedures for monitoring quality. At a minimum, the Quality Control Plan shall include the following:

1. A description of the inspection system to cover all services listed on the Performance Work Statement (PSW). The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis and the frequency of these inspections.
2. A description of follow-up procedures to ensure that deficiencies are corrected and the time frames involved in correcting these deficiencies.
3. A description of the records to be kept to document inspections and corrective or preventive actions taken.
4. The records of inspections shall be kept and made available to the Government, when requested, throughout the performance period, and for the period after completion, until final settlement of any claims under this contract.
5. The Contracting Officer's Representative (COR) will notify the Contractor, in writing, of deficiencies in the plan and allow 5 working days for a revision to be submitted.

**12. ACRONYMS:**

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3M - Maintenance and Material Management

ATG - Afloat Training Group

AWN - Automated Work Notification

AWP - Availability Work Package

BCA - Business Case Analysis

C5ISR - Command, Control, Communications, Computers, Combat Systems Intelligence, Surveillance and Reconnaissance

CADET - Corrosion Control Data Entry Tool

CASREP - Casualty Report

CBM - Condition Based Maintenance

CBT - Computer Based Training

CCIMS - Corrosion Control Information Management System

CFOSS - Cargo Fuel Operational Sequencing System

CM - Continuous Maintenance

CNRMC – Commander, Naval Regional Maintenance Center

CNSL – Commander, Naval Surface Force, Atlantic

COMNAVSURFLANT - Commander, Naval Surface Force, Atlantic

COMNAVSURFOR - Commander, Naval Surface Forces

COMNAVSURFPAC - Commander Naval Surface Force, U.S. Pacific Fleet

COR – Contracting Officer Representative

DFS - Departure from Specification

DoD - Department of Defense

FDNF - Forward Deployed Naval Forces

FMP - Fleet Modernization Program

HM&E – Hull, Mechanical, and Electrical

ICMP - Internet Control Message Protocol

ISIC - Immediate Superior in Command

IT - Information Technology

JFMM - Joint Fleet Maintenance Manual

LLTM - Long Lead Time Material

MAI - Master Assessment Index

MCIT - Maintenance Continuous Improvement Team

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MCT - Master Component Table

MFOM - Maintenance Figure of Merit

MMBP - Maintenance Modernization Business Plan

MMPR - Maintenance and Modernization Program Review

MOGAS - Motor Gas

NAVSEA – Naval Sea Systems Command

NDE - Navy Data Environment

NEMAIS - Navy Enterprise Maintenance Automated Information System

NMD - Navy Maintenance Database

NSSA – Norfolk Ship Support Activity

NSTM - Naval Ships Technical Manual

PE - Program Element

PME - Precision Measuring Equipment

POM - Program Objective Memoranda

QA - Quality Assurance

QASP - Quality Assurance Surveillance Plan

R&M - Reliability and Maintainability

RCM - Reliability Centered Maintenance

RE - Resource Sponsor

RMAIS - Regional Maintenance Automated Information System

RMC - Regional Maintenance Center

ROI - Return on Investment

SCD - Ship Change Document

SCLISIS - Ship Configuration Logistics Support Information System

SHIPMAIN - Ship Maintenance

SLN - Ship's Landing Number

SME - Subject Matter Experts

SMOSF - Ship Modernization, Operation and Sustainment Fund

SPEAR - SURFLANT Planning and Execution of Alteration and Repairs

SURFMEPP - Surface Maintenance Engineering Planning Program

SWE - Surface Warfare Enterprise

TDA - Type Desk Assistant

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TDM - Type Desk Manager

TDO - Type Desk Officer

TRMS - TYCOM Readiness Management System

TSRA - Total Ship Readiness Assessment

TYCOM - Type Commands

USFFC – United States Fleet Forces Command

VSF - Validate Screen & Broker

13. ECMRA

### 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) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

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

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

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## SECTION D PACKAGING AND MARKING

All reports delivered by the contractor to the Government under this Task Order shall prominently show on the cover of the report:

1) Name of business address of the contractor:

Epsilon Systems Solutions, Inc.  
9242 Lightwave Avenue, Suite 100  
San Diego, CA 92123

2) Contract Number:

N00178-04-D-4048

3) Task Order Number:

FK01

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)

#### **1. 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 this performance-based service order. The intent is to ensure that the contractor performs in accordance with the performance - objectives and the Government receives the quality of services called for in the order.

This Task Order provides technical and programmatic support to the Commander Naval Surface Forces Atlantic (COMNAVSURFLANT). The resulting period of performance based order will have firm-fixed price Labor CLINS, and cost only Other Direct Cost (ODC)/Travel CLINS. The order will be for a base year with up to four option award term years. A properly executed QASP will assist the Government in achieving the objectives of this procurement.

#### **2. Authority**

Authority for issuance of this QASP is provided under Contract Section E- Inspection and Acceptance, which provides for inspections and acceptance of the services and documentation called for in service contracts, to be executed by the Contracting Officer or a duly authorized representative.

#### **3. Scope**

The QASP is put in place to provide Government surveillance oversight of the contractor's efforts to assure that they are timely, effective and are delivering the results specified in the order.

The contractor's performance will be evaluated by the Government as described in this QASP. The first evaluation will cover the period ending six months after date of task order award with successive evaluations being performed at the end of each twelve-month period of performance thereafter until the contractor completes performance under all tasks. For each period, the Government will evaluate the contractor's performance. The evaluation will encompass all work performed by the contractor at any time during the period but will not include cumulative information from prior reports although performance trends may be determined.

#### **4. Government Resources**

The following definitions for Government resources are applicable to this plan:

**Contracting Officer-** A person duly appointed with the authority to enter into [Procuring Contracting Officer (PCO)] or administer [Administrative Contracting Officer (ACO) contracts and make related determination and findings on behalf of the Government. The PCO for this contract is identified in section G. The ACO will be designated in the resulting order. Contracting Officers are designated via a written warrant, which sets forth limitations of authority.

**Task Order Manager (TOM) -** An individual appointed in writing by the PCO to act as his/her authorized representative to assist in administering the contract. The TOM will be appointed in the resulting task order. The limitations of authority are contained in a written letter of appointment.

#### **5. Responsibilities**

The following Government resources shall have responsibility for the implementation of this QASP:

**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 who 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. The Contracting Officer provides QASP input to matters relating to Tables 3 and 4.

**Task Order Manager (TOM) -** The TOM is responsible for technical administration of the SEAPORTE Task Order and assures proper Government surveillance of the contractor's technical performance. The TOM is not empowered to make any contractual commitments or to authorize any changes on the Government's behalf. Any changes that the contractor deems may affect SEAPORTE Task Order price, terms, or conditions shall be referred to the Contracting Officer for action.

#### **6. Methods of QA Surveillance**

**QASP -** The methods of surveillance listed below shall be used by the TOM in the technical administration of this QASP. The QASP will be the prime determinant in granting the award term.

Contractor Performance Assessment Report System (CPARS) - The market place for information technology, engineering, and

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management support services is very competitive. As such, the successful offeror has a vested interest in the Government generated CPARS under this contract. Additionally, an evaluation using the CPARS format will be performed at the end of each year of performance. The Government TOMITPOC for this procurement will address the quality of product or service, schedule, cost control, business relations, and management. As this information may affect future source selections throughout DoD, and the continuation of the order, the usual Government assessment will be used appropriately as an additional performance oversight and communication tool with the QASP.

#### **7. Documentation**

In addition to providing quarterly reports to the Contracting Officer, the TOM will maintain a complete Quality Assurance file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Government's performance of the quality assurance function. All such records will be maintained for the life of the order. The TOM shall forward these records to the Contracting Officer at termination or completion of the order.

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a. **Contract or Task Order Title:** COMNAVSURFLANT Technical Support Services

b. **Work Requirements:**

- TYCOM Type Desk
- Administrative
- Total Ship Readiness Assessment (TSRA)
- Financial Analysis
- Engineering and Technical Support
- Hot Wash and Maintenance and Modernization program Review (MMPR)
- Nonskid Oversight and Planning
- Motor Gas (MOGAS)
- Regional Maintenance Automated Information System (RMAIS), SURFLANT Planning and Execution of Alteration and Repairs (SPEAR) and Navy Maintenance Database (NMD)
- Master Assessment Index

8. **Primary Methods of Surveillance:**

**Periodic Inspection:** These services are monitored weekly, monthly, quarterly, semiannually, annually, etc. Periodic types of activities are perfect for periodic inspection because not only are they infrequent, but there is normally a predetermined, specified time frame within which the tasks must be accomplished. Therefore, you know exactly when to conduct the evaluations. Periodic inspections automatically become 100 percent evaluations or "100 percent checks." Inspections should be divided and scheduled by frequency: annual, semiannual, quarterly, monthly, weekly and as required. Sometimes services are required, for which the time or frequency cannot be predicted, such as accident investigations, one-time special tasking by higher headquarters, etc. These would be labeled "as required inspections." Others are known and predictable such as the quarterly status report or the monthly travel report currently included in some DISA service contracts.

The tables below set forth the performance ratings, standards and surveillance methods of the contractor that shall be provided to the Contracting Officer at the end of each surveillance period.

Performance Ratings: The Government will evaluate the contractor's performance of the Statement of Work (PWS) for each task order, and the Contracting Officer will assign one of the following ratings:

- (1) Exceptional (2) Very Good (3) Satisfactory (4) Unsatisfactory

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

**Table 1: Overall Performance Ratings**

Overall Performance Rating	Standard
Exceptional	Performance significantly better than evaluation criteria requirements
Very Good	Performance better than evaluation criteria requirements
Satisfactory	Performance consistent with evaluation criteria requirements
Unsatisfactory	Performance does not meet one or more performance evaluation criteria

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Performance Evaluation Criteria: The contractor's performance will be evaluated using the criteria and standards provided for each objective, and identified in Tables 2 through 4.

Organization: The performance evaluation organization consists of the Contracting Officer, who will serve as the Incentive Determining Official, and the TOM. In some instances, a Technical Point of Contact (TPOC) will be assigned to the contract or task order in addition to a TOM.

This performance evaluation does not replace any other requirement for evaluating contractor performance that may be required by this task order such as a Contractor Performance Assessment Reporting System (CPARS) report.

**Customer Input:** Although usually not a primary method, this is a valuable supplement to more systematic methods. For example, in a case where random sampling indicates unsatisfactory service, customer complaints can be used as substantiating evidence. In certain situations where customers can be relied upon to complain consistently when the quality of performance is poor, e.g., dining facilities, building services, customer surveys and customer complaints may be a primary surveillance method, and customer satisfaction an appropriate performance standard. In all cases, complaints should be documented, preferably on a standard form.

#### **9. Scope of Performance:**

The work will include the following: Program Management, Engineering/technical Services, Information Technology Support, Lifecycle Management Support, and Financial Analysis Support.

**Table 2: Performance Requirements Summary Table**

Performance Objective	Performance Standard and AQL	Methods of Assessment
Assist, prepare, and deliver ship maintenance and modernization studies, schedules, curriculums, reports, matrices, and briefs as required with little or no rework.	Comply with 90% accuracy and on time.	Quarterly inspection of random reports.
Manage Availability Work Packages (AWP) from A-360 milestone to final execution.	Report AWP status monthly.	Annual inspection of AWP status.
Examine and analyze ship maintenance requirements, controls, and fiscal transactions for execution years and future years.	Report monthly statistical or other information that has been gathered. At least 90% of the information analyzed must be relevant and accurate.	Periodic quarterly review of reports and analysis.
Develop, review, and maintain technical documents, drawings, and related correspondence.	Comply with 90% accuracy and on time.	Annual review of random reports.
Conduct Quality Assurance audits, operational readiness assessments, and process improvement evaluations.	Report monthly statistical or other information that has been reviewed. At least 90% of the information analyzed must be relevant and accurate.	Annual review of random reports.

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Analyze, manage, support, and provide training regarding TYCOM maintenance programs.	Report monthly statistical or other information that has been reviewed. At least 90% of the information analyzed must be relevant and accurate.	Annual review of random reports.
Provide engineering services, technical support and process improvement recommendations for fleet maintenance programs at the depot, intermediate, and organizational levels.	Report monthly statistical or other information that has been reviewed. At least 90% of the information analyzed must be relevant and accurate.	Annual review of random reports.
Inspect ships' MOGAS systems and verify CFOSS documentation.	Report monthly on the inspection findings and system status.	Annual review of random reports.

**10. Mandatory or regulatory compliance items:**

The contractor will provide initial proof of compliance with regulatory and compliance items contained in the contract. The Contracting Officer's Representative (COR) and the contracting officer (KO) will evaluate the initial submission. The COR and KO will conduct ad hoc reviews of the contractor's compliance throughout the remainder of the contract.

**11. Acceptable Quality Level (AQL):**

The AQL for this contract is 90-100%. Personnel and facility meeting security requirements is 100% compliance.

**12. Evaluation Method:**

The Contracting Officer's Representative (COR) reserves the right to perform oversight and surveillance of contractor performance at any time, but not as a disruption or impediment to contractor performance. The Contractor shall be notified immediately (verbally if possible, but always in writing) of any discoveries requiring urgent attention/remedy/resolution. The COR will monitor outstanding issues until resolution. The COR shall document all these notifications, discussions and transmissions on contract matters.

**Table 3: Contract Management Performance Evaluation Criteria and Standards**

CRITERION	UNSATISFACTORY	SATISFACTORY	VERY GOOD	EXCELLENT
Problem Resolution	Problems are unresolved, repetitive, or take excessive government effort to resolve	Problems are resolved with some government involvement	Problems are resolved quickly with minimal government involvement	Problems are non-existent or the contractor takes corrective action without government involvement
Responsiveness	Contractor's management is unresponsive to government requests and concerns.	Contractor's management is usually responsive to government requests and concerns.	Contractor's management takes proactive approach in dealing with government representatives.	Contractor's management anticipates Government concerns.
Communications	Contractor often fails to communicate with government in an	Contractor routinely communicates with government in an	Contractor routinely responds promptly with timely, effective	Contractor takes a proactive approach such that

	effective and timely manner.	effective and timely manner	communications.	communications are always clear and effective.
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**13. Incentives (Positive and/or Negative)**

Positive: Satisfactory performance will result in positive evaluation which can aid in competition for future awards.

Negative: The government reserves the right to assess equitable consideration against the Contractor in proportion to the damage experienced from failure to meet the established acceptance criteria. If any of the services do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount.

**Table 4: INCENTIVE OBJECTIVES**

Assesment Period	Acceptable Performance Definition	How Measured	Incentives
Base Period	Summary Performance "Satisfactory" in Table 2.	In accordance with the QASP Schedule; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of Option 1. (-) Does not meet the acceptable performance definition as a condition for exercise of Option I.
Option I	Summary Performance Rating of at least "Satisfactory" in Table 2. Two or more measurements from Table 3 rated as "Excellent."	In accordance with the QASP Schedule; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of Option. 2 (-) Does not meet the acceptable performance definition as a condition for exercise of Option. II.
Option II	Summary Performance Rating of at least "Satisfactory" in Table 2. Two or more measurements from Table 3 rated as "Excellent."	In accordance with the QASP Schedule; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of Option. 2. (-) Does not meet the acceptable performance definition as a condition for exercise of Option. III.
Option III	Summary Performance Rating of at least "Satisfactory" in Table 2. Two or more measurements from Table 3 rated as "Excellent."	In accordance with the QASP Schedule; annually using the CPARS system covering the previous 12 months.	(+) Meet the acceptable performance definition as a condition for exercise of Option. 2. (-) Does not meet the acceptable performance definition as a condition for exercise of Option. IV.

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Option IV	Summary Performance Rating of at least "Satisfactory" in Table 2. Two or more measurements from Table 3 rated as "Excellent."	In accordance with the QASP Schedule; annually using the CPARS system covering the previous 12 months	Final CPARS ratings
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## SECTION F DELIVERABLES OR PERFORMANCE

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

8001	9/29/2014 - 9/28/2015
8002	9/29/2015 - 9/28/2016
8003	9/29/2016 - 9/28/2017
8006	6/28/2015 - 9/28/2015
8007	9/29/2015 - 10/28/2015
8008	4/25/2016 - 9/28/2016
8010	9/29/2016 - 9/28/2017
8011	9/19/2016 - 9/19/2016
8012	3/13/2017 - 9/28/2017
8013	2/28/2017 - 9/28/2017
9001	9/29/2014 - 9/28/2015
9002	9/29/2015 - 9/28/2016
9003	9/29/2016 - 9/28/2017

### CLIN - DELIVERIES OR PERFORMANCE

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

8001	9/29/2014 - 9/28/2015
8006	6/29/2015 - 9/28/2015
9001	9/29/2014 - 9/28/2015

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

8002	9/29/2015 - 9/28/2016
8003	9/29/2016 - 9/28/2017
8004	9/29/2017 - 9/28/2018
8005	9/29/2018 - 9/28/2019
8007	9/29/2015 - 10/28/2015
9002	9/29/2015 - 9/28/2016
9003	9/29/2016 - 9/28/2017
9004	9/29/2017 - 9/28/2018
9005	9/29/2018 - 9/28/2019

Services to be performed hereunder will be provided at government facilities in Norfolk Virginia 90% of the time with some work being conducted at any or all of the following locations: Mayport, San Diego, Bahrain, Spain, at the contractor's facilities and other locations directed by the COR. Contractor must comply with OCONUS anti-terrorism force protection travel requirements.

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## SECTION G CONTRACT ADMINISTRATION DATA

Contracting Officer Representative  
Mr. Michael Harris  
1751 Morris Street  
Norfolk, Va 23511-2808  
[Michael.w.harris8@navy.mil](mailto:Michael.w.harris8@navy.mil)  
(757) 836-3307

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

(a) Definitions. As used in this clause—

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

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

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

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

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

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

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

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

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

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

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

2-in-1

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

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

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

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in

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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	N68732
Issue By DoDAAC	N00189
Admin DoDAAC	N00189
Inspect By DoDAAC	N50054
Ship To Code	N50054
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	N53825
Service Acceptor (DoDAAC)	<b>N53825</b>
Accept at Other DoDAAC	NA
LPO DoDAAC	N50054
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

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

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

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

**LS2 THELUSMA [juvins.thelusma1@navy.mil](mailto:juvins.thelusma1@navy.mil) - Acceptor - Phone (757) 443-3871 X1911**

**YVES TATAYE [yves.tataye1@navy.mil](mailto:yves.tataye1@navy.mil) - Certifier - Phone (757) 396-4001 X2201**

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

(g) WAWF point of contact.

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

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(Contracting Officer: Insert applicable information or “Not applicable.”)

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

(End of clause)

## 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

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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: **TERRI McGEEIN**

Address: **1968 Gilbert Street**

**Suite 600**

**Norfolk, Va 23511**

Phone: **757-443-1450**

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: **Jill Joscelyn-Smith**

Address: **1968 Gilbert Street**

**Suite 600**

**Norfolk, Va 23511**

Phone: **757-443-1219**

3. DEFENSE CONTRACT AUDIT AGENCY (DCAA) is responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

Name: **N/A**

Address: **N/A**

Phone: **N/A**

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

Name: **DEFENSE FINANCIAL & ACCOUNTING SERVICE**

Address: **CLEVELAND, OH 44199-8022**

5. TASK ORDER MANAGER (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;

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- 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.**

TOM Name: **Glenys Vasquez-Banchon**

Address: **1751 Morris Street**  
**Norfolk, Va 23511-2808**

Phone: **(757) 836-2606**

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR listed below:

ACOR Name: **NA**  
Address: **NA**

6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
- a. Identifying contractor deficiencies to the COR;
  - b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
  - c. Identifying contractor noncompliance of reporting requirements;
  - d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
  - e. Reviewing contractor reports providing recommendations for acceptance/rejection;
  - f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
  - g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and

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h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Name: NA

Address: NA

Phone: NA

7. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining, and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or
- f. Monitoring of total cost of delivery/task orders issued.

The following limitations/restrictions are placed on the Ordering Officer:

- a. Type of order issued is limited by this contract to ----- pricing arrangements;
- b. No order shall be placed in excess of \$----- without the prior approval of the PCO; and/or
- c. No order shall be placed with delivery requirements in excess of -----.

Name: NA

Address: NA

Phone: NA

(End of text)

### 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.

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

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

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

a. Technical

Interface

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

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

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

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

(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.

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c. Invoice Review and Approval/Inspection and Acceptance

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

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

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

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

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

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

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

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

Enclosure (1)

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

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

i. Written Report/Contract Completion Statement.

(1) The TOM is responsible for 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.

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

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the TOM. 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 TOM.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the TOM 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 TOM.
- d. Identify contract noncompliance with reporting requirements to the TOM.
- e. Review contractor status and progress reports, identify deficiencies to the TOM, and provide the TOM with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the TOM with recommendations to facilitate TOM certification of the invoice.
- g. Provide the TOM 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 TOM subsequent to any interface between the TA and contractor.

Accounting Data

SLINID	PR Number	Amount
-----		

BASE Funding 0.00  
Cumulative Funding 0.00

MOD 01

8001	N5005414RCX0160	1782777.60
LLA :		
AA 1741804 60BA 257 50054 R 068732 2D CX0160 500544d1543P		
Standard Number: N5005414RCX0160		

9001	N5005414RCX0160	247440.00
LLA :		
AA 1741804 60BA 257 50054 R 068732 2D CX0160 500544d1543P		
Standard Number: N5005414RCX0160		

MOD 01 Funding 2030217.60  
Cumulative Funding 2030217.60

MOD 02

8006	N0006015RC4AA62	223379.25
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LLA :  
AB 1751804 60BA 257 00060 R 068732 2D C4AA62 636775S1BP4D  
Standard Number: N0006015RC4AA62

MOD 02 Funding 223379.25  
Cumulative Funding 2253596.85

MOD 03

8002 N0006015RC4AK62 1802092.80  
LLA :  
AC 1751804 60BA 257 00060 R 068732 2D C4AK62 636775S1BP4D  
Standard Number: N0006015RC4AK62

8007 N0006015RC4AK62 74459.75  
LLA :  
AC 1751804 60BA 257 00060 R 068732 2D C4AK62 636775S1BP4D  
Standard Number: N0006015RC4AK62

9002 N0006015RC4AK62 247740.00  
LLA :  
AC 1751804 60BA 257 00060 R 068732 2D C4AK62 636775S1BP4D  
Standard Number: N0006015RC4AK62

MOD 03 Funding 2124292.55  
Cumulative Funding 4377889.40

MOD 04 Funding 0.00  
Cumulative Funding 4377889.40

MOD 05

8008 N0006016RC4AA62 234460.60  
LLA :  
AD 1761804 60BA 257 00060 R 068732 2D C4AA62 636776S1BP4D  
Standard Number: N0006016RC4AA62  
Modification for four additional personnel.

MOD 05 Funding 234460.60  
Cumulative Funding 4612350.00

MOD 06

8003 N0006016RC4AE62 1821542.40  
LLA :  
AE 1761804 60BA 257 00060 R 068732 2D C4AE62 636776S1BP4D  
Standard Number: N0006016RC4AE62

9003 N0006016RC4AE62 248049.00  
LLA :  
AE 1761804 60BA 257 00060 R 068732 2D C4AE62 636776S1BP4D  
Standard Number: N0006016RC4AE62

MOD 06 Funding 2069591.40  
Cumulative Funding 6681941.40

MOD 07

8010 N0006016RC4AE62-1 518496.48  
LLA :  
AE 1761804 60BA 257 00060 R 068732 2D C4AE62 636776S1BP4D  
Standard Number: N0006016RC4AE62-1

MOD 07 Funding 518496.48  
Cumulative Funding 7200437.88

MOD 08



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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

NOT APPLICABLE

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## SECTION I CONTRACT CLAUSES

### CLAUSES INCORPORATED BY REFERENCE

- 52.204-2 Security Requirements (AUG 1996)
- 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
- 52.204-13 SYSTEM FOR AWARD MANAGEMENT MAINTENANCE (JULY 2013)
- 52.209-6 PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (AUG 2013)
- 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (JULY 2013)
- 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (DEVIATION 2013-O0014) (AUG 2013)
- 52.232-18 AVAILABILITY OF FUNDS (APR 1984)
- 252.219-7003 SMALL BUSINESS SUBCONTRACTING PLAN (DOD CONTRACTS) (DEVIATION 2013-O0014) (AUG 2013)
- 252.237-7023 CONTINUATION OF ESSENTIAL CONTRACTOR SERVICES (OCT 2010)

(a) Definitions. As used in this clause-

(1) Essential contractor service means a service provided by a firm or individual under contract to DoD to support mission-essential functions, such as support of vital systems, including ships owned, leased, or operated in support of military missions or roles at sea; associated support activities, including installation, garrison, and base support services; and similar services provided to foreign military sales customers under the Security Assistance Program. Services are essential if the effectiveness of defense systems or operations has the potential to be seriously impaired by the interruption of these services, as determined by the appropriate functional commander or civilian equivalent.

(2) Mission-essential functions means those organizational activities that must be performed under all circumstances to achieve DoD component missions or responsibilities, as determined by the appropriate functional commander or civilian equivalent. Failure to perform or sustain these functions would significantly affect DoD's ability to provide vital services or exercise authority, direction, and control.

(b) The Government has identified all or a portion of the contractor services performed under this contract as essential contractor services in support of mission-essential functions. These services are listed in attachment --, Mission-Essential Contractor Services, dated -----.

(c)(1) The Mission-Essential Contractor Services Plan submitted by the Contractor, is incorporated in this contract.

(2) The Contractor shall maintain and update its plan as necessary. The Contractor shall provide all plan updates to the Contracting Officer for approval.

(3) As directed by the Contracting Officer, the Contractor shall participate in training events, exercises, and drills associated with Government efforts to test the effectiveness of continuity of operations procedures and practices.

(d)(1) Notwithstanding any other clause of this contract, the Contractor shall be responsible to perform those services identified as essential contractor services during crisis situations (as directed by the Contracting Officer), in accordance with its Mission-Essential Contractor Services Plan.

(2) In the event the Contractor anticipates not being able to perform any of the essential contractor services identified in accordance with paragraph (b) of this clause during a crisis situation, the Contractor shall notify the Contracting Officer or other designated representative as expeditiously as possible and use

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its best efforts to cooperate with the Government in the Government's efforts to maintain the continuity of operations.

(e) The Government reserves the right in such crisis situations to use Federal employees, military personnel, or contract support from other contractors, or to enter into new contracts for essential contractor services.

(f) Changes. The Contractor shall segregate and separately identify all costs incurred in continuing performance of essential services in a crisis situation. The Contractor shall notify the Contracting Officer of an increase or decrease in costs within ninety days after continued performance has been directed by the Contracting Officer, or within any additional period that the Contracting Officer approves in writing, but not later than the date of final payment under the contract. The Contractor's notice shall include the Contractor's proposal for an equitable adjustment and any data supporting the increase or decrease in the form prescribed by the Contracting Officer. The parties shall negotiate an equitable price adjustment to the contract price, delivery schedule, or both as soon as is practicable after receipt of the Contractor's proposal.

(g) The Contractor shall include the substance of this clause, including this paragraph (g), in subcontracts for the essential services.

(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 7 days of contract expiration.

(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 7 days of contract expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

(End of clause)

#### 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s)

8013 is/are incrementally funded. For this/these item(s), the sum of **\$25,370.01** of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of

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anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise

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prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of this modification: \$25,370.01

Contract is fully funded for current period of performance.

(End of clause)

**5252.243-9400 Authorized Changes Only By The Contracting Officer (Jan 1992)**

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

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

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The address and telephone number of the Contracting Officer is:

PCO NAME: TERRI MCGEEIN

ADDRESS: NAVSUP FLC - NORFOLK, 1968 GILBERT STREET SUITE 600, BLDG W-143 NORFOLK, VA 23511

TELEPHONE: 757-443-1450

ACO NAME: JILL JOSCELYN-SMITH

ADDRESS: NAVSUP FLC-NORFOLK, 1968 GILBERT STREET SUITE 600, BLDG W-143 NORFOLK, VA 23511

TELEPHONE: 757-443-1219

(End of Clause)

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

**(July 2013)**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement

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

## **APPLICABILITY**

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

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

## **ACCESS TO FEDERAL FACILITIES**

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

## **ACCESS TO DOD IT SYSTEMS**

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

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

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

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

## **INTERIM ACCESS**

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

#### **DENIAL OR TERMINATION OF ACCESS**

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

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

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

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

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

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

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

to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the

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individual's start date.

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

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

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

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

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

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

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

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

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

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

#### **REIMBURSEMENT OF TRAVEL COSTS (OCT 1998)**

##### **(a) Travel**

(1) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all needed arrangements for his personnel. This includes but is not limited to

the following:  
Medical Examinations

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Immunization

Passports, visas, etc.

Security Clearances

All contractor personnel required to perform work on any U.S. Navy vessel will have to obtain boarding authorization

from the Commanding Officer of the vessel prior to boarding.

(2) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract and determined to be in accordance with FAR subpart 31.2, subject to the following provisions:

Travel required for tasks assigned under this contract shall be governed in accordance with rules set forth for temporary duty travel in FAR 31.205-46.

(3) Travel. Travel, subsistence, and associated labor charges for travel time are authorized, whenever a task assignment requires work to be accomplished at a temporary alternate worksite. Travel performed for personal convenience and daily travel to and from work at contractor's facility will not be reimbursed.

(4) Per Diem. Per diem for travel on work assigned under this contract will be reimbursed to employees consistent with company policy, but not to exceed the amount authorized in the Department of Defense Joint Travel Regulations.

(5) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in paragraphs C8101.2C or C81181.3B(6) of the DOD Joint Travel Regulations, Volume 2.

(6) Air/Rail Travel. In rendering the services, the contractor shall be reimbursed for the actual costs of transportation incurred by its personnel not to exceed the cost of tourist class rail, or plane fare, to the extent that such transportation is necessary for the performance of the services hereunder and is authorized by the Ordering Officer. Such authorization by the Ordering Officer shall be indicated in the order or in some other suitable written form.

NOTE: To the maximum extent practicable without the impairment of the effectiveness of the mission, transportation shall be tourist class. In the event that only first class travel is available, it will be allowed, provided justification therefore is fully documented and warranted.

(7) Private Automobile. The use of privately owned conveyance within the continental United States by the traveler will be reimbursed to the contractor at the mileage rate allowed by Joint Travel Regulations. Authorization for the use of privately owned conveyance shall be indicated on the order. Distances traveled between points shall be shown in standard highway mileage guides. Any deviations from distance shown in such standard mileage guides shall be explained by the traveler on his expense sheet.

(8) Car Rental. The contractor shall be entitled to reimbursement for car rental, exclusive of mileage charges, as authorized by each order, when the services are required to be performed outside the normal commuting distance from the contractor's facilities. Car rental for TDY teams will be limited to a rate of one car for every four (4) persons on TDY at one site.

(End)

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## **SECTION J LIST OF ATTACHMENTS**

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